

Biology Department Reinstatement Process (Effective F16)

1. The student must apply for reinstatement via the university's Graduate Petition for Reinstatement form, available at www.sjsu.edu/gape/forms/Graduate%20Petition%20for%20Reinstatement%203.16.17.pdf.

The student must follow all university policies for reinstatement and readmission, which includes obtaining signatures of the Associate Dean of the College of Science and the Associate Dean of Graduate Studies in the Office of Graduate & Undergraduate Programs.

- a. The student should be made aware from the start that the Biology Department rarely approves reinstatement following academic disqualification. It never approves it following administrative-academic disqualification.
- b. The student must submit a petition to the Department Chair, which includes the reason(s) for being disqualified. Documentation of extenuating circumstances should be included in the petition process.
- c. The student must provide a rationale for department reinstatement, including a statement of assurance (and the evidence for it) that the reason for the disqualification has been addressed and resolved to the point that the department has confidence that the student will be successful in his or her return.
- d. Unofficial transcripts must be submitted as part of the petition process.

2. The Biology Department Chair and Graduate Coordinator will review the petition.

- a. Reinstatement will be denied or approved within 10 working days of receipt of petition.
- b. If denied, a written statement outlining the reason for denial of reinstatement will be provided to the student.
- c. If approved, requirements for reinstatement will be provided to the student.
- d. The student is responsible for routing the documents through the appropriate Associate Deans office for final processing.

Approved: 10/12/16 after revision from Associate Dean Bruck, Graduate Studies