

TODAY'S DATE: \_\_\_\_\_

## PETITION FOR REINSTATEMENT CALIFORNIA STATE UNIVERSITY, CHICO

Disqualified students are not eligible for regular admission and enrollment for at least one academic year (two complete semesters) following their disqualification.

Dates and deadlines are listed below and late appeals are NOT accepted.

*Reinstatement to the University is a 2 Step Process!*

**Step 1: Apply for Re-Admission to the University at: [www.csumentor.edu](http://www.csumentor.edu)**

**Step 2: File a Petition for Reinstatement**

To attend Fall 2011 submit:

1. **Re-Admission Application: Oct/Nov 2010**
2. **Petition** by: Friday, April 1, 2011 before 5 p.m.

To attend Spring 2012 submit:

1. **Re-Admission Application: August 2011**
2. **Petition** by: Friday, September 16, 2011 before 5 p.m.

To attend Fall 2012 submit:

1. **Re-Admission Application: Oct/Nov 2011**
2. **Petition** by: Friday, April 6, 2012 before 5 p.m.

To attend Spring 2013 submit:

1. **Re-Admission Application: August 2012**
2. **Petition** by Friday, September 14, 2012 before 5 p.m.

I am appealing for reinstatement for:  Fall semester 2011  Spring semester 2012  I do not plan to take further  
(check box)  Fall semester 2012  Spring semester 2013 CSU, Chico coursework.

I am petitioning for reinstatement *only* for purposes of transferring to another university: Yes  No

**Please type or print the following information and submit with your appeal packet:**

Student ID# \_\_\_\_\_ or Social Security # (last 4 digits only) \_\_\_\_\_

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Mailing address where decision notifications will reach you:

\_\_\_\_\_  
Address (include apartment number) City State Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have attended or am currently enrolled in CSU, Chico Open University: Yes  No

List institutions you have attended other than CSU, Chico since disqualification \_\_\_\_\_

Desired major and option if reinstated: \_\_\_\_\_

PROGRAM PLAN / OPTION / PATTERN

- I have submitted my on-line CSU, Chico application to: [www.csumentor.edu](http://www.csumentor.edu)
- I have reviewed and submitted my Reinstatement Packet which includes:
  - Reinstatement Petition
  - Appeal letter
  - Transcripts for work completed outside of CSU, Chico since disqualification
  - Work-in-Progress forms for current term
  - A stamped, self-addressed envelope with correct postage  
(using 'Forever' stamps guarantees postage is at correct rate)

**Return Petition for Reinstatement Packet to:**

Academic Status Committee  
Academic Advising Programs, SSC 220  
California State University, Chico  
Chico, CA 95929-0725  
Fax: 530-898-4790

**Office Use Only:**

CSU, Chico Mentor application:  
Term \_\_\_\_\_  
Petition  mailed  hand delivered  
Comments: \_\_\_\_\_

Term Definition  
Century = 2  
Year = 12  
Term = 2 / spring  
8 / fall  
Example:  
Spring 2012 = 2122

Processed by: \_\_\_\_\_

If you have any questions about this process, contact Academic Advising Programs at: 530-898-5712.

## HOW TO APPEAL OR RE-APPEAL YOUR DISQUALIFICATION

### YOUR IMPORTANT FIRST STEP:

Identify the problems which led to your disqualification and develop a plan for how you intend to overcome your prior difficulties. Doing so is crucial to the success of your appeal for reinstatement and your academic success. Be certain that you are ready to continue at CSU, Chico before you appeal.

### THE APPEAL PROCEDURE:

Your appeal will be reviewed by the Academic Status Committee (ASC) of your intended major. Academic Status Committees meet in mid May to consider appeals for the fall semester, and in late October for the spring semester. Committee members look for specific evidence that you have resolved the problems which led to your academic difficulty.

1. Carefully note the deadline for appealing. Appeals received after the deadline **will not be considered**.
2. Type (or write) a one to two-page formal letter requesting reinstatement to the Academic Status Committee of the college representing your intended major. For example, to request reinstatement to the Psychology major, you would address your letter to the Academic Status Committee for the College of Behavioral and Social Sciences.
3. Be sure to complete and attach the appeal petition cover sheet to your letter. This form is available at <http://em.csuchico.edu/aap/Undergrad/probation/appeal.asp>
4. Attach to your appeal unofficial copies of transcripts from all colleges, except CSU, Chico, attended since your disqualification. In addition, if you are currently enrolled in CSU Chico's Open University (OU) or summer school courses, or in course work elsewhere, you **MUST** ask each of your current instructors to complete a work-in-progress form, available in Academic Advising Programs (SSC 220). This form is available at <http://em.csuchico.edu/aap/Undergrad/probation/appeal.asp> Work in progress forms should be signed by the instructor and submitted in sealed envelopes with the instructor's signature across the back flap within two weeks of the appeal deadline. **Failure to provide applicable transcripts or work-in-progress reports will be grounds for rejection of your appeal.**
5. Submit your appeal package (cover sheet + appeal letter + unofficial transcripts if applicable + **self-addressed, stamped envelope using a Forever stamp since postage rates change often**) absolutely no later than the appeal deadline printed on the attached appeal petition cover sheet to:  
Academic Status Committee  
c/o Academic Advising Programs, SSC 220  
California State University, Chico  
Chico, CA 95929-0725
6. You will be notified of the committee's decision in writing **within time to register**. This letter will state the conditions of your reinstatement or denial.

