

How to Petition for Reinstatement after Academic Disqualification

Office of Graduate Studies
California State University, Chico
Chico, CA 95929-0875

Steps To Take And Strategies To Consider

Identify the problems which led to your disqualification and develop a plan for how you intend to overcome your prior difficulties. Understand the academic performance requirements for your academic objective, and be certain that you are ready to continue at CSU, Chico before you petition. Though disqualified graduate and postbaccalaureate students may seek reinstatement and readmission as soon as one semester after disqualification, you should submit a request for reinstatement only when you have either corrected your grade point average deficiency, or made substantial progress to do so.

Realistically assess your academic goals and consider if you have the ability and motivation to be successful in your chosen program. Consider if you have all of the background preparation necessary for your area of study, or if there are courses that you might take through Open University or at another school to make up any background deficiencies. Consult a faculty advisor in your area to identify courses that you might take to demonstrate your ability to succeed in the discipline. Complete any "I" (Incomplete) grades on your record that have not yet expired, and submit a Repeat with Forgiveness petition if appropriate.

If a compelling personal situation contributed to your disqualification, consider whether it is now resolved sufficiently to allow you to succeed, or determine what other steps need to be taken.

The Appeal Process

Once you have taken steps to establish your ability to succeed academically and to resolve any personal issues that contributed to your disqualification, you must petition for reinstatement to the University which is required before you can return to complete your original academic goal or seek admission to a new program. To request reinstatement please complete the following steps.

1. Submit your reinstatement packet to the Office of Graduate Studies by the reinstatement deadline noted in the Academic Calendar (www.csuchico.edu/vpaa/calendar) for the semester that you wish to return.
2. Prepare a one to two page formal letter requesting reinstatement to the University.
3. Complete and attach a Petition for Reinstatement.
4. Attach sealed copies of official transcripts from all schools attended other than CSU, Chico since your disqualification. If you are enrolled in courses at the time that you submit your petition, also attach work-in-progress forms for those courses. Work-in-progress forms should be submitted in sealed envelopes signed across the back flap by the instructor.

5. Submit your reinstatement packet to:
Office of Graduate Studies
Student Services Center 460
California State University, Chico
Chico, CA 95929-0875

Your reinstatement packet will be reviewed by an Academic Status Committee of the Office of Graduate Studies, and you will be notified in writing of their decision.

You must also apply for readmission to the University online at www.CSUMentor.edu by the application deadline for the semester of your planned reenrollment. You cannot be readmitted until your petition for reinstatement has been granted. However, please note that reinstatement does not guarantee readmission to your intended academic program.

Information To Include In Your Letter Requesting Reinstatement

Your letter should be clear, concise, well-written, and carefully proofed for spelling and grammatical errors. The following points should be considered in the letter.

1. Identify the problems and factors that led to your disqualification.
2. Provide verification of illness or other circumstances that may have contributed to your academic difficulty.
3. Describe the steps that you have taken to resolve these problems, and if applicable, identify any life experiences that have contributed to your maturity and academic stability.
4. Identify your academic goals, and provide any additional information that you would like to be considered.

If you have any questions about the petition process or the materials required for your reinstatement packet, please call or drop by the Office of Graduate Studies, SSC 460, 530-898-6880.

