

## Request for One Semester Reinstatement of Disqualified Graduate Student

Please read and complete all fields of the reinstatement form. The Assistant Vice President of Graduate Studies determines the final approval or denial. Students who are not reinstated to the University, in the semester immediately following their disqualification by the deadline below, are not eligible for student leave but instead must reapply for admission to their graduate program and pay the \$55.00 processing fee. Submission Deadline (to the Office of Graduate Studies):

**Spring Disqualification: Monday before Fall semester begins**

**Fall Disqualification: Monday before Spring semester begins**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

CSUN ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduate Program Name: \_\_\_\_\_ Semester disqualified: \_\_\_\_\_

Check One:

1<sup>st</sup> Disqualification                      or                       2<sup>nd</sup> Disqualification

Applied for Graduation? (If yes, give semester & year of intended graduation) \_\_\_\_\_

\*The following documents must be submitted with this form:

- Student's written justification for reinstatement
- Unofficial transcript
- Degree progress report

Factors that can affect academic standing:

- Has a Graduate Repeat form been filed for repeated course/s?
- Have grades marked as Incomplete (I) been completed?
- Were any grade change issues resolved?

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***To be completed by the Graduate Coordinator or Program Director***

Check Appropriate Boxes:

Reinstatement Denied

Reinstatement Approved for One Semester

If Approved, Student will achieve a 3.0 GPA or better within one semester by:

Repeating the following course/s: \_\_\_\_\_

Enrolling in the following course/s: \_\_\_\_\_

Achieving a grade of \_\_\_\_\_ in each of the above courses.

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Graduate Program Coordinator, Program Director, or Credential Office

\_\_\_\_\_  
Date

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***To be completed by the AVP of Graduate Studies***

Check Appropriate Boxes:

Reinstatement Denied

Reinstatement Approved for One Semester, if approved for one semester student must:

Repeating the following course/s: \_\_\_\_\_

Enrolling in the following course/s: \_\_\_\_\_

Achieving a grade of \_\_\_\_\_ in each of the above courses.

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Assistant Vice President of Graduate Studies

\_\_\_\_\_  
Date