

## **Instructions and Guidelines for Reinstatement Petition:**

- **THE FOLLOWING MAY SUPERSEDE AND/OR BE IN ADDITION TO PRINTED INFORMATION IN THE CURRENT SJSU CATALOG.**
- **Changes in grades that result in a higher GPA will not remove a prior academic standing. Once academic standing is posted to a record at the end of each term, it will remain in place, regardless of subsequent grade changes. In the case of documented instructor error, academic standing will be reviewed on a case by case basis.**

### **PLEASE CAREFULLY REVIEW THIS CHECKLIST BEFORE SUBMITTING YOUR PETITION:**

1. Make an appointment with your major advisor. See section "Who is my Advisor?" The Office of the Registrar can not advise students in regards to what category they will be Petitioning for Reinstatement under.
2. Complete Part I of the Petition for Reinstatement, clearly filling in all of your information. Be sure to obtain all signatures on the petition form, as they are required. The signatures on this form indicate that your advisor and chair/dean are in support of your petitioning under the marked category. The signatures do not indicate a guarantee that you will be reinstated. Complete all fields in Part II of the petition only if completing a Program of Study.
3. Attach a personal statement with your petition. All categories for reinstatement require a personal statement. See section "Guidelines for Your Personal Statement." Please address your statement to the Admissions and Standards Committee.
4. If you are completing a Program of Study, register for the appropriate courses. If you are completing your courses at SJSU via Open University, refer to <http://ies.sjsu.edu> for Open University registration procedures.
5. **Submit the petition with all supporting documents to the Office of the Registrar, located at window R in the Student Services Center. It is to your advantage to turn in the petition as soon as it is approved. If you miss any of the deadlines, the petition may be returned to you with a request that you re-submit for a future semester. The deadlines to submit petitions are as follow:**
  - **Program of Study petitions must be approved by your advisor and submitted by the listed deadline. If the 1<sup>st</sup> of the month falls on a non-business day, the deadline will be the next available business day. The deadlines are firm and are as follow:**  
  
**Spring Program of Study is due by March 1<sup>st</sup>.**  
**Summer Program of Study is due by July 1<sup>st</sup>.**  
**Fall Program of Study is due by October 1<sup>st</sup>.**
  - **Special Consideration and Extenuation petitions are due at least 60 days prior to the term that you wish to be reinstated for.**
  - **Second Disqualification petitions are due by the same deadlines as a Program of Study. For example: if you will be attaining your 2.000 SJSU cum GPA by the end of a spring term, your petition is due by March 1<sup>st</sup>.**
  - **Petitioned Grade Change petitions are accepted on a rolling basis. Processing times vary.**
6. If you complete your Program of Study with coursework taken outside of SJSU, submit official transcripts to the Office of the Registrar, located at window R in the Student Services Center as soon as possible. In certain cases, your reinstatement will not be processed until you do so. Specific deadlines will be stated in the confirmation letter that you will receive once you submit your petition.
7. A Petition for Reinstatement is not an (admission) application to the university. All returning students are required to submit an application to the university online at [www.csumentor.edu](http://www.csumentor.edu). You may check the published deadlines and submit your application online at [www.csumentor.edu](http://www.csumentor.edu). If you miss the deadline, you will need to submit an application for the next available term. The major listed on your application must match the major on

the Petition for Reinstatement. If the majors differ, the major listed on your application will be changed to reflect the major listed on the Petition for Reinstatement.

8. Be sure to check your account via [my.sjsu.edu](http://my.sjsu.edu) to clear **any** existing holds on your account. The petition will not be processed and will be returned to you if any monetary/financial holds are placed on your record. If you need your password reset to login to [my.sjsu.edu](http://my.sjsu.edu), you must email [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu) in order for your password to be reset.

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### **WHO MAKES THE FINAL DECISION REGARDING THE STATUS OF MY PETITION?**

The Admission and Standards Committee has the charge of reviewing and deciding on student requests for reinstatement. Please be advised that they meet in mid-June and late January every year.

### **WHO IS MY ADVISOR?**

- If you wish to return to the same major, you should contact the department to make an appointment with an advisor. See your previous major advisor if you wish to clear your disqualification at SJSU to attend another institution.
- If you wish to return to a new major, contact the new department that has your intended major. If you wish to return as an Undeclared student, contact Academic Services in the Student Services Center at 408-924-2129. You may only return as an Undeclared major if you are a Freshman or a Sophomore. Junior and Senior standing students must declare a major and can not have their petition signed by Academic Services. All Graduate students must declare a major and cannot return as Undeclared. The new department should sign your Petition for Reinstatement. If you are planning on returning as a matriculated student, you must submit an (admission) application under the new (intended) major. If you wait to submit an application until after you are reinstated, you may miss the deadline and have to wait another semester before you can return to the university.

