

Instructions and Guidelines for Reinstatement Petition
(THE FOLLOWING MAY SUPERSEDE AND/OR BE IN ADDITION TO PRINTED INFORMATION IN THE
CURRENT SJSU CATALOG.)

CAREFULLY REVIEW THIS CHECKLIST AND INSTRUCTIONS BEFORE SUBMITTING YOUR PETITION:

- 1) Reapply for the next available term at www.csumentor.edu by the published deadline. **IF YOU MISS THE DEADLINE FOR YOUR DESIRED TERM, YOU WILL NEED TO SUBMIT AN APPLICATION FOR THE NEXT AVAILABLE TERM. All returning students must submit an application for admission to the university.** 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. See section "Guidelines for Submitting and Admission Application".
- 2) Make an appointment with your major advisor. See section "Who is my Advisor"? The Office of the Registrar cannot advise students in regard to the appropriate category under which to Petition for Reinstatement.
- 3) 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 petitioning under the Program of Study category.
- 4) 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.
- 5) **Submit the petition with all supporting documents to the Office of the Registrar, located at window R in the Student Services Center by deadline for category listed below. NOTE: If you miss any of the deadlines, the petition will be returned to you with a request to re-submit it for a future semester.**
 - a) **Deadlines for submitting your petition:**
 - **Program of Study** If the first 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 1st.
Summer Program of Study is due by July 1st.
Fall Program of Study is due by October 1st.
 - **All other categories: Special Consideration, Extenuation, SJSU Cum GPA 2.0 or better, & Petitioned Grade Change** petitions are accepted on a rolling basis. Processing times vary.
- 6) For a Program of Study you must register for the appropriate courses. If you are taking courses at SJSU via Open University, refer to <http://ies.sjsu.edu> for Open University registration procedures.
- 7) If you complete your Program of Study with coursework taken outside of SJSU undergraduates only, you must submit an official transcript to the Office of the Registrar, located at window R in the Student Services Center as soon as possible. Specific deadlines will be stated in the confirmation letter that you will receive once you submit your petition.
- 8) Be sure to check your account via 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, you must email cmshelp@sjsu.edu in order for your password to be reset.

FOR GRADUATE STUDENTS ONLY: 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.**

- **IMPORTANT: 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.**

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.

GUIDELINES FOR SUBMITTING AN ADMISSION APPLICATION:

Reinstatement and readmission are two separate processes that are processed by two separate departments. Reinstatement does not mean readmission. You must meet all admission requirements.

- All students who 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 (via www.csumentor.edu) for the term in which they wish to be reinstated.

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 cannot have their petition signed by Academic Services. The new department should sign your Petition for Reinstatement. If you plan to return 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.

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 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 clerical or other administrative error that was made. Clerical errors are defined as errors made in calculating or recording the grade (University Policy S73-28).

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 in which to apply for reinstatement. Your advisor will determine under which of the five categories you are eligible to petition. The Office of the Registrar cannot advise students in regards to the appropriate category under which to Petition for Reinstatement. Each category is explained below.

1. PROGRAM OF STUDY (This category is only for students disqualified just once. See #2 if this is your second disqualification.):

This section describes the minimum requirements for a Program of Study. Departments may have supplemental criteria for their degree programs. Approval of a Program of Study is at the discretion of the department. If the department approves a Program of Study that does not meet these minimum criteria, the Admissions and Standards Committee will make the final decision as to whether or not acceptance of the petition is appropriate.

- a) Consult with your major advisor at SJSU (if you are undeclared and a freshman or a sophomore, consult an advisor in Academic Services) to select the appropriate courses for your Program of Study.
- b) **Program of Study petitions must be approved by your advisor and submitted by the appropriate deadline. If the first 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 1st.**
 - Summer Program of Study is due by July 1st.**
 - Fall Program of Study is due by October 1st.**
- c) 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 the department chair/dean signature.
- d) You cannot submit a petition under the Program of Study category for terms that have already been graded.
- e) Undergraduate/Post Baccalaureate students who register for more courses than are listed on the petition, and do not receive at least a "B" (3.000) in each additional course may have their petitions denied.
- f) Within your Program of Study, you must complete (within the same semester) a minimum of two courses (6 units) and a maximum of three courses (9 units).
- g) To be guaranteed reinstatement:
 - i. Undergraduate/Post Baccalaureate students must earn at least a "B" (3.000) in each course, attempted in their Programs of Study.
 - ii. Graduate students must earn at least a "B+" (3.300) average for all units attempted in their Programs of Study.
- h) The Program of Study must correct your academic weakness. Therefore, students must take courses (in the major, preparation for the major, minor, and/or general education) that result in progress toward their degree objectives. Physical education activity courses are not allowed for any student

- i) 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.
- j) Graduate students are not allowed to take 200 level courses for a Program of Study under any circumstance.
- k) Graduate students must take courses through Open University
- l) Disqualified graduate students are not allowed to take 200 level courses for any reason, even if not part of a Program of Study.
- m) Credit/No Credit grades, Non-degree credit courses, 400-level and courses from non-accredited institutions are not acceptable for a Program of Study.
- n) 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.
- o) If the required minimum grades are not received for reinstatement, your petition may be forwarded to the Admissions and Standards Committee for final review. Be aware that this process can take several weeks to complete.
- p) Written notification will be mailed to student once a decision has been reached.

2. SJSU CUM GPA 2.0 OR BETTER (Undergraduate/Postbaccs Only):

- This category is for students who have attended SJSU through Open University and 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 required B in each course. If an undergraduate student has been disqualified from the University more than once, the cumulative SJSU grade point average must be raised up to 2.0 by taking courses through SJSU Open University 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.

3. SPECIAL CONSIDERATION:

- This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, these students 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 employed in the field of his/her major who 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 and explain, a catastrophic incident that occurred in your life the semester in which you were disqualified and how it affected your academic performance. 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 are 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 or current 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.) that 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 clerical or other administrative error that was made. Clerical errors are defined as errors made in calculating or recording the grade (University Policy S73-28).
- 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.

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

IMPORTANT: All students must reapply--by the application deadline--at www.CSUMentor.edu if they want to return as a matriculated student. If you miss the deadline for your desired term of return, you must apply for the next available term (for exceptions to this see page 2 of instructions). You must meet all admission requirements.

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: _____

Major Returning to (Intended Major): _____

Class Level (Check one): Freshman Sophomore Junior Senior Post Baccalaureate Graduate

Degree (Check one): Undeclared Bachelor's (Including Post Bacc) Masters Credential

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):

Program of Study (1st Disqualification Only) Special Consideration
 SJSU CUM GPA 2.0 or better Extenuation Petitioned Grade Change

***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)

Department Chair/Dean, please circle one—Approval: Recommended Not Recommended

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. You must complete (within the same semester) 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 an average of B+ in all courses enrolled. If you register for more courses than are listed below and do not receive at least a B (UG&PBAC) in each additional course, or B+ (Grad) average in all courses, your petition will be subject to approval by the Admissions & Standards Committee.

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

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

Decision: Reinstated Clear Probation Denied
 Date: _____ Initials: _____

Comments: _____

Reinstatement Guidelines & Petition