

Undergraduate Petitions for Reinstatement or Readmission

Effective WINTER 2010 only students who have not previously had any reinstatements from disqualification are eligible for reinstatement.

In other words: “**Effective Winter quarter 2010**, only students for whom this is a first disqualification are eligible for reinstatement.”

All students receiving a disqualification notice should make an appointment with their major advisor to plan a course of action to correct their academic situation. Granting a reinstatement for those students for whom this is their first disqualification is not automatic.

The department recommending or granting reinstatement will make the determination that the student is capable of being a successful college student if reinstated.

The following are the *minimum* conditions that will be specified on the *Reinstatement or 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. The student should be required to 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.

NOTE: Reinstatements must be approved by a department chair (or designee). The College of Arts and Letters also requires that all students applying for reinstatement make an appointment with the Associate Dean of the College in order to discuss their current appeal and to secure a signature of approval. [Reinstatement on the department level does not guarantee college level approval.

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 manner.

Students who are not eligible for reinstatement will be advised that they may be *considered* for reinstatement in 12 months. If appropriate, they can attend a community college or other institution and complete work that will help demonstrate that they are capable of successfully completing college level work at CSULA.

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

