HOW TO APPLY FOR FALL 2016 REINSTATEMENT

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 Center (Lassen Hall 1013) by 4:00 PM, Friday, July 1, 2016.

Students will be notified of decisions by August 12, 2016. 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. 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; include information on how to balance life, school, work, etc.
   c. State the reasons for choosing proposed major. Students petitioning as Undeclared or who plan on pursuing an impacted major (Biology, Business, Criminal Justice, Health Science, Nursing or Psychology) must provide a back-up major/plan.
3. Schedule an appointment to meet with your department chair for recommendations which are to be written on the form (not required for Undeclared or impacted major).
   a. Students interested in reinstating into an impacted major must petition as Undeclared; department recommendation is not necessary. Skip the first box on the form.
   b. Students planning on an impacted major MUST HAVE A COMPETITIVE GPA AND ALL PREREQUISITES COMPLETED in order to be considered.
4. If applicable, schedule an appointment with Services to Students with Disabilities (Lassen Hall 1008) for counselor’s recommendation.
5. Schedule an appointment with Veteran’s Service Center (Lassen Hall 3000) if applicable for department recommendation.
6. Submit unofficial transcripts for all coursework taken since disqualification.
7. Take the GE Worksheet to the Academic Advising 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 Center (Lassen Hall 1013) no later than 4:00 p.m. on Friday, July 1, 2016.
CHECKLIST

☐ **Letter/Statement:** Prepare a TYPED, one page statement using the criteria mentioned above in item number 2.

☐ **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 2016
Petition Deadline: July 1, 2016 at 4:00 pm
Academic Advising 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 □

Intended Major: ____________________________

Have you applied to graduate? Yes □ No □

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 2016
# GE and Graduation Requirements Worksheet

**Advisor:** __________________________  **Major:** __________________________  **Date:** __________

## General Education Requirements

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

<table>
<thead>
<tr>
<th>B. Physical Universe &amp; Its Life Forms (12 units)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1. Physical Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2. Life Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3. Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4. Quantitative Reasoning</td>
<td>“C- or better required”</td>
<td></td>
</tr>
<tr>
<td>B5. Additional Course (Any B to reach 12 units)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Arts &amp; Humanities (12 units)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Area C Course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. The Individual &amp; Society (12 units)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Constitution and CA Government</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Understanding Personal Development (3 units)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Area D Course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Options**

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

**To Do:**

- [ ]
- [ ]
- [ ]

**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/acad/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.

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

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

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**American Institutions:**

U.S. History

CA Government

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”
5. 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

**Additional Course (Any B to reach 12 units)**

**Any Area C Course**

**Any Area C Course**

**The Individual & Society (12 units)**

**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

**Understanding Personal Development (3 units)**

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

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Academic Advising and Career Center  Lassen Hall 1013  916.278.6351  advising@csus.edu  csus.edu/acad