



PETITION FOR RE-INSTATEMENT FOLLOWING DISQUALIFICATION

You have been notified of your probation status because your semester or overall GPA is below 3.0 for three or more consecutive semesters. A notice will be placed on your Student Center record. You may petition for a one time exception and reinstatement by submitting this petition with approval of your department. Submit the approved petition to your Continuing Student specialist in the Division of Graduate Studies. You must be able to improve your GPA in one semester or you will be permanently disqualified.

PART A: TO BE COMPLETED BY STUDENT

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

PART B: TO BE COMPLETED BY YOU AND YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR

Attach an SFSU unofficial transcript, including a list of courses in progress.

1. **My Grade Point Deficit Is:** _____ <http://grad.sfsu.edu/content/gpa-calculators>. Using the calculator, determine how many *As* or *Bs* to bring your term and overall GPA at 3.0 or above. I need _____ *As* or *Bs* to raise by GPA to 3.0 or greater. **Faculty and Student:** Assess realistically the ability of student to earn both a semester plus overall GPA at or above 3.0 in the upcoming semester. If needed, contact Graduate Advising at (415) 405-3655 for assistance.

2. What actions will you take to improve your academic standing at SFSU?

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

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

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.

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

Your student has been academically disqualified because the student was on probation for two or more terms. The student can be cleared or denied re-instatement. Carefully review the transcript to determine progress toward degree. Review Grade Point Deficit. Can the student overcome deficit in one semester? If yes, on page 2, list the courses the student must take during the next semester to improve GPA. Do not clear student if grade point deficit cannot be remedied in one semester.

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. **Students that are cleared must complete page 2.**

DENIED: Reinstatement NOT recommended. Administratively and academically **disqualify** the student from the program.

Is the **disqualified student** eligible to take non degree CEL courses to improve GPA? YES NO

Advisor, Chair or Grad Coordinator Signature: _____ Date: _____

Print Name: _____ Dept: _____ Contact #: _____ E-Mail: _____

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 administratively disqualified from the university.

Student signature: _____ Date: _____