



Reinstatement Instructions

TO COMPLETE YOUR REQUEST

- Using your FalconMail, contact the Department Chair for the course(s) you wish to be reinstated into (see back for list of Department Chairs).
- Indicate the course number/section and instructor name, along with your name and student ID.

Example Email:

*SUBJECT – Reinstatement Request
Dear Dr. Fleischman,*

*I am requesting reinstatement into the following class:
ENC1101/501A, Christopher Danforth*

*Thank you for your consideration,
Shelly Tambo
Student ID 000000*

By submitting your request to be reinstated to the Department Chair, you are agreeing that you acknowledge your understanding of the following:

- I am requesting to be reinstated;
- Payment is due immediately after reinstatement, or;
- The Financial Aid Office has verified eligibility or deferment, or;
- The Office of Veterans Affairs has verified eligibility or deferment;
- My instructors are not required to allow me to make up missed assignments;
- Students who withdraw are not eligible for reinstatement;
- Reinstatement requests must be made within five business days.

DEPARTMENT CHAIR INSTRUCTIONS

By approving this request, you are stating the student has attended previously and you are authorizing reinstatement. Do not approve unless you have spoken to the instructor and you believe the student can be successful in the class. Please send an email to Registration@DaytonaState.edu with student name, ID, course, and class number.

If approving reinstatement after the end of the term, please send and email to Records@DaytonaState.edu with the student name, ID, class, class number, and grade. The grade update will occur once the tuition has been satisfied

Department Chair Contact List

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School of Student Life Skills

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School of World Languages & Speech

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School of Workforce

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