How to Apply for Reinstatement for Fall 2015

Undergraduates: Petitions will only be considered from students who have completed ALL lower division coursework (including lower division major coursework, general education, and graduation requirements) that can be completed at a community college.

Reinstatement petitions must be submitted to the Academic Advising and Career Center (Lassen Hall 1013) by 4:00 PM, June 26, 2015.

Students will be notified of decisions by August 7, 2015. Students will be reinstated on a SPACE AVAILABLE BASIS.

Follow the steps outlined below to ensure proper completion of the Reinstatement Packet (incomplete packets will not be accepted):

1. Fill out all attached forms online and print for submission. If forms cannot be filled out online, blue or black INK must be used. Petitions filled out in pencil will not be accepted.
2. The schedule form must be completed prior to meeting with an advisor. Each square of the schedule must be filled in. The purpose of the schedule is to show the committee how you plan to balance time between school, work, and life. The schedule must include the class hours (units) you plan on taking (but not the specific class) and the amount of study hours you plan to dedicate; for every hour in class you should put aside 2 hours of study time (e.g., 3 units/hours of class is 6 hours of study time).
3. Prepare a one page statement. This must be TYPED (single- or double-spaced is acceptable). The statement should address the following three objectives:
   a. Identify the problems that led to disqualification (the statement must cover at least two semesters).
   b. Describe the specific changes you will make to resolve these problems.
   c. State the reasons for choosing your proposed major.
4. Schedule an appointment to meet with your department chair for recommendations which are to be written on the form.
   a. Students interested in reinstating into an impacted major – Biology, Business, Criminal Justice, Health Science, or Psychology – must review the major department website for information and petition for reinstatement as Undeclared. Skip the first box on the form.
   b. Undeclared students – the department recommendation is not necessary. Skip the first box on the form.
   c. “Expressed Interest in Nursing” students are considered Undeclared and can skip the first box on the form.
5. If applicable, schedule an appointment with Services to Students with Disabilities (Lassen Hall 1008) for department recommendation.
6. Schedule an appointment with Veteran’s Service Center (Lassen Hall 3000) if applicable for department recommendation.
7. Take the GE Worksheet to the Academic Advising and Career Center (Lassen Hall 1013) for an advisor to fill out.
   a. EOP students must meet with an EOP counselor (Lassen 2205) to review petition.
8. Bring the completed Reinstatement Packet to the Academic Advising and Career Center (Lassen Hall 1013).
CHECKLIST

Required documents for the Reinstatement Packet: all documents must be included for the Reinstatement Packet to be considered. Documents must be legible and filled out in blue or black INK (petitions filled out in pencil will not be accepted).

☐ Letter/Statement: Prepare a TYPED, one page statement using the criteria mentioned above in item number 3.

☐ Course List: Prepare a typed list of courses to be taken if reinstatement is approved. It is suggested that you repeat one or two courses that were D, F, or WU grades. Indicate how many units you think you should take, given the time commitments outlined on your schedule. Note: The reinstatement committee will decide how many units you may take and you may be restricted to anywhere from 6 – 9 units upon your return.

☐ Schedule: Completely 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, breaks, and any other activities that you will be involved in regularly.

☐ General Education (GE) Evaluation: Provide a copy of your GE evaluation using the attached GE worksheet.

☐ Additional Coursework: Provide copies of unofficial transcript for any coursework completed (or in progress) elsewhere since the disqualification.
California State University, Sacramento
Petition for Reinstatement After Disqualification
FALL 2015
Petition Deadline: June 26, 2015 at 4:00 pm
Academic Advising and Career Center, Lassen 1013

Read the “How to Apply for Reinstatement After Disqualification” instructions carefully. Students will be reinstated on a SPACE AVAILABLE BASIS. Reinstatement is not guaranteed.

Name: ___________________________ Student ID #: ___________________________

Class Level: (Check One) ________ Freshman ________ Sophomore ________ Junior ________ Senior ________ 2BA ________

Have you applied to graduate? ________ Yes ________ No ________

Proposed Major: ___________________________

Daytime Phone Number: ___________________________ Email: ___________________________

Current Mailing Address:
Street: ___________________________
City: ___________________________
State: ___________________________ Zip: ___________________________

Department Recommendation and Enrollment Conditions

Conditions of Reinstatement:

Major Requirements Reviewed? □ Yes □ No Repeat Courses? □ Yes □ No
If yes, which courses: ___________________________

☐ I agree to meet with this student _____ times during the semester.

