College of Social Sciences - Reinstatement / Readmission – Spring 2021
(for students with less than 60 earned units)

If you are a disqualified student in the College of Social Sciences, follow this plan to seek readmission in Spring 2021 if you:

- have less than 60 earned units; and
- are taking, or planning to take courses at community college to finish lower division general education courses; and
- anticipate completing 60 units (combined community college and SJSU units) by end of Summer 2020

**Step 1: Community College**

Finish lower division work at community college. The four "basic skills" courses (A1: Oral Communication, A2: Written Communication, A3: Critical Thinking, and B4: Mathematical Concepts) must be completed prior to returning to SJSU. Any lower division GE courses that have been satisfied at SJSU do not need to be repeated at community college.

Complete 60 semester units (combined SJSU and community college units) and have an All College GPA of 2.0.

*If you are attending/planning to attend a quarter system school, the conversion from quarter units to semester units is the # of units at community college multiplied by .6667 = semester units. (Example: 4 units at DeAnza: 4 x .6667 = 2.67 semester units at SJSU)*

**Step 2: Open University (recommended, but not required)**

In addition to taking courses at community college, you may also enroll in courses through SJSU’s Open University to continue making progress towards your degree, and to also improve your GPA when you do well in those courses. It is recommended that you re-take one or more courses for grade forgiveness.

The procedure for enrolling into Open University is to complete the paper registration form. Obtain permission numbers and instructor signatures no earlier than the first day of instruction, (Spring: January 23, 2020; Summer 1: June 3; Summer 2: July 8), then submit form to the Registrar’s office (Window R).

The benefit of taking courses through Open University in additional to community college courses is that it gives you the opportunity to improve your SJSU cumulative GPA, which will
ultimately help your All College GPA. Additionally, if you improve your SJSU cumulative GPA to 2.0, you will be reinstated in good standing.

If you are unable to take courses through Open University, your SJSU cumulative GPA will remain below 2.0 and you will be reinstated on probation. Reinstatement on probation will not prevent you from enrolling in courses; however, you will be required to participate in our probation program upon your return. Additionally, if your SJSU cumulative GPA remains below 2.0 after your first semester back into the university, you will be disqualified again.

Grade Forgiveness Policy: [http://info.sjsu.edu/static/schedules/forgiveness.html](http://info.sjsu.edu/static/schedules/forgiveness.html)
Open University Registration: [http://www.sjsu.edu/openuniversity/docs/registration-form.pdf](http://www.sjsu.edu/openuniversity/docs/registration-form.pdf)

**Step 3: Re-Apply to SJSU**
Re-apply to SJSU as an upper division transfer student through the Cal State Apply website **between August 1 – August 31, 2020**. You do not need to be reinstated at the time you re-apply to SJSU. Reinstatement will take place after you complete 60 combined units and have an All College GPA of 2.0.

Cal State Apply: [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)

**Step 4: Petition to Reinstate - After last term at community college**
After you complete 60 combined units and your All College GPA is at 2.0 by end of Summer, submit the Petition for Reinstatement under category “Special Consideration.”

The reinstatement form requires a personal statement, which should be about one page, typed, detailed, well-written, and proofread. Please include the following information that demonstrates what took place and how you are now ready to succeed at SJSU:

- Share a bit about the circumstances that led you to be disqualified, which may range from time management issues, work conflicts, etc.
- Share any changes you have made and precautions you have put in place to prepare you for success at SJSU.

Reinstatement Form: [http://www.sjsu.edu/registrar/docs/reinstatement_petition.pdf](http://www.sjsu.edu/registrar/docs/reinstatement_petition.pdf)

**Step 5: Petition for Readmission**
Submit the Petition for Readmission (also known as Former Student Returning, or FSR form) by **September 30, 2020**. Submitting this form will give you priority consideration for admission into the university. Please note: You may submit the Petition for Re-Admission (FSR) form prior to reinstatement, despite the instructions on the form stating that reinstatement must occur first.

Petition for Re-Admission Form: [http://www.sjsu.edu/transferadmissions/docs/FSRpetition.pdf](http://www.sjsu.edu/transferadmissions/docs/FSRpetition.pdf)
Step 6: Next Steps
The admissions office will contact you about your application status. Check your MySJSU messages often, and follow the steps that are provided for you. You will be required to attend the mandatory one-day transfer orientation prior to the beginning of the semester.
College of Social Sciences - Timeline for Reinstatement / Readmission
for students who anticipate completing 60 earned units by end of Summer 2020, and seeking readmission for Spring 2021 term):

Step 1: Enroll in courses at community college

Step 2: Optional: Enroll at SJSU through Open Univ
   Spring: January 23
   Summer 1: June 3
   Summer 2: July 8

Step 3: Re-apply to SJSU - Cal State Apply (https://www2.calstate.edu/apply)
Between August 1 – August 31, 2020

Step 4: Submit Petition for Reinstatement after 60 combined units earned, grades are posted, and All College GPA is 2.0

Step 5: Submit Petition for Readmission (aka Former Student Returning Form)
by September 30, 2020

Step 6: Continue checking your My SJSU account for admission status and follow instructions on next steps