



REINSTATEMENT INSTRUCTIONS, CHECK LIST and PETITION

Reinstatement

- A. Students who have been disqualified may not apply for immediate reinstatement.
- B. Undergraduate students (or students pursuing a second bachelor's degree) who have been disqualified must, before applying to the University Standards Committee for reinstatement:
 1. Complete at least 12 graded semester-units at another accredited college or university, or through Extended Education at SSU.
 2. Pass ALL transferable units taken after disqualification from SSU with an average GPA of 2.0 or better.
 3. Endeavor to raise the student's SSU and cumulative GPAs to a 2.0 or better.
 4. You can find articulated classes at www.ASSIST.ORG. Enter the name of the community college you're attending and Sonoma State, then search by subject.

In choosing courses to take, undergraduate students should, whenever possible:

- Repeat courses with grades of C- or below.
- Complete any General Education areas that are not complete.
- Fulfill lower-division course requirements for the students' major.

In some cases, undergraduate students may not be able to take equivalent courses to raise their SSU or cumulative GPA to the required level without returning to SSU (such as upper division students). In that case, the student should clearly outline the circumstances preventing raising the GPA in the reinstatement petition. The University Standards Committee *may*, in that case, reinstate a student conditionally.

- C. Graduate, credential, or post-baccalaureate students who have been disqualified but must first reapply to their department, then file your petition for reinstatement and reapply to the university for admission.

Disqualified students who are reinstated will be on a probationary basis and must meet any requirements or conditions outlined in the reinstatement letter by the University Standards Committee.

The completed reinstatement packet must be received by the *Office of the Registrar* by the following deadlines - **March 1st** for requests for reinstatement for Fall semesters - **October 1st** for requests for reinstatement for Spring semester. Again, **ALL** reinstatement packets **MUST BE COMPLETE** and arrive by the posted deadlines or they will be returned.

Please initial each item as you include it in your packet.

- _____ 1. Consult with your **SSU academic advisor** to ensure that you are taking or have taken the proper coursework while away from SSU. If you are undeclared, please contact the Advising Center.
- _____ 2. Fill out the Reinstatement Information Petition below.
- _____ 3. Include a detailed letter from you (typed prepared) to the University Standards Committee. Explain what led up to your disqualification and what actions have been taken since your disqualification and why you feel you are now prepared to be successful at SSU.
- _____ 4. Include a detailed recommendation from your SSU academic advisor or department chair. If you have a declared major, the letter **must** be from your major department. If you are changing majors, the letter **must** be from your new department. If you are undeclared, the letter must be from an academic advisor in the Advising Center.

_____ 5. If you are changing majors, an approved Change of Major form must be included. Please let us know if you need one mailed to you as they are not online.

_____ 6. If you are repeating courses that Sonoma State University does not have an approved articulation for, you will need to file Repeat of Course Exception forms: <http://www.sonoma.edu/regISTRATION/records/pdf/repeat.pdf>

_____ 7. Submit official transcripts of all course work taken and completed since your disqualification. **Please DO NOT request the transcript be sent directly to SSU. Include the sealed transcript as part of the complete reinstatement packet.**

NOTE: If you have been away from SSU for two semesters or more, you must also submit in the same packet:

_____ 8. Admissions Application: If the deadline to **apply for admissions** is still open, you can apply online. However, once the online application is closed, you may need to contact the Office of Admissions for further information. Effective with the Fall 2017 term, paper applications will not longer be available.

Note: Due to budget constraints, there is no guarantee we will open for Admission for the semester you are requesting reinstatement nor a guarantee you will be admitted into the major of your choice due to impaction.

SSU Reinstatement petition deadline	October 1
Must apply to CSU Spring applications	August 1 – 31

SSU Reinstatement petition deadline	March 1
Must apply to CSU Fall applications	October 1 – November 31

_____ 9. A check for the \$55 application fee (if not already paid online)

_____ 10. Please remember, too, that if you are readmitted to the University you will need to pay a new \$200 Registration Deposit.

Reinstatement Petition to University Standards Committee

Last Name _____ First _____ MI _____ Student ID Number _____

Address _____ Daytime Phone Number _____

City _____ State _____ Zip _____ Student E-mail _____

Term I was disqualified : Fall Spring of _____ (Year)

I am requesting reinstatement for: Fall Spring of _____ (Year) Former Major _____ Requested New Major _____

List all colleges attended since your disqualification, indicating semesters/quarter of attendance. Include University, College and Extension service(s) and classes if possible. Also, indicate if course(s) are a repeat of course previously taken. (Attach an additional sheet, if necessary to outline any special circumstances you would like considered)

School Name	Course Taken	Units & Grade	Is this a repeat?

Attach separate paper if you need additional room.

All grades must be submitted before a decision will be made. Mid term grade reports or letters from instructors with mid-term grades on COLLEGE or UNIVERSITY LETTERHEAD should be submitted for work in progress. *I understand that I will be disenrolled if reinstated on the basis of falsified grades.*

Signature of Petitioner _____ Date _____