



GRADUATE/CREDENTIAL REINSTATEMENT PETITION

OFFICE OF GRADUATE STUDIES & RESEARCH • ADMINISTRATION BUILDING
100 CAMPUS CENTER • SEASIDE, CA 93955 • PHONE (831) 582-3878 • EMAIL: gradstudies@csumb.edu

This form is used by graduate students to appeal to be **Reinstated following an Academic Disqualification (DQ)**.

Fill out the student information and the appropriate section(s) below.

Student ID	Last name	First name
Phone	E-mail	Degree Program
YR/term (e.g. F23)	Student signature	

The appeal process can be lengthy, so it is imperative that you embark on an appeal process immediately upon receiving your Disqualification/Dismissal letter. Deadlines and more information can [be found here](#). A Disqualified student, or Disqualified student whose appeal is denied must leave the university for at least one academic year (i.e., two semesters) before a second appeal is considered. If you receive a second DQ, it will be an Administrative -Academic DQ for lack of progress, and may not be appealed.

Individual programs may have specific guidelines for an appeal. Check with your program director or coordinator to determine how to proceed. Use this form if advised to do so. Consult with the Dean of Graduate Studies if your path is unclear.

=====DEFINITIONS=====

“**Academic Probation**” occurs when a graduate student earns a cumulative grade-point average (GPA) lower than 3.0 (B).

“**Academic Disqualification**” is sometimes called “Dismissal.” A student who earns a cumulative GPA lower than 3.0 in two consecutive terms is no longer qualified to enroll at the university.

“**Administrative-Academic Disqualification**” can be invoked for a variety of reasons listed in the [Academic Standing Policy](#), including lack of progress toward degree. This form is not for Reinstatement following Administrative-Academic DQ.

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

=====INSTRUCTIONS=====

Fill out the student information above and check the appropriate box.

- I believe the DQ is the result of an error. Complete Section 1.
- I am appealing the DQ based upon extenuating circumstance beyond my control. Complete Section 2.
- I am appealing the DQ following an absence of at least one year, and I have raised my GPA. Complete Sections 3a & 4.
- I am appealing the DQ following an absence of at least five years. Complete Sections 3b.
- I am appealing the DQ and I am a credential-seeking student. Review Section 5.

Return the completed form to the gradstudies@csumb.edu

If you are completing Sections 1 or 2, the appeal process timeline might keep you from enrolling in the current term. If you foresee a significant delay, apply for a leave of absence to maintain continuous enrollment. Support the leave application with a petition for “Exception to University Academic Policy” (because you are currently not in good standing).



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=====Section 1=====

1. Clerical Error or Grade Dispute

If your DQ was the result of a clerical error (Section 1a) or grade dispute (Section 1b), you will no longer be on probation once the correction is made.

- a. Work with the course instructor to enter the correct grade in OASIS as soon as possible. Fill out this part of the form and send it to gradstudies@csumb.edu
- b. If you are engaging in a more lengthy [grade appeal process](#), only fill out the top line, the instructor name, and select Y in the lower right box, and send it to gradstudies@csumb.edu.

Course name (e.g., GEOL 260)	CRN#	Course Units
Incorrect grade	Correct grade	Corrected cumulative GPA (min. 3.0)
Instructor name	Instructor signature	Grade Appeal Process? ___Y ___N

=====Section 2=====

2. Reinstatement for Extenuating Circumstances (First DQ only)

Complete this part of the form if your low GPA resulted from documentable serious and compelling reasons beyond your control, and if you will be able to raise your GPA to at least 3.0 within one term.

Examples of acceptable extenuating circumstances include, employment responsibilities, military, natural disaster, death of immediate family member, personal health or serious illness, or divorce.

Use your cumulative GPA and graduate or credential units attempted from your CSUMB unofficial transcript to determine if it is possible to bring your overall GPA to 3.0 or above in one semester. See last page for formulas.

Graduate units completed	
Current cumulative GPA	
Units planned for next semester	
Term GPA required in those courses to reach 3.0 cumulative GPA	



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2a) Describe the extenuating circumstances that led to your poor academic performance. Attach documentation

2b) What steps will you take to improve your academic standing at CSUMB?



