



## SSU Reinstatement Packet

**Students must show documented academic progress and meet the following conditions before petitioning to the University Standards Committee for reinstatement:**

- 1. Complete at least 12 graded semester-units at another accredited college or university, or through Extended Ed at SSU.**

When 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.

- 2. Pass transferable units taken after disqualification from SSU with an average GPA of 2.0 or better.**

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 their GPA in the reinstatement petition. The University Standards Committee *may*, in that case, reinstate a student conditionally.

- 3. Endeavor to raise the student's SSU and cumulative GPAs to a 2.0 or better.**

- 4. If you have been away from SSU for two semesters or more, you must meet SSU's current admission standards. If you have over 60 units at the time of reinstatement, you must meet the requirements for upper-division transfer.**

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

**All** students who are seeking reinstatement are **required** to meet with the Reinstatement & Retention Coordinator for academic advising **prior** to submitting their reinstatement packet.

Disqualified students who are approved to return to SSU will be admitted on a conditional basis and must meet any requirements or conditions stated in the Reinstatement Contract supplied by the Reinstatement & Retention Coordinator on behalf of the University Standards Committee.

### REINSTATEMENT DEADLINE

Completed reinstatement packets must be received by the Reinstatement & Retention Coordinator by the following deadlines:

**OCTOBER 1ST** → All reinstatement packet materials must be submitted for **SPRING** reinstatement.

**MARCH 1ST** → All reinstatement packet materials must be submitted for **FALL** reinstatement.

## REINSTATEMENT CHECKLIST

	<p>1. Consult with the <b>Reinstatement &amp; Retention Coordinator</b> to ensure that you are taking or have taken the proper coursework while away from SSU.</p> <ul style="list-style-type: none"> <li>→ Complete at least 12 graded semester-units away from SSU</li> <li>→ Pass transferable units with an average GPA of 2.0 or better</li> <li>→ Endeavor to raise SSU and cumulative GPA to a 2.0 or better</li> </ul>
	<p>2. Complete the <b>Reinstatement Petition</b>.</p>
	<p>3. Complete a <b>Personal Statement</b> for the University Standards Committee. The letter should be typed and should explain in detail what led to your academic disqualification and what actions have been taken since your disqualification. Please state why you feel you are now prepared to be successful at SSU.</p>
	<p>4. Complete the <b>Academic Advising Support Form</b> in conjunction with your major's Department Chair or appropriate advisor. If you are returning as a declared major, your Academic Advising Support form must be signed by your major's Department Chair. If you are changing majors, the form must be signed by the Department Chair in your new major. If you are undeclared, the form can be signed by the Reinstatement &amp; Retention Coordinator or an undeclared advisor in The Advising Center.</p>
	<p>5. If you are changing majors, an approved <b>Change of Major form</b> must be submitted prior to your Reinstatement packet.</p>
	<p>6. If you are repeating courses that Sonoma State University does not have an approved articulation for, you will need to file <a href="#">Repeat of Course Exception</a> forms.</p>
	<p>7. Submit <b>official transcripts</b> of all course work taken and completed since your disqualification.</p>
	<p>8. If you have been away from SSU for two semesters or more, you must also apply for readmission. If the deadline to apply for admissions is still open, you can reapply online at <a href="#">Cal State Apply</a>.</p> <ul style="list-style-type: none"> <li>→ <b>For the Spring Application period, please check <a href="#">Application Dates &amp; Deadlines</a>.</b></li> <li>→ <b>For the Fall Application period, please check <a href="#">Application Dates &amp; Deadlines</a>.</b></li> <li>→ <b>If the deadline has passed:</b> You must submit a Late Application Appeal or contact the Office of Admissions for further information.</li> </ul> <p>Students are responsible to pay application and registration fees for readmission to SSU.</p>