



Bergen Community College
Division of Student Services

Application for Reinstatement

1. Schedule an appointment with a Counselor, 201-447-7211
2. Complete this Reinstatement application
3. Pay the \$25.00 Reinstatement Fee at the Bursar's Office, Room A229
4. Bring this completed Reinstatement Application to the Center for Academic Planning and Student Success Room A118 when you meet with a Counselor.
5. The Counselors have the authority to reinstate most students on behalf of the Academic Standing Committee. Some Reinstatement Applications will be referred to the Academic Standing Committee, which meets monthly during the Fall and Spring Semesters. The Counselor will advise you of the appropriate procedures and conditions for reinstatement.
6. Refer to the Bergen Community College Catalog for Academic Standing regulations.

If you are approved for reinstatement, the conditions of your enrollment are determined at the discretion of the Academic Standing Committee or a College Counselor. The decision will be based on a review of your grades to date and of the merits of the appeal you present in writing.

You are advised to carefully review your situation. Your response to each of the items should be thorough and specific. You are encouraged to attach pertinent documentation to support your appeal. The College reserves the right to request official documentation when appropriate.

Requesting Reinstatement for: Fall _____ Spring _____ Summer _____ Winter _____ Year: 20__

Name: _____ Student ID# _____

Current Address: _____
Street Town State Zip Code

E-mail Address: _____ Current Phone Number: _____

When did you first enroll at Bergen Community College? Semester: _____ Year: _____

Current Status (You Must Check One):

Suspension: _____ Dismissal: _____ At the end of: Fall: _____ Spring: _____ Year: _____

Please indicate if you are receiving financial assistance:

EOF: _____ Financial Aid/VA: _____ Other: _____

Are you an International Student on a Visa? Yes: _____ No: _____

1. Explain the reason(s) why your academic performance was below the level required by college regulations:

