

Instructions

Do not hand write - Must be typed

Reinstatement allows a student who has been disqualified to become eligible for enrollment once again. All students must reapply by the application deadline via CSU Mentor to return as a matriculated student. Apply as early as possible, even if prior to completion of the reinstatement process. Submit signed petition to the Office of Graduate Studies, which will route it through the Registrar's Office.

Categories for Reinstatement (check the one category under which you are applying)

Extenuating Circumstances. For serious and compelling reasons clearly beyond the student's control. Examples include administrative error, employment, military, natural disaster, death of immediate family member, personal health or serious family illness, and divorce. If the circumstances cited that are said to have disrupted the scholastic performance were related to health, the student can submit the Healthcare Provider Verification of Medical Condition (HPVMC) form (available on the GAPE website) fully filled out and signed. No additional medical information is required, but it can be provided for clarity. Attach this petition, completed except for signatures, to the HPVMC form for your healthcare provider to see. Once the form is completed by the provider, the student should take both to the signers of this petition for their signatures.

Special Consideration. For students who have spent five years or more away from SJSU since their disqualification and have gained life experiences that have prepared them for a successful return to school.

Petitioned Grade Change. For changes of grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7 (<http://www.sjsu.edu/senate/docs/S09-7.pdf>). To qualify, the change of grade must be clearly explained in an attachment and must have been submitted by the instructor before the Drop Deadline of the semester subsequent to that in which the course was taken.

Program of Study (POS). Classes appropriate to the student's major for 6-9 units per semester, letter graded, upper division, and all taken in a single semester through Open University or SJSU's Extended Studies winter or summer session. The 100-level courses may or may not be part of the graduation requirements for the student's degree program. Graduate (200-level) courses are not permitted. Also precluded are courses taken at another university, 300-level, 400-level, or 500-level courses, and lower division courses. Courses previously completed may not, under any circumstance, be included in the POS. Thus, full approval (all signatures) for the courses must be garnered before courses are taken. The POS must include work applicable to the major. Once the POS has been completed such that the student earns a minimum grade point average of 3.3 (B+), he or she will be reinstated. Fill in program information in the section below. A new petition must be submitted if there is any change in the course list. The POS deadlines are firm although it is advisable to submit at the very start of the semester to guarantee approval of the courses: **Spring POS is due by March 1st, Summer POS is due July 1st, and Fall POS is due October 1st.**

I wish to be reinstated for _____ in _____
 Semester/Year Major/Program

Proposed Program of Study (to be completed ONLY if POS option is selected above)

Term & Year	Dept & Course No.	Course Title	Units

Student Information

Last Name _____ First Name, M.I. _____
 Student ID _____ Previous Name (if any) _____
 Current Address _____ City _____ State _____ Zip _____
 Daytime Phone _____ Email Address _____

Required Attachments (photocopies acceptable)

- Complete SJSU transcripts _____ Candidacy form, if filed with GAPE _____
- Explanation of reasons (see instructions above if citing medical reasons) _____
- Documentation of circumstances; Healthcare Provide Verification of Medical Condition form, if citing medical circumstances _____

Recommendations for Approval (letter may be attached for additional support)

Graduate Advisor or Master's/Doctoral Committee Chair (print) _____ Yes No
 Graduate Advisor or Master's/Doctoral Committee Chair (signature) _____ Date
 Department Chair or School Director (print) _____ Yes No
 Department Chair or School Director (signature) _____ Date

Note to advisors and chairs/directors: implicit in your approval is an assurance to the student that he or she will be readmitted to your program upon application for readmission. Readmission to your program is guaranteed even at times of restricted admission. You are not compelled to approve reinstatement.

Comments

Required Signatures

Student Signature _____ Date _____
 College Associate Dean (print) _____ Approved Denied
 College Associate Dean (signature) _____ Date _____
 Associate Dean of Graduate Studies (print) _____ Approved Denied
 Associate Dean of Graduate Studies (signature) _____ Date _____