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### **GUIDELINES FOR SUBMITTING AN ADMISSION APPLICATION:**

- All students that have been disqualified, and wish to return to San Jose State University as matriculated students after reinstatement, are required to submit an (admission) application to the University for the term in which the students wish to be reinstated.
- An application is required from all returning (undergraduate, post baccalaureate, graduate) students unless one of the following is met:
  1. You are disqualified at the end of a Spring term, and you are reinstated over the summer immediately following the disqualification term, you would not need to submit an application for the immediate Fall semester. Your reinstatement must be approved and processed by no later than the first day of the Fall semester. You will be able to add your courses as a matriculated student for the Fall term once your reinstatement has been processed. All Reinstatement categories apply.
  2. You are disqualified at the end of a Spring or Fall term, and you are reinstated prior to the first day of the subsequent Spring or Fall term under the following category: Petitioned Grade Change. You must submit your approved Petition for Reinstatement (with personal statement and letter from the instructor) prior to the first day of the semester. (THIS IS A FIRM DEADLINE - NO EXCEPTIONS). You will receive written notice of the final action taken once all information has been received and reviewed. Processing times can vary and will depend on if all required documents are submitted. Submitting your petition under the Petitioned Grade Change category does not guarantee that it will be approved and processed by the add deadline for the term.
- If you do not meet condition #1 or #2, then you **MUST** re-apply for admission.
- Petitions under the categories of Special Consideration and Extenuation are due at least 60 days prior to the term you wish to be reinstated for. For example, if you are disqualified at the end of a Fall term, and you file a petition under this category, you will be required to submit an (admission) application for the following Fall term.

## **GUIDELINES FOR YOUR PERSONAL STATEMENT:**

When writing your personal statement for reinstatement, be sure to address the topics listed below. Personal statements must be brief but clear. Statements must be typed and at least one page, double spaced. Using a previous personal statement is not recommended unless it has been updated with current information. The personal statement is a significant document that will influence the decision of the Admissions and Standards Committee. Please address your statement to the Admissions and Standards Committee.

1. What caused me to be disqualified? What was happening in my life at that time? What was going on when my grades were falling? What have I done since disqualification? Have I taken time to reflect on the causes of my poor performance? Have I met with my major advisor or counselor to discuss my petition? Why do I think I should be reinstated? How have I overcome the problems that caused my disqualification? Am I motivated and stable with my academic and personal life? Do I have a positive attitude towards my educational goals?
2. The grade change category is reserved for instructor error in computing final grades only. If you are petitioning under this category, you must clearly explain what course, term taken, and what error has occurred. You must obtain and attach a letter from the instructor (on department letterhead) documenting the specific error in calculation that was made.
3. Petitioning for reinstatement is a serious undertaking. Your petition and supporting documents will be thoroughly reviewed by the University Admissions and Standards Committee. The Committee is composed of College Deans, Admissions Officers, Counselors and Advisors. After reviewing your SJSU academic record and your petition, the Committee will decide whether or not to reinstate you to the University. You must furnish the Committee with as much evidence as you can assemble to support your petition. The strength of your petition will determine the Committee's decision. It is your responsibility to provide the Committee with sufficient information so that an informed decision can be made. If you have indicated that you have attended other institutions, attach a transcript from each institution.

## **REINSTATEMENT CATEGORIES:**

Consult with your SJSU academic advisor to determine the appropriate category for you, the advisor will determine which of the five categories you are eligible to petition under. The Office of the Registrar can not advise students in regards to what category they will be Petitioning for Reinstatement under. Each category is explained below.

### **1. PROGRAM OF STUDY:**

This section contains the minimum requirements for a Program of Study. Major departments may have supplemental criteria for their majors. Approval of a Program of Study is at the discretion of the department. If the department approves a Program of Study that contains other than the minimum requirements, the Admissions and Standards Committee will make the final decision as to whether or not acceptance of the petition is appropriate.

- Consult with a major advisor at SJSU or, if you are undeclared and a Freshman or a Sophomore, an advisor in Academic Services to select the appropriate courses for your Program of Study. A second-time disqualified undergraduate student does not qualify for Program of Study. See Second Disqualification for details.
- **Program of Study petitions must be approved by your advisor and submitted by the appropriate deadline. If the 1<sup>st</sup> of the month falls on a non-business day, the deadline will be the next available business day. The deadlines are firm and are as follow:  
Spring Program of Study is due by March 1<sup>st</sup>.  
Summer Program of Study is due by July 1<sup>st</sup>.  
Fall Program of Study is due by October 1<sup>st</sup>.**
- Your petition cannot be changed without prior approval. If there are any changes to your petition (before or after the deadline), you must submit a new petition reflecting the change with your advisor's signature and department chair/dean signatures. If a Program of Study is approved/submitted after the deadline, acceptance of the petition will be on a case by case basis. A petition under the Program of Study category will not be accepted after the last official class meeting day for any reason (consult the schedule of classes for official last day of class).

