REINSTATEMENTS

When a student is accidentally dropped during census or as an instructor drop, the instructor may request that the student be reinstated. To do so, the instructor must come in to the Admissions and Records Office and request a Reinstatement/Add Card. The instructor must complete the section under Student Information, class information and check the “reinstatement” box. When the Admissions and Records staff processes the reinstatement, they will verify in the system that the drop was an instructor-initiated drop.

**Note**: If it is determined that the drop was student-initiated, the faculty member cannot request a reinstatement without the student’s signature.

Reinstatements may be processed through the Last Day to Drop with a “W”. Once the drop period has passed, a Supplemental Grade Assignment is required (see pg. 20).

**Process:**
- Instructor requests a Reinstatement/Add Card in the Admissions and Records Office
- Complete the student information at the top of the form
- Mark the reinstatement box
- Enter the section and course number
- Sign and date the reinstatement card
  - If the student initiated the drop or withdrawal from the class section, the student must also sign the reinstatement add card
- Submit the reinstatement card to the Admissions and Records Office on the Rancho Campus for processing