



REINSTATEMENT REQUEST

** Before submitting a Reinstatement Request, you must meet with a Registrar and indicate below when that meeting took place*

Student Name: _____	Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Email: _____	Phone: () _____
Program: <input type="checkbox"/> Animation & Visual Effects (AVE) <input type="checkbox"/> Digital Filmmaking (DF) <input type="checkbox"/> Game Art & Design (GAD) <input type="checkbox"/> Interactive Audio (IA) <input type="checkbox"/> Motion Graphic Design (MGD) <input type="checkbox"/> Sound Arts (SA)	

1. Date of meeting with Registrar* : ____ / ____ / ____

Did the Registrar create an academic plan for you?

- Yes (please submit signed plan along with this form)
- No, a plan was not needed

2. Why did you leave the college: (check all that apply)

- Dismissed for unsatisfactory attendance
- Dismissed for unsatisfactory academic progress
- Dismissed for 3 failures of the same course
- Dismissed for a conduct/behavior issue
- Dismissed for financial reasons
- Voluntary withdrawal. Reason: _____
- Other: _____

2. Approximately when were you officially withdrawn/dismisssed? _____ / _____
Month / Year

3. Why would you like to return to Ex'pression College?

4. Please describe any plans for personal improvement and/or change that will ensure successful completion of the program.

5. Additional comments/information:

Attention:

Please be sure Section 1 of page 3 is complete before submitting your Reinstatement Request.



APPEAL/REINSTATEMENT OUTCOME

STUDENTS, PLEASE COMPLETE SECTION 1 ONLY

1. This section to be completed by student:

Submission Date	
Full name	
Email	
Program	<input type="checkbox"/> AVE <input type="checkbox"/> DF <input type="checkbox"/> GAD <input type="checkbox"/> IA <input type="checkbox"/> MGD <input type="checkbox"/> SA

2. OUTCOME (To be completed by school official):

Appeal Type	approved	denied	deferred	other	
<input type="checkbox"/> REINSTATEMENT				<input type="checkbox"/> re-enter on probation <input type="checkbox"/> re-enter <i>not</i> on probation	Eligible for re-entry:
<input type="checkbox"/> CONDUCT					
<input type="checkbox"/> FINANCIAL AID					
<input type="checkbox"/> TERMINATION					
<input type="checkbox"/> TUITION					
<input type="checkbox"/> SAP					
<input type="checkbox"/> OTHER					

3. EXPLANATION (To be completed by school official):

<input type="checkbox"/> insufficient documentation	<input type="checkbox"/> issue not appealable
<input type="checkbox"/> no extenuating factors to warrant approval	<input type="checkbox"/> faculty/staff need to be consulted
Title IV Financial aid eligibility:	<input type="checkbox"/> not eligible while on probation <input type="checkbox"/> eligible during extended probation period
Comments:	

4. INSTRUCTIONS (To be completed by school official):

<input type="checkbox"/> student must contact the Registrar	<input type="checkbox"/> student must contact instructor(s):
<input type="checkbox"/> student must contact the Bursar	<input type="checkbox"/> student may apply for re-enrollment:
<input type="checkbox"/> Other/comments:	

Signature of school official _____ Title _____ Date _____

Questions about your outcome can be directed to:

<input type="checkbox"/> Dean of Students	<input type="checkbox"/> Director of Student Affairs
<input type="checkbox"/> Dean of Academic Affairs	<input type="checkbox"/> Registrar
<input type="checkbox"/> Director of Financial Aid	<input type="checkbox"/> Bursar
<input type="checkbox"/> Other: _____	

Staff directory can be found at: <http://students.expression.edu/staff-directory/>