

Please submit this form to:
Southern Maine Community College
ADVISING OFFICE
2 Fort Road, South Portland, ME 04106
Fax: (207) 741-5760 – Email: advising@smccme.edu

SUSPENSION REINSTATEMENT

To reinstate after the one semester academic suspension period, please fill out this form prior to the start of the semester you wish to return and submit it to the Office of Student Success in the Campus Center.

Please note: students reinstated from suspension remain in a probationary status for the term in which they return limiting a student to no more than 13 credits. Additional requirements may be instituted based on the student's academic record.

Student Financial Aid: This suspension reinstatement to an academic program **does not** automatically re-establish student financial aid eligibility including all grants, student/parent loans and on-campus employment. Contact the SMCC Financial Aid Office (741-5518) for more information.

Student ID #: _____ Date: _____
Name: _____ Major: _____
E-mail: _____ Phone: _____
Mailing Address: _____

List the specific reasons that you were not successful in your studies and note any other problems or concerns you have for when you return to SMCC. What has changed to allow you to have a successful semester if allowed to return?

Semester/Year Suspended: _____ Semester/Year Requesting Return: _____

OFFICE USE: Disciplinary Financial Obligation \$ Proof of High School Graduation Immunizations

Approved Reinstatement (Advisor Signature): _____ Prior Reinstatements: YES NO

On the previous page, you were asked to list the specific reasons that you were not successful with your studies. Here, you are asked to develop an action plan to support your success when you return.

MY ACTION PLAN

1) When you retake a class in which you failed, the grade received for the retake is the one used to compute your GPA. This is a great way to improve your academic standing quickly. Please explain how you plan to raise your GPA and your completion rate to be sure you remain in good standing academically. This may include changing your major, retaking courses, or planning out new courses to raise your standing:

What help will you need to improve your academic performance (check all that apply)

- | | | | |
|--------------------------|-------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Tutoring help | <input type="checkbox"/> | Study skills |
| <input type="checkbox"/> | Test taking skills | <input type="checkbox"/> | Time management skills |
| <input type="checkbox"/> | Library orientation | <input type="checkbox"/> | Notetaking skills |
| <input type="checkbox"/> | Other (please describe) | | |

Will you be working while attending classes at SMCC? No _____ Yes _____

If **Yes**, how many hours do you plan to work?

Please explain how you plan to manage your time this semester to be sure this situation does not arise again? Keep in mind that if your GPA falls below 2.0 or your completion rate falls under 66% you will be placed on academic suspension for the next semester, which could mean you are asked to sit out.

Every student who enters a program at SMCC is assigned a faculty advisor.

Did you ever meet with your advisor? No _____ Yes _____

If **No**, why not?

If you plan to pay for your tuition through financial aid funds, have you filed a FAFSA for the current or coming academic year? No _____ Yes _____

If **No**, how do you plan to pay?
