

# Readmission to Columbia College

Columbia College is committed to the academic success of each of our students, and we want to support you in a timely manner. Reasons for Dismissal often include circumstances beyond your control, and the shared goal of your counselor, support staff, and the petition committee is to help you return to Academic Good Standing as quickly as possible.

You may not enroll for the upcoming semester's courses. **If you were previously notified of Dismissal, or if less than one calendar year (12 months) has passed, but circumstances that might warrant an exception occurred, use the [Appeal for Readmission - Fillable](#) (send documents using [@my.yosemite.edu](mailto:@my.yosemite.edu) email address) .**

To make an Academic Counseling appointment to review your circumstances, contact the [Counseling Office](#) (209) 588-5109. If you are enrolled in one of our Special Programs, please contact that office at (209) 588-5130. For information on the Probation, Dismissal, or Appeal for Readmission processes or exception criteria, you may also contact the Director of Admissions and Records & Veteran Benefits office at (209) 588-5232. Submission of this Appeal for Readmission does not guarantee approval. The petition committee will review appeals, and you will be notified of the outcome after the committee meets. Please note that this process does not replace the Financial Aid Suspension Appeal process, if needed.

## Appeal for Readmission Process

1. Complete Columbia College Appeal for Readmission Form on the page that follows this one.
2. Write a detailed narrative (Two paragraphs suggested; one describing each of points A & B below) to illustrate:
  - A. The circumstances that impacted your ability to succeed.
  - B. A general plan for how to be more successful going forward, usually including one or more, but not limited to, the following criteria:
    - (1) Evidence of consistent improvement in a student's record;
    - (2) A change in one major to a field of study more appropriate;
    - (3) Circumstances which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student;
    - (4) The recommendation of your physician that continuance in college would be sufficient therapeutic benefit to warrant the granting of an additional opportunity.
3. Email the form with any documentation you may have to support your narrative to [ccstudentservices@yosemite.edu](mailto:ccstudentservices@yosemite.edu) . After the first semester you've applied for and been granted Readmission, refer to page 3 to complete and email the **Columbia College Readmission with Status** form only.

# Columbia College Appeal for Readmission Form

Completion of this form is both an assertion by the student of their understanding of a need for ongoing improvement and committing to your Counselor's recommended plan to be more successful acknowledging:

- Dismissal status remains in place for one year (12 months).
- If unsure how to get in touch with us, contact the Counseling office at 209-588-5109 in Upper Manzanita, and we will connect you to the right person.
- For information on the status of petitions or exception criteria, you may also contact the Director of Admissions and Records and Veterans Benefits, [michtavyl@yosemite.edu](mailto:michtavyl@yosemite.edu), (209) 588-5232.

PRINTED NAME & PHONE: \_\_\_\_\_

COLUMBIA COLLEGE ID#: \_\_\_\_\_

STUDENT EMAIL ADDRESS: \_\_\_\_\_

PROGRAM OF STUDY/MAJOR: \_\_\_\_\_

SEMESTER REQUESTED FOR REINSTATEMENT:  Fall  Spring  Summer YEAR: \_\_\_\_\_

How many units do you plan to take in the semester indicated? \_\_\_\_\_

How many hours / week do you work (if applicable)? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and supporting documentation from your YCCD email to [ccstudentservices@yosemite.edu](mailto:ccstudentservices@yosemite.edu). You will be notified of the Academic Appeal Committee's decision via an email to your student email address. Columbia College and YCCD does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of Vice President of Student Services at Columbia College, Dr. Melissa Raby.

Office Use Only			
Date: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
Comments: _____			
Staff Initials _____	Date Processed _____	Financial Aid _____	PERC CADPV <input type="checkbox"/> Student Notified <input type="checkbox"/>

# Columbia College Readmission with Status Form

Use this form only if you have previously filed and been granted an Appeal for Readmission. Completion of this form is both an assertion by the student of their understanding of a need for ongoing improvement, and acknowledging:

- Dismissal status remains in place for one year (12 months).
- As a reinstated student who is established with a counselor, or is in the process of working with the Counseling Office, the circumstances you submitted will be kept on file in the Admissions and Records Office.
- For information on the status of petitions or exception criteria, you may also contact the Director of Admissions and Records and Veterans Benefits, [michtavyl@yosemite.edu](mailto:michtavyl@yosemite.edu), (209) 588-5232.

PRINTED NAME & PHONE: \_\_\_\_\_

COLUMBIA COLLEGE ID#: \_\_\_\_\_

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How many units do you plan to take in the semester indicated? \_\_\_\_\_

How many hours / week do you work (if applicable)? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form ONLY from your YCCD email to [ccstudentservices@yosemite.edu](mailto:ccstudentservices@yosemite.edu). You will be notified of petition committee's decision via an email to your student email address. Columbia College and YCCD does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of Vice President of Student Services at Columbia College, Dr. Melissa Raby.

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Staff Initials _____	Date Processed _____	Financial Aid _____	PERC CADPV <input type="checkbox"/> Student Notified <input type="checkbox"/>