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2c) To be completed by Advisor, Graduate Director/Coordinator, or Department Chair

Your student has been Academically Disqualified because their GPA was below 3.0 for two consecutive terms. Carefully review the student’s transcript and academic record to determine progress toward degree. Review all of Part 2 above.

Can your student achieve at least a 3.0 GPA in one semester?

If yes, list below the courses that the student must take during the next semester to improve their GPA. A probation hold will be placed on the record until the semester grades are reported. The student will be administratively disqualified from the program and the University if the student does not earn an overall GPA of 3.0 or above in the term following Reinstatement. Discuss the student’s plan with the student and recommend any supports that would increase their chance of success.

If your student cannot achieve a 3.0 GPA in one additional semester, do not approve this petition. Instead, consider recommending a “Program of Study”- a series of relevant courses to be taken through Open University during two or more semesters during their absence from the program. Students may reapply to the university after two semesters, if they raise their GPA to 3.3. See Section 3a.

Program of Study

Course names	Course units

Advisor/Director/Chair Name	Advisor/Director/Chair signature
I recommend Reinstatement ___Y ___N	Date



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=====**Section 3**=====

3. Reinstatement after an absence of at least one academic year (2 semesters)

A successful appeal allows a student who has been disqualified from the university to be “reinstated.” Reinstatement makes a student eligible to enroll in classes once again if admitted to the university through Cal State Apply. Reinstatement refers only to the University. **Individual programs will weigh the application along with all applicants for the term. Reinstatement does not guarantee admission to a degree program.**

3a) I am appealing for Reinstatement following an absence of at least 1 academic year. I have completed a “program of study” with enough coursework outside of CSUMB, or through CSUMB Open University, to raise my GPA to at least 3.3, and would re-enter the program in good standing if admitted.

- i. List the courses in Section 4.
- ii. Consult with the program director or coordinator to discuss your plans.
- iii. Submit this form to gradstudies@csumb.edu.
- iv. Apply to the program through Cal State Apply if your appeal is approved.

3b) I am appealing for Reinstatement following an absence of at least 5 years. My life experiences have prepared me for a successful return to school. I am appealing to be reinstated on probation, and I will raise my cumulative GPA to at least 3.0 during the first term following Reinstatement.

- i. Consult with the program director or coordinator to discuss your plans.
- ii. Review the option for “Academic Renewal” in the CSUMB [Academic Standing Policy \(Section 7.10\)](#).
- iii. Review the petition for an extension to the 7-year limit on master’s programs.
- iv. Submit this DQ appeal form to gradstudies@csumb.edu.
- v. Apply to the program through Cal State Apply if your appeal is approved.

=====**Section 4**=====

Name of degree/credential you are seeking _____

List the courses you have completed that raise your GPA to at least 3.3. The listed courses must fulfill requirements for the degree you are seeking.

Course names (e.g. GEOL 260)	Where course was completed	Units



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=====Section 5=====

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. Please refer to specific policy and procedures in your program's student handbook. You may use this appeal form if so directed by your program coordinator/director.

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



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GPA Calculations

Is it possible for you to raise your GPA to 3.0 or better in your next semester? You can approach this in two ways using the following values.

A = number of units you have attempted so far
B = your current cumulative GPA
C = the number of units you plan to take in the additional term
D = the term GPA you will earn from the units you plan to take
E = final cumulative GPA after the next term

Option one --- Calculate E (new Overall GPA) by entering the numbers for A through D into the formula.

$$\text{New overall GPA} = (A*B + C*D) / (A+C)$$

Example 1: A=15, B=2.7, C=8, D=4.0 $(15 * 2.7 + 8 * 4) / (15 + 8) = 3.15$

New overall GPA = 3.15

In other words, earning straight A's in two 4-unit courses would raise your cumulative GPA to 3.15.

Option two --- Choose a minimum desired value (3.0) for E, and calculate the term GPA you must earn in the next semester.

$$\text{Term GPA} = (E*(A+C) - A*B) / C$$

Example 2: A=20, B=2.5, C=8, E= 3.0 $(3* (20 + 8) - 20 * 2.7) / 8 = 4.25$

Term GPA = 4.25

Since it is not possible to achieve a 4.25 GPA in a semester, you have determined that it is not feasible to achieve a 3.0 overall GPA by taking 8 units in one semester. You might have to take more units, or consider other academic options.
