

Petition for Reinstatement Guide

Name: _____ ID: _____ Major: _____ Date: _____

Reinstatement is the process that allows students who were previously academically disqualified to return to CSUCI as regular students and resume coursework toward their bachelor's degree. To be eligible for reinstatement, academically disqualified students must raise both their CSUCI and Overall GPAs to 2.0 or higher.

Once you have raised your GPAs, use this guide to prepare your petition for reinstatement.

Before You Start:

- ☐ Review the [Petition for Reinstatement Submission Guidelines website](#).
- ☐ Take note of the posted deadlines on the website, which are based on when you plan to return.

Your Petition for Reinstatement Should Include the Following Documents:

- ☐ Online [Petition for Reinstatement form](#)
 - ☐ Typed statement that addresses the following:
 - ☐ The circumstances leading to your academic disqualification
 - ☐ What has changed since you became disqualified
 - ☐ How have you improved your academic record since being away from CSUCI
 - ☐ Your academic plan for maintaining good academic standing upon reinstatement
 - ☐ Supporting documentation (if applicable) that is applicable and relevant to your statement
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Petition Statement Components:

- ☐ **Introduction:** Identify yourself and your request. Clearly state who you are, what happened, and what you are requesting.

Prompts to consider:

- What is your full name and CSUCI student ID?
- What semester were you disqualified?
- What semester are you requesting reinstatement?

- ☐ **Explanation of Circumstances:** Describe the challenges or circumstances that contributed to your academic disqualification.

Prompts to consider:

- Were there circumstances such as medical, emotional, family, financial, or personal issues?
- Did you struggle with course content, the transition to CSUCI, studying, time management, etc.?
- Did these issues affect you for more than one term?

- ☐ **What Has Changed:** Discuss what you have done since your academic disqualification to improve academically and personally.

Prompts to consider:

- Did you take classes through Open University or a community college?
- How has your GPA improved?
- What study techniques or academic strategies have you used?
- What resources or support services have you used?
- Did you take time off to take care of yourself?

- ☐ **Your Plan for Academic Success at CSUCI:** Explain how you plan to succeed if your petition for reinstatement is approved.

Prompts to consider:

- What campus resources will you use?
- Have you clarified your academic and/or professional goals?
- If you come across challenges, how will you address them to make sure you can continue to be successful?

- ☐ **Conclusion:** End on a professional and respectful note, showing appreciation and confidence in your readiness to return to CSUCI.
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Draft Your Letter:

Use this space to write a draft of your letter. Ask someone you trust to review your draft and provide constructive feedback before you write your final draft.

This is a plan to guide you through the petition for reinstatement process Completion of this worksheet does not guarantee your petition will be approved. The final decision for your appeal will be determined by the Academic Appeals Board.