Petition for Spring 2017 Readmission after Dismissal
Petition Deadline: August 31, 2016 at 4:00 pm
Academic Advising Center, Lassen 1013

Read the “How to Apply for Readmission after Dismissal” instructions carefully. Students will be reinstated
on a SPACE AVAILABLE BASIS. Readmission to the university is not guaranteed.

Name: _______________________________ Student ID #: _______________________________

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

Proposed 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 July 2015
How to Apply For Spring 2017 Readmission after Dismissal

Campus policy requires that in order to be eligible for “Readmission after Dismissal”, ALL students must have satisfied GE Areas A1, A2, A3 and B4; no “in progress” coursework will be considered.

Readmission petitions must be submitted to the Academic Advising Center (Lassen Hall 1013) by 4:00 PM, Wednesday, August 31, 2016.

Students will be notified of decisions by December 9, 2016. Due to high enrollment and campus impaction, students will be readmitted on a SPACE AVAILABLE BASIS.

Follow the steps outlined below to ensure proper completion of the Readmission 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 dismissal; the statement must cover at least two semesters and explain why you were unable to meet prior reinstatement conditions.
   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 Wednesday, August 31, 2016.
ADMISSION APPLICATION

An application for Admission back into the university is required if you have not been enrolled at Sacramento State for two or more semesters. Submit the application for admission and $55 fee online at www.csmentor.edu/AdmissionApp. The admission application filing period for Spring 2017 admission is August 1st through August 31st, 2016. **Failure to submit application for admission will result in an automatic denial of your “Readmission after Dismissal” petition.**

CHECKLIST

**Required documents for the Readmission after Dismissal Packet:** all documents must be included for the Readmission 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 on previous page in item number 2.
- **Admission application:** Required for students whose last term of enrollment at Sacramento State was Fall 2015 or earlier.
- **FYI: All students readmitted after dismissal are restricted to 6 – 7 units per semester for two semesters or until the student reaches good standing.**
- **General Education (GE) Evaluation:** Provide a copy of your GE evaluation using the attached GE worksheet.
- **Additional Coursework:** Provide copies of unofficial transcripts for any coursework completed (or in progress) elsewhere since your dismissal.
GE and Graduation Requirements Worksheet

Student: ________________________  Major: ________________________  Date: ________________

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

<table>
<thead>
<tr>
<th>American Institutions: U.S. History</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Constitution</td>
</tr>
<tr>
<td>CA Government</td>
</tr>
</tbody>
</table>

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

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**Incoming GPA ____**

(from all coursework completed since dismissal only)

**Course Options**

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

**To Do:**

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Units</th>
</tr>
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<tbody>
<tr>
<td>A. Basic Subjects (9 units)</td>
</tr>
<tr>
<td>A1. Oral Communication  “C- or better required”</td>
</tr>
<tr>
<td>A2. Written Communication  “C- or better required”</td>
</tr>
<tr>
<td>A3. Critical Thinking  “C- or better required”</td>
</tr>
<tr>
<td>B. Physical Universe &amp; Its Life Forms (12 units)</td>
</tr>
<tr>
<td>B1. Physical Science</td>
</tr>
<tr>
<td>B2. Life Forms</td>
</tr>
<tr>
<td>B3. Lab</td>
</tr>
<tr>
<td>B4. Quantitative Reasoning  “C- or better required”</td>
</tr>
<tr>
<td>B5. Additional Course (Any B to reach 12 units)</td>
</tr>
<tr>
<td>C. Arts &amp; Humanities (12 units)</td>
</tr>
<tr>
<td>C1. Arts</td>
</tr>
<tr>
<td>C2. Humanities</td>
</tr>
<tr>
<td>C. Any Area C Course</td>
</tr>
<tr>
<td>C. Any Area C Course</td>
</tr>
<tr>
<td>D. The Individual &amp; Society (12 units)</td>
</tr>
<tr>
<td>D. U.S. History</td>
</tr>
<tr>
<td>U.S. Constitution and CA Government</td>
</tr>
<tr>
<td>Any Area D Course</td>
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<tr>
<td>Any Area D Course</td>
</tr>
<tr>
<td>E. Understanding Personal Development (3 units)</td>
</tr>
<tr>
<td>KINS 99 must be taken CONCURRENTLY with any 1 unit KINS course for a total of 3 units</td>
</tr>
</tbody>
</table>

**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.

Advisor Signature: ___________________________  Date: ________________

Office of University Registrar, Lassen 2000  916.278.3625