

Office Memorandum



Effective Summer 2006

DEPARTMENT OF CHILD AND FAMILY STUDIES REINSTATEMENT POLICY

Reinstatement from disqualification is a special process that allows students to complete the quarter they are enrolled in at Cal State Los Angeles to raise their GPA. Students who are reinstated are expected to take **serious steps** to improve their academic performance including changes in their lifestyle to allow ample time to study and learn. Students serious about reinstatement are urged to use the University Tutorial Center and the University Writing Center.

The Department has established specific conditions for reinstatement. **Please note that the department only allows one reinstatement.** Second reinstatements are not permissible. In order to be reinstated for the first time, the student must agree to the following conditions:

- The student will be limited to 8 units for the quarter in which they are reinstated.
- The student must receive a grade of **“B” or better in every course for the quarter in which they are reinstated.**
- The student must submit a progress report for each class taken under the contract after the fifth week of the quarter and meet with an advisor at the time of submission of the progress report.
- The student must meet with an advisor in the quarter following the quarter in which they are reinstated.
- If applicable, the student will be advised to re-take courses with Ds or Fs through the academic renewal process.

Students who do not comply with and complete the conditions of the first reinstatement will not be allowed to continue as a Child Development major and will have to seek another major.

B or better means B, B+, A- or A. A “B-” does not satisfy this requirement.

The forms for this purpose are provided by the department office.

The occurrence of this meeting must be noted in the student’s record.