



**Admissions and Records
REINSTATEMENT LETTER**
To be completed in **BLACK** ink only

Golden West College
15744 Goldenwest Street/PO Box 2748
Huntington Beach, CA 92647-2748
714-895-8306 M-Th 8am-7pm F 8am-3pm

Student ID

Student Name

CRN

Course (Ex: ACCT G101)

This letter is to confirm that the above named student has my permission to be reinstated in my class as indicated above.

Instructor's Signature

Date

This form is not to be used for late add situations, it is only to be used for reinstating students who were previously officially enrolled and dropped from the class. Reinstatement of a student is at the discretion of the instructor of record who has determined that the student would have a reasonable opportunity to successfully complete the class.

Admissions may only process this request when it has been fully completed by the instructor of record for this class and has been brought to Admissions by the student. If any information is missing (Student Name, ID, CRN, Course Info, Instructor Signature and/or the Date Signed) the reinstatement cannot be done.

The student needs to bring the fully completed form to the Admissions office within 3 business days of the instructor's signature or before the end of the semester (whichever is earliest) in order to get reinstated into the class. The student will need to bring some type of photo ID (such as a driver's license or student ID card) and be prepared to pay any fees due at the time he or she requests reinstatement.

Reinstatement requests received after the end of the semester can not be processed and the student would not be able to receive a grade in the class. The instructor should check his or her class roster to be sure the student does get reinstated in a timely manner and if the student does not get reinstated, the instructor should not allow the student to continue attending the class.