

# Dual Credit Reinstatement Request Form

If you earned a "D" or "F" in a dual credit course you will need to request reinstatement into the dual credit program. Request will be reviewed and decided by the campus Vice President of Instruction. \*\*\*Note, request for reinstatement is not a guarantee student will be allowed to continue to take dual credit courses. VPI will review all documents submitted and make a decision based on holistic review. Students will be notified of decision via their student myLonestar account. Please allow up to 5 business days for decision as academic calendar allows.

**DEADLINE TO SUBMIT** DC Reinstatement request form is 10 business days before semester begins.

Student- Please submit:

1. DC Reinstatement request form (all sections completed and signed)
2. Summary of Explanation (on a separate sheet of paper)
3. Copy (unofficial) of your most current high school transcript
4. Copy (unofficial) of your LSC course enrollment and/or (unofficial) LSC transcript

On a separate sheet of paper please submit a summary of explanation as to extenuating circumstances which led to "D" or "F". Be as detailed as possible. If necessary, attach supporting documents to substantiate request for appeal.

Complete the following information:

Semester and year to appeal: \_\_\_\_\_

Classes to appeal: \_\_\_\_\_

LSCS ID #: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle Initial

LSC E-mail Address: \_\_\_\_\_

High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

High school staff member submitting the appeal:

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR VICE PRESIDENT OF INSTRUCTION OR DESIGNEE USE ONLY**

\_\_\_\_ Approved    \_\_\_\_ Denied

Number of hours permitted to enroll in upcoming term: \_\_\_\_\_

Other course limitations: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_