- Undergraduate/Post Baccalaureate students that register for more courses than what are listed on the petition, and do not receive at least a “B” (3.000) in each additional course and Graduate students that register for more courses than what are listed on the petition, and do not receive a grade-point average of B+ (3.3) or better in all units attempted may have their petition denied.
- Within your Program of Study, you must simultaneously (within the same semester) complete a minimum of two courses (6 units) and a maximum of three courses (9 units). There is no exception to this requirement. To be guaranteed reinstatement: Undergraduate/Post Baccalaureate students must earn at least a “B” (3.000) in each course, and Graduate students must earn a grade-point average of B+ (3.3) or better in all units attempted in their Program of Study. If at least a “B” (3.000) in each course for Undergraduate/Post Baccalaureate students and at least a “B+” (3.300) for all units attempted in Graduate students are not received, the petition will be forwarded to the Admissions and Standards Committee for final review. You will be notified in writing of the final decision made by the committee.
- The Program of Study must be designed to correct your academic weakness. Physical education courses are not allowed for any student. Lower Division students must take courses in one or more of the following areas: the intended major, specific preparation for the major, or General Education. Upper Division and Post Baccalaureate students must take upper division courses in their major, intended major, or General Education.
- Graduate students must develop with the appropriate graduate advisor, a program of study from upper division undergraduate courses (100 level only) in their major and achieve a grade-point average of B+ (3.3) or better in all units attempted. Program of Study units are not applicable towards a graduate degree. Graduate students are not allowed to take 200 level courses for a Program of Study under any circumstance. Disqualified graduate students are not allowed to take 200 level courses for any reason, even if not part of a Program of Study.
- Credit/No Credit grades, Non-degree credit courses, 400-level and courses from non accredited institutions are not acceptable for a Program of Study.
- Program of Study grades earned at SJSU will be included in the calculation of the student’s SJSU cumulative grade point average; grades earned elsewhere will not be included in the SJSU cumulative grade point average.
- If the required minimum grades are not received for reinstatement, your petition will be forwarded to the Admissions and Standards Committee for final review. Be aware that this process can take several weeks to complete. Written notification will be mailed to student once a decision has been reached.

## 2. SECOND DISQUALIFICATION:

- If an undergraduate student has been disqualified from the University more than once, the cumulative SJSU grade point average must be raised up to 2.000 by taking courses through SJSU Open University &/or winter and summer sessions before being reinstated again. Courses taken at another institution will not count towards the SJSU cumulative GPA. A second-time disqualified undergraduate student does not qualify for Program of Study.
- **Petitions for Reinstatement will NOT be accepted from graduate students who have been disqualified from the University more than once. A Second Disqualification is FINAL for all graduate students.**

## 3. SPECIAL CONSIDERATION:

- This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, these are students who have spent substantial time away (5 years or more) from the University since their disqualification and feel that their life experiences have prepared them for a successful return to school. An example of a student who might consider filing under this category is someone who has been employed in the field of his/her major and would like to return to earn a degree for professional advancement. Another example might be someone, who performed poorly because of a lack of interest, immaturity, etc., left the University after disqualification, found a job, raised a family, and now wishes to return to complete the degree. Your petition will be forwarded to the Admissions and Standards Committee for final review. Be aware that this

process can take several weeks to complete. Written notification will be mailed to student once a decision has been reached.

#### **4. EXTENUATION:**

Petitions based on extenuation are rarely approved. Read the following guidelines carefully and consult with your academic advisor to assess whether or not you should file for the 'extenuation' category.

- You must document a catastrophic incident that occurred in your life the semester you were disqualified. You should explain the circumstances of this incident and how it affected your academic performance that semester. Some examples of catastrophic circumstances are a sudden death in your immediate family, a medical emergency, or divorce. Provide substantiating documentation (death certificate, medical statement, divorce decree, police report, etc.). Taking on more hours of work or falling behind in coursework or ignorance of University policies is not grounds for extenuation. To qualify for extenuation, your permanent academic record must indicate that the grades achieved during the semester in which the catastrophic incident occurred are not representative of your previous scholastic ability and performance. Because all your SJSU records will be reviewed, the grades in the semester of your disqualification must represent a sudden drop in your academic record.
- You must provide evidence (documentation, reports, etc.) for the conditions that caused your disqualification were episodic and no longer affect your scholastic ability. Your written statement explaining the extenuating circumstances that lead to your disqualification must also include all information asked for in the guideline for personal statement. Your petition will be forwarded to the Admissions and Standards Committee for final review. Be aware that this process can take several weeks to complete. Written notification will be mailed to student once a decision has been reached.

