



Division of Graduate Studies
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Petition for Reinstatement Following Disqualification

Instructions for Completing Petition for Reinstatement Following Disqualification

Form must be typed.

Graduate students who have received notice of Academic Disqualification from SF State, but would like to be reinstated, must complete the Petition for Reinstatement Following Disqualification form.

Print the form and bring it along with your unofficial SFSU transcript and recent grades to your department academic advisor, graduate coordinator, chair, or associate dean for review. Your advisor will review your record to determine if your petition will be approved. If approved, you must bring a copy to GradStop, ADM 250 for processing.

Form begins on Page 2

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

PETITION FOR RE-INSTATEMENT FOLLOWING DISQUALIFICATION

You are subject to disqualification because your term or overall GPA was below a 3.0 for more than one semester. You must meet with your department advisor, graduate coordinator, department chair, or Associate Dean to determine if you will be permitted to continue in your program and at the University. You must be able to improve your GPA in one semester or you will be disqualified. Complete this form and submit two copies 1) to **GradStop: ADM 250** and 2) to your department. If **cleared** to continue for one semester, you will be able to register during Final Priority Registration. **If cleared, the subject to disqualification registration hold be removed from your record.**

DUE DATE: Fall semester September 15, Spring semester February 15. If these dates fall on a weekend, it is due the following business day.

PART A: TO BE COMPLETED BY STUDENT

Name: _____ Student ID: _____
Department: _____ E-Mail: _____

PART B: TO BE COMPLETED BY STUDENT AND PRESENTED TO MAJOR ADVISOR (Attach an SFSU unofficial transcript, including a list of courses in progress. In addition, complete page two of this form and submit during your advising session.)

1. What factors led to your GPA dropping below 3.0 in any term or overall?
2. **My Grade Point Deficit Is:** _____ Using the [GPA calculator](#), determine the necessary grade points to raise your GPA to a 3.0. Identify the appropriate number of units you must enroll in and the appropriate grade(s) to increase GPA. [GPA Calculator Instructions](#) are on our website. If needed, contact Graduate Advising at 338-2231 for assistance.
3. What support services do you require to improve your GPA?

Part C: Request for Academic Reassessment (Please only fill out the following if it applies to you. If you are unsure, speak with your adviser beforehand).

I have submitted one of the following forms to the Registrar's Office to rectify an assigned grade:

Grade Change Retroactive Withdrawal Incomplete Extension

Form(s) submitted for the following courses : _____

PART D: TO BE COMPLETED BY YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR

This student is subject to disqualification and/or has been disqualified because they have been on probation for two or more terms. The student can be cleared to continue in the program or denied re-instatement by the department. Carefully review the student's transcript and ATC form to determine progress towards degree. Can the student overcome the GPA deficit? If yes, list the courses the student must take during the next semester to improve GPA. NOTE: Do not clear the student if the grade point deficit cannot be remedied in one semester. The student may take coursework through CEL if disqualified to improve their GPA. Once the GPA is a 3.0 or higher (after two semesters) the department may readmit the student.

CLEARED: Student is cleared, but a probation hold will be placed on the record until the semester grades are reported. Student will be administratively disqualified from the program and the University Registrar if, in the term following re-instatement, the student does not earn a term or overall GPA of 3.0 or above.

DENIED: Reinstatement NOT recommended. Administratively and academically disqualify the student for the following semester (check one): Spring Fall

Advisor, Chair or Grad Coordinator Signature: _____ Date: _____
Print Name: _____ Dept: _____ Contact #: _____ E-Mail: _____

Complete the information below with **YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR:**

Note: You may not enroll in 899 Independent Study courses while on probation. Minimum GPA for Independent Study courses is 3.25. You may not use lower division, activity or non-degree related courses to improve your GPA.

Next semester courses and alternates approved for the following semester: (max. 16 units; recommended 8-9 units)

	Prefix	Course #	Course Title	Unit	Semester
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

Student must complete:

I, _____, have read this document and have met with my advisor. I understand the actions I must take to improve my term and overall GPA to 3.0 or greater. If I am unable to raise my term and overall GPA to 3.0 or greater I will be disqualified from the university.

Student signature: _____ Date: _____

MUST SUBMIT TO GRADSTOP, ADM 250 AND BRING A COPY TO YOUR DEPARTMENT. ADDITIONAL ADVISING IS AVAILABLE BY APPOINTMENT. CALL GRADUATE ADVISING AT 338-2231 FOR AN APPOINTMENT OR GO TO <http://grad.sfsu.edu/content/current-students/graduate-studies-advising>.