



**Division of Graduate Studies**  
1600 Holloway Avenue, ADM 250  
San Francisco, CA 94132  
Phone: 415/338-2234  
[gradstudies@sfsu.edu](mailto:gradstudies@sfsu.edu)  
web: [grad.sfsu.edu](http://grad.sfsu.edu)

## **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**

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**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 have been notified of your probation status because your semester or overall GPA is below 3.0 for two or more semesters. You must meet with your department advisor, graduate coordinator, or department chair, to complete this form and discuss how you will improve your GPA. A notice will be placed on your Student Center record until you submit a completed Mandatory Probation Advising Form to your Continuing Student specialist in the Division of Graduate Studies ADM 250. You must be able to improve your GPA in one semester or you will be subject to disqualification.

**Completed Forms Due:**

Fall semester- September 23

Spring semester- March 1

**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.

**If disqualified**, is the 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: \_\_\_\_\_