#### **5. PETITIONED GRADE CHANGE:**

- The personal statement must specifically explain what grade change took place. The grade change category is reserved only for instructor error in computing final grades. If you are petitioning under this category, you must clearly explain what course, term taken, and what error has occurred. You must obtain and attach a letter from the instructor (on department letterhead) documenting the specific error in calculation that was made.
- The following actions taken on your record: Academic renewal, Retroactive petitions of any kind, Disregard of previous semester, Incomplete grades reverted to letter grades and vice versa, and any other changes in grades that result in a higher GPA due to reasons other than instructor error will not apply to this category.
- Complete Petitions from **all** students (Undergraduate, Post Baccalaureate and Graduate) under this category can be submitted on a rolling basis. For priority processing, the complete petition should be submitted prior to the first day of the semester immediately following disqualification. You will receive written notice of the final action taken once all information has been received and reviewed. Processing times can vary. Submitting your petition under the Petitioned Grade Change category does not guarantee that it will be approved and processed by the add deadline for the term.

#### **6. SJSU CUM GPA 2.0 OR BETTER:**

- This category is for students who have been attending SJSU through Open University and have brought their SJSU cumulative GPA up to a 2.0 or better. Students in this category may have done a program of study but they did not get the B in each course. This is only for students who have been disqualified once.

**The Petition for Reinstatement does not apply to and should not be submitted by any student who has not completed Math or English remediation requirements (EO665).**



# PETITION FOR REINSTATEMENT

Office of the Registrar • One Washington Square • San Jose, CA 95192-0009 • Fax: 408-924-2077

**Part I – Please Type or Print Clearly In All Fields**

SJSU Student ID #: \_\_\_\_\_ SSN #: \_\_\_\_\_  
(optional)

Name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Major Disqualified From: \_\_\_\_\_ Semester & Year of Disqualification: \_\_\_\_\_

Class Level (Check one): \_\_\_\_\_ Major Returning to (Intended Major): \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Freshman           | <input type="checkbox"/> Undeclared   |
| <input type="checkbox"/> Sophomore          | <input type="checkbox"/> Bachelor of Arts or Bachelor of Science (Including Post Baccalaureate) |
| <input type="checkbox"/> Junior             | <input type="checkbox"/> Master of Arts or Master of Science or Other Master's Degree           |
| <input type="checkbox"/> Senior             | <input type="checkbox"/> Teaching Credential  |
| <input type="checkbox"/> Post Baccalaureate |   |
| <input type="checkbox"/> Graduate           |   |

I wish to be reinstated for the following semester/year (Check one):  Fall \_\_\_\_\_  Spring \_\_\_\_\_  
(This is the semester you will be eligible for enrollment as a matriculated student & the term you must submit an application for admission.)

**I wish to Petition for Reinstatement under the following category (Only one category may be checked):**

<input type="checkbox"/> Program of Study	<input type="checkbox"/> Special Consideration	<input type="checkbox"/> Petitioned Grade Change
<input type="checkbox"/> Second Disqualification	<input type="checkbox"/> Extenuation	<input type="checkbox"/> SJSU CUM GPA 2.0 or better

\_\_\_\_\_  
**\*Required:** Student Signature (Date)

\_\_\_\_\_  
**\*Required:** Advisor of MAJOR RETURNING TO/INTENDED Major – Print name & Signature (Date)

\_\_\_\_\_  
**\*Required:** Department Chair/Dean of MAJOR RETURNING TO/INTENDED Major – Print name & Signature (Date)

**Part II – Program of Study Courses – Complete All Fields in this section only if you are petitioning under “Program of Study”**

The coursework listed below must be completed before your reinstatement can occur. Within your Program of Study, you must simultaneously (within the same semester) complete a minimum of two courses (6 units) and a maximum of three courses (9 units). To be guaranteed reinstatement: Undergraduate/Post Baccalaureate students must earn at least a B in each course, and Graduate students must earn at least a B+ in each course. If you register for more courses than what are listed below and do not receive at least a B (UG&PBAC) or at least a B+ (GR) in each additional course, your petition will be reviewed by the Admissions & Standards Committee and may be denied.

Term & Year Attending (Spring, Summer, Fall)	College/JC/University Course Taken At	Department Name & Course Number	Course Title	Units	<small>REGISTRAR OFFICE USE ONLY POS Grades</small>

**APPROVING OFFICER USE ONLY:** SJSU TERM GPA \_\_\_\_\_ (Includes POS grades if taken at SJSU) SJSU CUM GPA \_\_\_\_\_

Decision:  Reinstated  Clear  Probation  Denied

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments: \_\_\_\_\_

Reinstatement Guidelines & Petition 05-19-08