Signature of Department Chair/Designee ___________________________ Print Department/Designee Name ___________________________ Date ___________________________

Services to Students with Disabilities Recommendation (if applicable)

Approved □ Denied □ See attached letter.

Veteran’s Service Center Recommendation (if applicable)

Approved □ Denied □ See attached letter.

FOR OFFICE USE ONLY:

Semester/Year DQ: ___________ EOP ________ Date Received: ________ Initials ________

Date Contract in CMS: ___________ Initials ________ App: Y_____ N_____ NA _____

Effective May 2015
# Semester Time Schedule

Please fill in each time slot then record total hours at top of worksheet.

**Total Sem. Units Planned:** ______  **Total Study Hours per week:** ______  **Total Work hours per week:** ______

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### GE and Graduation Requirements Worksheet

**Advisor:** ______________________  **Major:** ______________________  **Date:** __________

#### Graduation Requirements:
*Items numbered 1-4 must be taken in sequence

<table>
<thead>
<tr>
<th>American Institutions:</th>
<th>U.S. History</th>
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<tbody>
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<td>U.S. Constitution</td>
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<tr>
<td></td>
<td>CA Government</td>
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1. **College Composition I: GE A2**  
   "C- or better required"

2. **College Composition II: ENGLISH 20**  
   "C- or better required"

3. **Writing Placement for Juniors (WPJ) OR English 109 W/M**

4. **Writing Intensive**  
   "C- or better required"

**Foreign Language**  
"C- or better required"

**Race & Ethnicity in American Society**
9 units of Upper Division General Education (#100-199)

1. Upper Division GE (Area B-E)
2. Upper Division GE (Area B-E)
3. Upper Division GE (Area B-E)

120 units to graduate

**40 units of upper division (#100-199)**

**Minimum 2.0 GPA required for:** GE, Major, Minor coursework

- Sac State GPA
- Cumulative GPA

**Engineering & Construction Mgmt Majors** - Consult an Advisor regarding Area A3, Area B & Area E.

**Computer Science Majors** - Consult Advisor regarding Areas B & D.

#### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td><strong>A. Basic Subjects (9 units)</strong></td>
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</tbody>
</table>
| A1. Oral Communication | "C- or better required"
| A2. Written Communication | "C- or better required"
| A3. Critical Thinking | "C- or better required"

**B. Physical Universe & Its Life Forms (12 units)**

| B1. Physical Science | |
| B2. Life Forms | |
| B3. Lab | |
| B4. Quantitative Reasoning | "C- or better required"
| B5. Additional Course (Any B to reach 12 units) | |

**C. Arts & Humanities (12 units)**

| Arts | |
| Humanities | |
| Any Area C Course | |

| **D. The Individual & Society (12 units)** | |
| *Minimum of three disciplines (e.g. ANTH, ECON, ETHN, GOVT, HIST, RPTA, etc.) must be taken in Area D. |
| U.S. History | |
| The following also satisfy the U.S History Graduation Requirement: HIST 17A, 17B, 159, 161, 162, 167, 177, 182 |

| U.S. Constitution and CA Government | |
| The following also satisfy the U.S Constitution & CA Govt graduation requirement: GOVT 1, 113, 150 |

| Any Area D Course | |
| Any Area D Course | |

**E. Understanding Personal Development (3 units)**

| KINS 99 must be taken CONCURRENTLY with any 1 unit KINS course for a total of 3 units |

#### To Do:

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________

#### Academic Resources:

- Review your academic progress on your Student Center: my.csus.edu
- Registration information, University policies and forms: csus.edu/registrar
- Major, minor, GE & GR requirements, and course descriptions: catalog.csus.edu
- Online advising, tutorials, and academic resources: csus.edu/acad
- WPJ information, exam dates and registration: csus.edu/testing
- Academic Calendar for semester planning: csus.edu/acaf/calendars/
- Departmental contacts and major requirements: csus.edu/academics

#### Monitor your degree progress through My Sac State:

1. Log on to your **Student Center**
2. Under other academic... drop-down menu
3. Select **Academic Requirements** for GE and GR
4. Select **Transcript** for earned units.