### YOU MUST ALSO MAKE RE-APPLICATION TO THE UNIVERSITY:

In addition to the appeal process, if you plan to re-enroll at CSU, Chico, you must also submit an on-line application for readmission <http://www.csumentor.edu/> and application fees to the Admissions Office in SSC 130, 530-898-6321.

Note that priority is given to applicants who file their application during the initial filing period. The initial filing period for fall semester is October-November of the preceding year. The initial filing period for spring semester is August of the preceding year. You are urged to submit your application as early as possible during the filing period. **If you submit your application for re-admission after the initial filing period, you may not be admitted for your desired term regardless of whether your petition for reinstatement is approved.**

Once your ASC committee has met, the Office of the Registrar will be notified of the decision. If you are reinstated and readmitted, it is your responsibility to check the Portal for your registration day or you may contact the Office of the Registrar, 530-898-5142. Please refer to the following website for more details on registration procedures and deadlines: <http://em.csuchico.edu/sro/registration.asp> Students who have been disqualified more than once are required to complete the On-Line Learning Experience (OLLE) before they are allowed to request classes. You will receive further directions regarding this website.

### STRATEGIES YOU SHOULD CONSIDER:

Academic Status Committees want evidence that you have resolved the difficulties that resulted in your disqualification. Here are some suggestions:

1. Talk with an advisor in the department representing your major if you intend to appeal your disqualification in the future. An advisor may be able to suggest a strategy for improving your academic situation that you haven't considered.
2. Realistically assess your academic goals. Do you have the ability and motivation to be successful in your chosen major? If not, consider changing your major to one in which you can be academically successful.

3. The committee that considers your appeal will look for a demonstration of your ability to earn A's and B's in course work related to your proposed major. Consult with a faculty advisor in the department of your intended major and take one or two appropriate courses through CSU, Chico's Open University program or one or two transferable courses at a community college. **Be sure to provide evidence of the grades you earned when you appeal, and work-in-progress forms for any courses in which you are currently enrolled.**
4. Complete "I" (Incomplete) grades that have not yet expired, file Repeat With Forgiveness petitions if appropriate and/or contact former instructors if you believe that there has been a grading error. Taking these steps may increase your grade point average and make you a stronger candidate for reinstatement.
5. Improve your academic skills by completing math and writing requirements if you have not already done so, or take study skills courses or workshops.
6. Do you understand the grade point system and how to calculate a grade point average (GPA)? If you're not sure, ask an advisor in Academic Advising Programs (SSC 220). Academic Status Committee members consider your grade point average and then look for evidence of your ability to improve your GPA (both cumulative and within your major). A simple understanding of what this means will allow you to develop reinstatement strategies that work. Just ask. GPA calculator login: <https://ems.csuchico.edu/aap/gpac/>
7. Most students are disqualified because of a grade point deficiency in their CSU, Chico course work. Attending a community college and earning high grades may demonstrate your ability, but it will not help to improve your Chico GPA. Discuss with an advisor the possibility of taking Summer Session or OU (Open University) courses through CSU, Chico's Center for Regional and Continuing Education. Taking OU classes may help your Chico grade point average, especially if you repeat with forgiveness courses previously taken and failed at Chico.  
  
Some colleges in the University restrict the number of OU courses taken in their majors, and some require special permission. Consult with Continuing Education if you are interested in OU enrollment (530-898-6105). Overall, a maximum of 24 OU and Extension units may apply to the Bachelor's degree.
8. Did a compelling personal situation contribute to your disqualification? If so, assess whether it is now resolved sufficiently to allow you to succeed in school. What steps have you taken or need to take to improve your situation? Include this information in your appeal, as well as any documentation you have that would verify any extenuating circumstances.

#### WHAT TO INCLUDE IN YOUR APPEAL LETTER:

Your letter should be clear, concise, and honest. Since the letter appealing your disqualification represents you, we recommend that it be typed and that you carefully proof it for spelling and grammatical errors. The following appeal letter format is a good guide to follow:

1. In the first paragraph, introduce yourself. Be sure to mention your intended major, your year in school, and the purpose of your letter.
2. Write a paragraph or two briefly describing the problems and factors that led to your disqualification. Be honest and accept responsibility. Provide the committee with verification of illness or other circumstances that may have contributed to your academic difficulty.
3. Describe for the committee the steps you have taken to resolve these problems. This is the **most important part** of your appeal letter. Provide information that indicates you now are ready to be academically successful (such as completing recent classes with grades of "A" and "B").  
  
It may be that you were disqualified years ago and have meanwhile had life experiences that have contributed to your maturity and academic stability. If this is true for you, be sure to mention this fact in your letter of appeal or re-appeal.
4. Conclude your letter with a brief discussion of your academic goals and any other circumstances that you would like the committee to consider.
5. If you have appealed before—within the last three years—we have your letter(s) on file, so your current letter need not be lengthy. It should highlight or summarize the information in your previous letter, then focus primarily on two areas: (a) what has changed since your last appeal; and (b) what steps you will take toward academic recovery if you are reinstated.

#### REGISTRATION INFORMATION:

You may not add classes until you have 1) been reinstated by the Academic Status Committee representing the college of your major and 2) been readmitted to the University. Students who have been disqualified more than once are required to complete the On-Line Learning Experience (OLLE) before they are allowed to request classes. You will receive instructions for completion of OLLE in your reinstatement letter.

#### QUESTIONS?

Call or visit Academic Advising Programs, SSC 220, 530-898-5712.

Our website is <http://em.csuchico.edu/aap/> Our email address is [chicoadviser@csuchico.edu](mailto:chicoadviser@csuchico.edu)