



# Reinstatement Petition

for Disqualified Graduate and Credential Students

California State University Monterey Bay  
UNIVERSITY COLLEGE AND GRADUATE STUDIES  
ADMINISTRATION BUILDING  
100 CAMPUS CENTER • SEASIDE, CA 93955  
PHONE (831) 582- 3680 • FAX (831) 582-3558

## Instructions:

1. Read Part 1. Complete Part 2, Part 3, Part 4 (supporting information), Part 5 (advisor feedback), Part 6 (signature).
2. Submit completed Reinstatement Petition and supporting documentation to UCGS during business hours.
3. Students will be notified via email of request status. All communication will be sent via CSUMB email (for current students) or the email provided below (for inactive students).

## Part 1: Definitions and additional information

**Reinstatement** allows a student who has been disqualified at CSUMB to become eligible for enrollment once again. Reinstatement refers only to the University. Individual programs may decline to allow a student to return to the program.

**Readmission** is similar to an original admission. All students must reapply by the application deadline via Cal State Apply to be able to return as a matriculated student. Apply for the next available term as early as possible, even if prior to the completion of the reinstatement process.

### There are three levels of Reinstatement and readmission:

1. **First Disqualification:** Students may appeal immediately for reinstatement only (readmission is not required in this case) after the first academic or academic-administrative Disqualification. This petition must be completely filled out and submitted to the Office of Graduate Studies for processing. A program committee will make the final decision in concert with the appropriate Dean. Appeals deadlines must be met (see Office of Graduate Studies webpage for specific dates for each semester), even if the student does not intend to return to CUSMB that term. Students who do not attend the first term after reinstatement need to discuss the need for a Leave of Absence request after reinstatement; otherwise, the student may have to reapply to the program.
2. **Second Disqualification:** Students who are academically disqualified after reinstatement will not be considered for reinstatement until a year has elapsed since being disqualified. Students who intend to return after the year will need to reapply to the program prior to filing for reinstatement; however, students should expect to meet with the program coordinator prior to submitting an application for readmission. Student who are administrative-academically disqualified after a previous disqualification of any type are not eligible for reinstatement.
3. **Third Disqualification:** Student academically disqualified for a third time will not be reinstated.

Please note: Students wishing to change programs upon reinstatement must apply to the new program. Reinstatement does not guarantee admission to the new program.

Credential Students: Teaching credential students do not receive a degree from CSUMB and are subject to the regulations of the state legislature and licensing agency. As with graduate master's degree programs in the CSU, the overall GPA and candidacy GPA must be a 3.0 or above for completion. In the case of credentials, a recommendation from the university to the state credentialing agency would be withheld without the requisite GPA. Students who fail to achieve this level of scholastic success can be precluded by the program from repeating courses or taking other courses to raise the GPA and so are effectively permanently terminated from the university without the credential recommendation.



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## Part 2: Student Information

Student ID	Last or Familial Name	Given or First Name
Phone Number	E-mail Address	
Program		

## Part 3: Reinstatement Request

I wish to be reinstated for \_\_\_\_\_ in \_\_\_\_\_  
Term/Year Program

### Categories for Reinstatement (check the *one* category under which you are applying)

Extenuating Circumstance – for serious and compelling reasons clearly beyond the student’s control. Examples include administrative error, employment, military, natural disaster, death of immediate family member, personal health or serious illness, and divorce.

Special Consideration – for students who have spent substantial time away from CSUMB since their disqualification (five years or more) and feel that their life experiences have prepared them for a successful return to school. Such students should check the policy on Academic Renewal for Graduate students.

Petitioned Grade Change - for changes of grade approved either as a change of grade or through Grade Appeal. To qualify, the change of grade must be clearly explained in an attachment.

Program of Study – classes appropriate to the student’s program for 6-9 units per semester, letter graded, graduate or credential level (or appropriate preparatory Upper Division courses), and taken through Open University or CSUMB’s Extended Education winter or summer session. Full approval (all signatures) for the courses must be garnered before the courses are taken. The program of study must include work applicable to the degree. Once the program of study has been completed such that the student earns a minimum grade point average of 3.3 (B+), he or she will be reinstated.

**My Grade Point Deficit:** Using the Raise GPA calculator (<https://advising.wisc.edu/gpacalculator>), and the cumulative GPA and graduate or credential units attempted from your CSUMB unofficial transcript, determine how many A’s or B’s to bring my term and overall GPA to 3.0 or above. I need \_\_\_\_\_ As or Bs to raise my GPA to 3.0 or better.

*Faculty and Student: Assess realistically the ability of student to earn a term and overall GPA at or above 3.0 in the following semester. Students who do not achieve a 3.0 in the semester following reinstatement will be disqualified for a second time and have to apply for both reinstatement and readmission.*



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**Part 4: Required Additional Information (to be completed by student and presented to major advisor or program coordinator). Be prepared to provide supporting documentation**

1. What factors led to your GPA dropping below 3.0 in any term or overall? (Attach Additional Pages as Needed)

2. What specific actions will you take to improve your academic standing at CSUMB? (Attach Additional Pages as Needed)



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## Part 5: To be completed by your Advisor, Graduate Coordinator or Department Chair

Your student has been academically disqualified because the student was on probation for two or more terms. The student can be cleared or denied re-instatement. Carefully review the student's transcript and academic record to determine progress toward degree. Review Grade Point Deficit. Can student overcome deficit in one semester? If yes, on page 3, list the courses student must take during the next semester to improve GPA. Do not clear student if grade point deficit cannot be remedied in one semester. Student may take courses through Extended Education if disqualified AND if you determine student may improve GPA in two semesters.

**CLEARED:** Student is cleared, but a probation hold will be placed on the record until the semester grades are reported. Student will be administratively disqualified from the program and the University if, in the term following re-instatement, the student does not earn a term or overall GPA of 3.0 or above.

**DENIED:** Reinstatement NOT recommended.

Print Name	Dept
Email	Phone
Signature	Date

## Part 6: Student Signature

I, \_\_\_\_\_, have read this document and have met with my advisor. I understand the actions I must take to improve my term and overall GPA to 3.0 or greater. If I am unable to raise my term and overall GPA to 3.0 or greater, I will be disqualified from the university.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>UCGS OFFICE USE ONLY:</b>		
UGS Dean/ or Designee Name: <i>(please print)</i>	UGS Dean Signature / or Designee:	Date:
Status:		
Route to		
<b>ENROLLMENT SERVICES OFFICE USE ONLY:</b>		