

# **Criteria for Reinstatement/Readmission from Disqualification and Guidelines for Conditions of Reinstatement/Readmission**

## **Undergraduate Petitions for Reinstatement or Readmission**

After notification of disqualification the College of Arts and Letters requires that students obtain the support of their home department for a reinstatement. This reinstatement is not guaranteed, but is based on the department's confidence in the student's ability to progress in their academic programs.

- The reinstatement form needs the signature of an academic advisor in the department,
- the signature and support of the department chair.
- In addition, the advisor or the department chair must outline a specific course of action for the student to get out of grade deficiency. This might entail a specific series of courses to be taken, in a particular order, with specific earned final grades. **[PLEASE SEE THE VERY SPECIFIC CRITERIA FOR REINSTATEMENTS BELOW]**

**The College of Arts and Letters also requires that all students applying for reinstatement to make an appointment with the Associate Dean of the College in order to discuss their current appeal.**

Before the meeting with the Associate Dean, the student should prepare a 1-2 page typed Statement of Purpose/Personal Narrative. Within the narrative the student should outline the conditions that have lead to their current predicament (meaning grade deficiency) and how those conditions have changed. Ultimately, the student should re-state his/her commitment to educational excellence and moving towards the completion of major and degree requirements in a timely fashion.

**NOTE:** While past practices have allowed students to seek reinstatement for a third and sometimes a fourth time—the College of Arts and Letters frowns upon such appeals. In essence, they reveal the student's lack of commitment or a set of life variables that have not been successfully taken care of in order for the student to be truly successful. Reinstatement, even with the support of a faculty advisor

and the Department Chair, is not guaranteed on the college level.

**WARNING:** In the WINTER 2010—the university is moving to a policy that restricts the number of considered reinstatements to one (1).

**Please do not take your educational opportunities in the College of Arts and Letters, and at CSULA—for granted.**

## **CRITERIA FOR REINSTATEMENTS**

### **1<sup>st</sup> Reinstatement/Readmission**

**Criteria:**

A 1<sup>st</sup> reinstatement/readmission in most cases will be granted unless it appears to the advisor based on performance and the student's attitude that, at this time, the student does not appear to have a sincere desire, interest and/or commitment to be in college and/or succeed at CSULA.

### **The *Minimum* Suggested Conditions to be specified on the Reinstatement/Readmission**

**Contract:**

1. Students should be limited to no more than 12 units except for an additional 1-2 units of activity courses which may be permitted. Courses to be taken should be specified on the contract.
2. Students should be required to pass all courses with a minimum grade of "C" and a minimum gpa of 2.25 for the quarter reinstated.
3. As appropriate, students should be required to repeat courses in which they received a NC, D, F, WU, or IC. (General Education Courses in Block A should receive priority.)
4. If so determined, the student should be required to attend a DQ workshop(s) and/or Student Success Course.
5. The student must make an appointment and meet with an advisor at least once before the seventh week of the quarter of reinstatement/readmittance so the advisor can monitor compliance with conditions of reinstatement/readmission and the student's academic progress. (A progress report may also be requested from the student's instructors.)

### **2<sup>nd</sup> Reinstatement/Readmission**

**Criteria:**

1. The student must have satisfied all of the conditions of the 1<sup>st</sup> Reinstatement/Readmission Contract. If the student did not satisfy all of the conditions of the contract the College may grant a second Reinstatement/Readmission if the student made a good faith effort and there are extenuating circumstances that warrant it. (Documentation of the extenuating circumstances should be provided.)
2. Has shown marked improvement in grades earned compared to previous quarters.

3. No *outstanding* incompletes.
4. Evidence of sustained academic progress (two or more quarters).

**The *Minimum Suggested Conditions to be specified on the Reinstatement/Readmission Contract:***

1. The advisor and student will develop a *Two Quarter Academic Plan* which begins the quarter the student is reinstated/readmitted. Students should be limited to no more than 8 units except for an additional 1-2 units of activity courses which may be permitted. Courses to be taken should be specified on the contract.
2. Students should be required to pass all courses with a minimum grade of “C” and a minimum gpa of 2.25 for the quarter reinstated and for the next quarter.
3. Students should be required to repeat courses in which they received a NC, D, F, WU, or IC. (General Education Courses in Block A should receive priority.)
4. If so determined the student should be required to attend a DQ workshop(s) and/or a Student Success Course.
5. The student must make an appointment and meet with an advisor at least once before the seventh week of the current and subsequent quarter of attendance so the advisor can monitor compliance with conditions of reinstatement/readmission and the student’s academic progress. (A progress report may also be requested from the student’s instructors.)

**3<sup>rd</sup> Reinstatement/Readmission**

**Criteria:**

1. The conditions of the 2<sup>nd</sup> Reinstatement/Readmittance Contract must have been met. **NO EXCEPTIONS!**
2. Has shown marked improvement in grades earned compared to previous quarters.
3. No *outstanding* incompletes.
4. Evidence of sustained academic progress (three or more quarters).

**The *Minimum Suggested Conditions to be specified on the Reinstatement/Readmission Contract:***

1. The advisor and student will develop a *Three Quarter Academic Plan* which begins the quarter the student is reinstated/readmitted.
2. Students shall be limited to no more than 8 units per quarter except for an additional 1-2 units of activity courses which may be permitted. Courses to be taken should be specified on the contract. **NO EXCEPTIONS!**
3. Students should be required to pass all courses with a minimum grade of “C” and a minimum gpa of 2.25 for the quarter reinstated and for the next two quarters.
4. Students should be required to repeat courses in which they received a NC, D, F, WU, or IC. (General Education Courses in Block A should receive priority.)
5. If so determined the student should be required to attend a DQ workshop and/or Student Success Course.
6. The student must make an appointment and meet with an advisor at least once before the seventh week of the current and two subsequent quarters of attendance so the advisor can monitor compliance with conditions of reinstatement/readmission and the student’s academic progress.

**REMINDERS:**

- NO more than 3 reinstatements/readmission will be permitted.
- Block A requirements require a grade of “C” or better and must be completed within their first 45 units.
- Receiving an “I” constitutes non-compliance with the conditions of reinstatement.
- If they have received an “I”, they have one calendar year after the end of the quarter in which the Incomplete grade was assigned to complete the outstanding work to remove the “I”. If the time period expires, the “I” will appear on the student’s permanent academic record as an “IC” (Incomplete Charged) and will be charged as an F in gpa computations.
- If they repeat a course for academic renewal, the procedure is limited to a maximum of 20 quarter units and to courses taken at CSULA. All repetitions must be done at CSULA. A petition must be submitted prior to graduation and forms are available in Administration 146.
- If students work 20+ hrs a week, it is recommended they take no more than 8 units a quarter.
- If the student is denied Reinstatement, they may be advised to attend a Community College to complete specified coursework and then reapply to CSULA for admission and reinstatement.