



ACADEMIC REINSTATEMENT REQUEST

An *Academic Reinstatement Request* form is used after a student completes a one-semester (fall or spring) SOAP academic suspension and requests to be reinstated to enroll in classes.

Education is flexible, the steps below will connect you with our Student Success team to support your return. Submit a **1-2 page typed letter** explaining the circumstances that affected your progress. In your letter, include:

- The challenges you faced and how they impacted your academic performance.
- The steps you are taking to improve and ensure future success.
- Your reasons for wanting to return to ECC and your goals moving forward.

This is your chance to show your determination and readiness for a fresh start. We're here to support you on your journey!

1. Complete the top half of page two of this form.
2. Schedule an appointment with your assigned academic advisor by calling 847-214-7390. **Bring this form and typed letter to your advising appointment.** Note: You will be required to reschedule your appointment if you have not completed Step #1 prior to your appointment. During your advising appointment, you and your advisor will complete the Student Success Contract on the opposite side of this form.
3. Detailed regulations pertaining to the *Standards of Academic Progress* can be found in the College Catalog and online at [SOAP](#). Please review.
4. Following your meeting with your advisor, the advisor will submit your request to the Associate Dean of Student Success who will render a Reinstatement decision.
5. You will be notified via your ECC student email within 10 days after the submission regarding the outcome of your *Academic Reinstatement Request*.
6. If your Reinstatement request is approved your academic standing will be updated to Reinstatement.

Natalie Leisering
Associate Dean of Student Success
Elgin Community College
1700 Spartan Drive, B120
Elgin, IL 60123
nleisering@elgin.edu



ACADEMIC REINSTATEMENT REQUEST

Name: _____ ECC ID#: _____

ECC Email: _____ @student.elgin.edu

I am requesting reinstatement after completing Academic Suspension. I wish to return to ECC for the following academic period:

Summer of _____ Fall of _____ Spring of _____

Courses recommended upon reinstatement:

Current SOAP Cumulative GPA: _____

Credits required to return to Good Academic Standing: _____

Grades or GPA: _____

<https://usm.maine.edu/advising/gpa-calculator>

SUCCESS CONTRACT

If reinstated to Elgin Community College, I pledge to do the following to ensure my academic success:

- MANDATORY** midterm check-in meeting with advisor
- Visit Tutoring (Bldg. C, second floor)
- Visit The Write Place (Bldg. B, 274)
- Communicate with Instructors / attend Office Hours
- Visit a Wellness Professional (Bldg. B, 120)
- Study and do work outside of class (recommended: 2 hours for each hour spent in class per week)
- Participate in Time Management activity (ask advisor for details)
- Meet with a Career Development Specialist (Bldg. B, 120) / Enroll in GSD120 career exploration course
- Other _____

By signing below, I agree to the above contract and acknowledge that if my reinstatement request is approved, it will be for **the requested academic period ONLY**. My ability to continue taking courses at ECC beyond the requested academic period will be contingent on my term SOAP GPA at the end of the reinstatement term, which **must be a 2.0 or higher**.

Student Signature

Date

Advisor Signature

Date

Natalie Leisering, Associate Dean of Student Success

Date

For Office Use Only

Request	Date	Max Cr. Hrs.	Student Notification	XTPC Entered	Status Change Requested
<input type="checkbox"/> Approve			<input type="checkbox"/> In Person _____	<input type="checkbox"/> Yes _____	<input type="checkbox"/> Yes _____
<input type="checkbox"/> Deny			<input type="checkbox"/> Phone _____	<input type="checkbox"/> No _____	<input type="checkbox"/> No _____
			<input type="checkbox"/> Email _____	<input type="checkbox"/> NA _____	<input type="checkbox"/> NA _____

NOTE: This form is not for financial aid reinstatement.