



Laney College
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Application for Reinstatement following Disciplinary Suspension

Students seeking reinstatement following long-term suspension (one semester or more) must submit the following application to the Office of the Student Conduct via email lanestudentconduct@peralta.edu. Once your application is received, it will be reviewed and you will be contacted for a required meeting with the Dean to discuss your request.

IMPORTANT: Students who owe Laney College money for past tuition, fees, or other debts will be unable to request reinstatement until their debts are paid. If you have a debt on your student account, you must clear it before your application is accepted.

Name: _____

Date of Birth: _____

Email: _____

Phone: _____

Student ID#: _____

Attached please find my reinstatement application including my typed in responses to the three questions below and all supporting materials pertinent to my request. I understand that the Dean of Student Success may inquire further about my situation by communicating with any individual that I have referenced in my application, as well as appropriate college personnel who may have relevant information regarding my situation. I also understand that the Dean may share any or all information provided in my application with relevant individuals in accordance with FERPA (Federal Educational Rights and Privacy Act) regulations.

Signature

Date

Required Questions:

Respond to the following questions with as much detail as you can.

1. Provide a thorough and reflective explanation of the factors that led to your long-term suspension. Be specific including the incident(s) that took place, the specific behavior(s)/action(s) that you engaged in, and the college expectation(s) that you did not meet. **(150 words minimum)**

2. Why do you believe that you are now able to commit to the responsibilities and expectations required of you by the Student Code of Conduct? What specific steps have you taken since your suspension to ensure that you are prepared to fulfill the expectations of the Student Code of Conduct? How will you ensure that you are able to fully follow the expectations of the Student Code of Conduct in the future?

Additional: If you believe that physical or mental health issues were an important factor leading to your long-term suspension, please explain the steps you have taken to address them, and if relevant, how you will manage them upon return (please include documentation if appropriate/ available). **(200 words minimum)**

3. Describe your academic and career goals for returning to Laney College. What is your timeline for accomplishing these goals? **(50 words minimum)**

Deadline & Instructions for Application Submission:

Applications for reinstatement must be submitted no later than 15 business days before the start of the term that you wish to enroll in classes. Applications submitted after this deadline will not be considered. Students who have been suspended from Laney College are not permitted on college property without specific permission from the Dean of Student Success. Therefore, this application with all the supporting documentation/attachments should be submitted via email lanestudentconduct@peralta.edu.

Application Review Process:

After this application has been received it will be reviewed by the Dean of Student Success. Following the review, applicants will be contacted to schedule a required meeting with the Dean to discuss their request.

Contact Information:

Dean Gary Albury

Office of Student Conduct

lanestudentconduct@peralta.edu