

## Petition for Reinstatement for Undergraduates -- Instructions (pages 1-2)

**Definitions:** Reinstatement is a process that allows a student who has been disqualified at SJSU to become eligible for enrollment once again at SJSU. Readmission is a process similar to an original admission to SJSU and depends on meeting a number of eligibility criteria in a timely fashion and paying necessary fees on time.

**Reinstatement is a different process from readmission:** Readmission of a disqualified student is not possible unless reinstatement has been approved, but students must note that reinstatement is not a guarantee of readmission. There may even be some situations in which reinstatement is sought with no intention of reapplying to SJSU, such as for admission to another institution or program.

In most situations, students will need to apply for readmission prior to being reinstated due to the timing of our application deadlines. All returning students must submit an application for admissions to SJSU. Reapply for the next available application cycle at [The California State University website](#) 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. The major listed on your reinstatement petition is the major in which you have been approved to return. Due to impaction, the university may not be able to admit all the eligible applicants. Please see Admission information.

Note: Former students returning may complete and submit the [Re-Admission as a Former Student Returning\(FSR\)](#) by the deadlines stated in the form to receive priority consideration for admission.

**This reinstatement petition process includes department and college-level approval. Students who are unable to obtain department or college-level approval for reinstatement into their intended majors may petition for reinstatement to new majors or to an undeclared status.** Application to an undeclared status is done through Academic Advising and Retention Services (AARS) located in the Student Services Center (SSC).

### Categories for Reinstatement

- (1) **SJSU CUM GPA 2.0 or Better** -- This category is for disqualified students who have attended SJSU through Open University and brought their SJSU cumulative GPA up to 2.0 or better. Raising the GPA to 2.0 or better does not guarantee that a department will approve the petition. Many departments place restrictions on reinstatement to their major degree programs. Please consult with your major advisor(s) as early as possible. Your SJSU cumulative GPA must be a 2.0 BEFORE you submit your completed petition to window R in the Student Services Center.
- (2) **Extenuating Circumstances** -- Reinstatements in this category will only be granted for serious and compelling reasons that were clearly beyond a student's control. Generally, all acceptable extenuating circumstances fall into one of the following eight categories:
  - Administrative error
  - Military (orders from CO)
  - Death of immediate family member
  - Divorce
  - Employment
  - Natural disaster
  - Personal health or serious family illness
  - Personal/other (rarely approved)

In all cases, (1) a personal statement and (2) supporting evidence/documentation (usually on letterhead) will be required. The following are not valid reasons for reinstatement under this category: Poor academic performance, non-attendance, change of major, or lack of prerequisite(s). In addition to the required documentation of extenuation, approvals will require demonstration that poor performance in a particular semester was atypical. Generally, this is demonstrated by (1) prior academic work at SJSU (24 or more units all "C or better" with GPA 2.5 or better), or (2) subsequent academic work at SJSU (12 or more units all "C or better" with GPA 2.5 or better).

- (3) **Special Consideration** -- This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent substantial time away from SJSU since their disqualification (five years or more) and feel that their life experiences have prepared them for a successful return to school. Examples of students who might consider filing under this category are (a) someone employed in the field of his/her major who would like to return to earn a degree for professional advancement, (b) someone who performed poorly because of a lack of interest or immaturity, left the University after disqualification, found a job, raised a family, and now wishes to return to complete the degree, or (c) someone who has completed significant course work with a high GPA (ideally showing great improvement where there were prior academic deficiencies) at another college or university with a high GPA. A lower division disqualified student may be able to make significant progress to degree by taking courses elsewhere (usually at community college). If the student is otherwise fully qualified for readmission (effectively as an upper division transfer), then reinstatement under this category may be approved in fewer than five years following the last enrollment at SJSU. In all cases, (1) a personal statement and (2) supporting evidence/documentation (usually on letterhead) are required.
- (4) **Petitioned Grade Change** -- This category is reserved 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/S09-7.htm>). If you are petitioning under this category, you must clearly explain which course grade was changed, when it was changed, and the reason for the change.

NOTE: This category of reinstatement does not apply to any other action that retroactively affects GPA (e.g., clearance of an incomplete grade, a course add or drop, or semester withdrawal approved after the semester is over). Typically, a grade change does not affect previously posted academic standing (probation or disqualification). Such situations may be the basis for a petition for reinstatement for extenuating circumstances. Please consult with your advisor(s).

**Petition Deadlines and Processing:** Petitions for Reinstatement are accepted and evaluated on an ongoing basis. Allow at least fifteen workdays for processing after submitting the completed petition form to Window R in the Student Services Center (SSC). You may petition under more than one category, but if you do so, your personal statement and documentation must support each category you have selected. Your petition will not be processed if you are not using the current form. Please check <http://www.sjsu.edu/registrar/forms> to be certain that you are using the most recent version of this petition. Be sure to check your account at <http://my.sjsu.edu> to clear **any** existing holds. The petition will not be processed if there are holds on your record. If you need your password reset to login to <http://my.sjsu.edu>, you must email [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu).

**In all cases, the following are REQUIRED:**

- (1) the current version of the petition completely filled out
- (2) required recommendations and signatures
- (3) personal statement
- (4) supporting evidence/documentation (usually on letterhead)
- (6) unofficial transcripts from SJSU, and if relevant, from other institutions as well

## Petition for Reinstatement for Undergraduates -- Form (page 3)

SJSU ID \_\_\_\_\_ Name (print) \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (cell preferred) \_\_\_\_\_ Email address \_\_\_\_\_

Major when disqualified \_\_\_\_\_ Intended major (if reinstated) \_\_\_\_\_

Term & Year Disqualified (e.g. Fall 2009) \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Category for Reinstatement** (check more than one if appropriate reasons and documentation apply):

SJSU Cum GPA 2.0 or Better

Extenuating Circumstances

Special Consideration

Petitioned Grade Change

<b>You must indicate YES or NO for each of the required items for submission of a completed petition</b>		
<b>YES</b>	<b>NO</b>	<b>Required Items</b>
		This is the current version of the petition (check <a href="http://www.sjsu.edu/registrar/forms">http://www.sjsu.edu/registrar/forms</a> )
		Required recommendations & signatures (see below)
		Your personal statement
		Supporting evidence/documentation
		Unofficial transcripts from SJSU, and if relevant, from other institutions as well
		All the information I have provided in this petition is truthful and complete

Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated **NO**.

**\*Major Advisor or Dept Chair Recommendation** (circle one):

**APPROVE**

**DENY**

Comments (required for DENY):

\_\_\_\_\_  
Major Advisor or Dept Chair (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**\*College Associate Dean** (Final Decision GPA 2.0 or Better):

**APPROVE**

**DENY**

**OTHER**

Comments (required for DENY or OTHER):

\_\_\_\_\_  
Associate Dean (or Designee) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CMS DATA ENTRY / DATE

**\*Associate Dean, Undergraduate Studies** (Final Decision, all categories except GPA 2.0 or Better):

Comments (required for DENY or OTHER):

**APPROVE**

**DENY**

**OTHER**

\_\_\_\_\_  
Associate Dean (or Designee) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CMS DATA ENTRY / DATE