

Reinstatement/Readmission Checklist

Department of Economics
California State University, Sacramento

All boxes must be checked for your petition to be considered

Required Documents. Before you seek the approval signatures needed on your Petition for Reinstatement or Readmission you must prepare the documents listed below. Petitions which do not include all of these documents will not be considered. Documents in items 1 and 2 must be typed.

- 1. **Letter.** Prepare a typed one-page statement. This statement should show how highly motivated you are through the care you take in writing it, and it should accomplish three objectives:
 - identify the problems which led to your poor academic performance
 - describe the specific changes you will make to resolve these problems
 - state your reasons for choosing your proposed major.

 - 2. **Course List.**
Prepare a typed list of courses that you would like to take if you are reinstated. Because you may not get into all the courses you want, include some alternative courses. Indicate on your list how many units you think you should take, given the time commitments outlined in your schedule. *Note:* if you are reinstated/readmitted, the Department may restrict how many units you can be enrolled in based on your petition. This may be as few as 3 units, and will not be more than 14 units.

 - 3. **Schedule.**
Fill out the one-page weekly schedule chart showing how your time will be allocated during the semester. Account for class time, study time, work time if you have a job, sleep, commute time if significant, and any other activities that you will be involved in regularly.

 - 4. **GE Evaluation.** Provide a copy of your GE evaluation. This may be available on CasperWeb or it may have been mailed to you. You may use a hand-written GE worksheet.

 - 5. **Additional Coursework.**
Provide verification of courses completed since you were disqualified or courses in progress.

 - 6. **Completed Economics major advising worksheet** (On back of this page)
It is recommended that you see an advisor and review the major requirements for your catalog.

 - 7. **Academic Record.** This is used to verify course completion and grades.
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Prior to submitting a petition for reinstatement/readmission as an Economics major, students must have completed the following courses (or equivalents) **with a "C" or better**:

- ECON 1A: Introduction to Macroeconomic Analysis
- ECON 1B: Introduction to Microeconomic Analysis
- STAT 1: Introduction to Statistics
- One course satisfying major core requirements completed at Sacramento State.
(ECON 100A, ECON 100B, ECON 140, ECON 113, or ECON 101)
- One additional economics course (core or elective) completed at Sacramento State.

If you do not meet the requirements above, you need to be reinstated/readmitted by another department, or be reinstated/readmitted as an undeclared major through Admissions. See Academic Advising to determine whether you are eligible to be reinstated/readmitted as undeclared. **If you do not meet the course requirements above, your petition to be reinstated/readmitted as an Economics major will be denied, without exception.** The Economics Department does not require that students be declared economics majors to enroll in upper division courses. If you are reinstated/readmitted by another department, or as undeclared, you may still complete coursework in Economics.

Department of Economics
California State University Sacramento
Reinstatement/Readmission Guidelines

These guidelines shall be available for the student upon application for Reinstatement/Readmission.

1. Student must submit a completed petition with all supporting documents. Incomplete petitions will not be reviewed. The student must submit a checklist (reviewed by the Department's office staff) as a cover sheet for his/her petition (see attached page). These documents include those required by the University. In addition to these, the student would be required to submit a completed major advising worksheet (see attached page)¹
2. Prior to submitting a petition for reinstatement/readmission as an Economics major, students must have completed the following courses (or equivalents) with a "C" or better:²
 - ECON 1A: Introduction to Macroeconomic Analysis
 - ECON 1B: Introduction to Microeconomic Analysis
 - STAT 1: Introduction to Statistics
 - One course satisfying major core requirements (ECON 100A, ECON 100B, ECON 140, ECON 113, or ECON 101) completed at CSUS.
 - One additional economics course (core or elective) completed at CSUS.
3. The Department will not approve petitions for reinstatement more than once. If a student is reinstated as an Economics major, then he/she will not be considered for reinstated again as an Economics major. This restriction will be waived if a student has 9 units or fewer to complete the requirements for the Economics major. In such cases, the Department will not approve reinstatement more than twice, without exception.
4. The Department will not approve petitions for readmission more than once. If a student is readmitted as an Economics major, then he/she will not be considered for readmission again as an Economics major. This restriction will be waived if a student has 9 units or fewer to complete the requirements for the Economics major. In such cases, the Department will not approve reinstatement more than twice, without exception.

¹ This is not required for the University petition, but is an additional requirement for students seeking reinstatement as an Economics major.

² These requirements will capture many business students who have completed upper division economics courses to count toward their business majors. The Advising Committee recommends that business students who have only taken ECON 1A/1B with no upper division economics (and potentially *no* economics courses at CSUS) apply for reinstatement as undeclared majors.

Conditions for Reinstated/Readmitted Students

1. The student must meet with a department advisor before registering for courses each semester until graduation. The Department reserves the right to place a hold on students who do not meet this condition of reinstatement/readmission. It is the student's responsibility to schedule an appointment well in advance of the deadline.
2. For students who work, he/she must maintain an appropriate balance between working and completing courses in Economics. The Department Chairperson will administer the following restrictions on students who are reinstated (not readmitted):

<u>Students who work</u>	<u>May take no more than</u>
0-20 hours/week	12 units/semester
21-40 hours/week	9 units/semester
More than 40 hours/week	6 units/semester

For students who are readmitted, the University limits these students to 6 units per semester for the student's first two semesters. Thereafter, the student who is readmitted as an Economics major must following the guidelines above.

A Department advisor or the Department Chairperson may waive these requirements once the student has successfully completed two semesters of coursework at CSUS following reinstatement/readmission.

3. The student must first repeat specific courses before continuing on in the major. Students may satisfy these requirements concurrently with additional courses in Economics.
 - Upper division electives: For students who received a failing grade in Economics upper division electives, the student must repeat these courses and count them toward the major. If the elective is not offered in the semester of reinstatement/readmission, the student must take the course in the first semester it is offered (excluding summer session). This requirement does not apply to MATH 26A/MATH 30.
 - Core courses: For students who received less than satisfactory grades in core courses (as determined by the student's catalog rights), the student must repeat these courses before continuing on in the economics major.
4. A student must consistently apply his/her catalog rights in completion of major requirements. The student cannot "mix" catalog rights in completing the major.³

³ The advisors generally apply this rule. One exception is in the Department's history requirement. Advisors generally allow students to substitute ECON 113 for ECON 101, even if they are under an older catalog.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of Economics (www.csus.edu/econ)
Major Advising Worksheet for 2004 – 2006 Catalog

ADVISOR: _____

ADVISING DATE: _____

NAME: _____

SSN: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

LOWER DIVISION REQUIREMENT (9 UNITS)

<u>CLASS</u>	<u>WHEN TAKEN</u>	<u>GRADE</u>
Econ 1A	_____	_____
Econ 1B	_____	_____
Stat 1	_____	_____

UPPER DIVISION REQUIREMENT (15 UNITS)

<u>CLASS</u>	<u>WHEN TAKEN</u>	<u>GRADE</u>
Econ 100A	_____	_____
Econ 100B	_____	_____
Econ 101 or Econ 113	_____	_____
Econ 140	_____	_____
Econ 145 (last semester at CSUS)	_____	_____

UPPER DIVISION ELECTIVES (18 UNITS)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

NOTE AND RECOMMENDATIONS: _____
