



ORANGE COAST COLLEGE  
REINSTATEMENT FORM -- SPRING 2025

**PLEASE READ: No-Show drops cannot use this Reinstatement form.  
Reinstatements must be done within 2 weeks from the drop date.**

This form can be submitted if **ALL** of the following are met:

- Student is dropped with an eligible drop status: DN, IN, DC, IC, DI, II.
- **No more than two weeks has passed from the drop date.**
- The final reinstatement deadline (below) has not passed for the course.
  - **16 week courses: Monday, May 12, 2025**
  - **1<sup>st</sup>, 2<sup>nd</sup> 8-week & other length courses: Please check with Faculty Services**

**Form Submission:** Either the student or instructor can submit this form either in-person to the Enrollment Center or, to [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) from their CCCD e-mail address. **This form must be submitted within a week of the Instructor's Signature.** This form can either be printed and hand signed, or signed electronically.

PLEASE REINSTATE:

STUDENT NAME \_\_\_\_\_ ID# \_\_\_\_\_  
First and Last Name

_____	_____	_____
Course Title (e.i. MATH A100)	CRN No.	Term & Year

**Student's Acknowledgement & Responsibility:**

*I understand that I am responsible for any and all fees incurred during this reinstatement process. If I choose not to attend the course after my reinstatement, I agree to assume the responsibility for the grade received. I will be responsible for the grade received.*

\_\_\_\_\_  
Student's Signature Date

**Instructor's Approval:**

\_\_\_\_\_  
Instructor's Name (please print) Instructor's Signature Date