



# Academic Reinstatement Guide & Frequently Asked Questions

## 1. What is academic disqualification?

Academic disqualification occurs when a student fails to meet the standards for academic performance and progress.

Undergraduate students on academic probation are disqualified when:

- As a freshman (less than 30 semester units completed) the student falls below a GPA of 1.50 in all units attempted or in all units attempted at CSUSM;
- As a sophomore (30-59 semester units completed) the student falls below a GPA of 1.70 in all units attempted or in all units attempted at CSUSM;
- As a junior (60-89 semester units completed) the student falls below a GPA of 1.85 in all units attempted or in all units attempted at CSUSM; or
- As a senior (90 or more semester units completed) the student falls below a GPA of 1.95 in all units attempted or in all units attempted at CSUSM.

Undergraduate students not on academic probation are disqualified when:

- At the end of any term, the student has a cumulative grade point average below 1.0, and
- The cumulative GPA is so low that it is unlikely, in light of their overall education record, the deficiency will be removed in a reasonable period.

Once disqualified, students may not continue to attend CSUSM and a 'disqualification hold' is placed on future registration. Disqualified students must spend 'one semester out'.

## 2. What does 'one semester out' mean?

Once a student is disqualified, s/he must spend a minimum of one semester not enrolled in courses at CSUSM or 'one semester out'. During this time, students are expected to develop a comprehensive success plan. Also, it is highly recommended students spend this time attending a community college or a regionally accredited institution in order to demonstrate improved academic performance. If you are unsure of what course(s) to take at another institution, consider [asking an academic advisor](#).

## 3. I was disqualified, how can I return to CSUSM?

If there are compelling reasons for your poor academic performance, the reasons have been rectified and you have completed a one semester out, you are encouraged to petition for reinstatement.

## 4. What is reinstatement?

Once a student is disqualified, s/he may petition to be reinstated to the University. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of her/his ability to complete the degree.

## 5. What if I've been disqualified and have not attended CSUSM for two or more semesters?

If you have been disqualified and you have not attended CSUSM for two or more semesters prior to your reinstatement, then you [must reapply for admission](#) to the University AND petition for reinstatement. You may resume your academic career at CSUSM only if both clearances are granted. Please be aware of all relevant deadlines for both processes. In order to avoid missing the admission deadline, DO NOT wait for a decision before submitting an admission application. In most cases, in



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order to qualify for admission after being disqualified, you must meet the upper-division transfer student requirements for a fall semester. The fall admission application filing period is October 1-November 30.

## 6. What steps do I take if I am eligible to petition for reinstatement?

Complete and submit the Petition for Reinstatement online at [www.csusm.edu/academicadvising/reinstatement](http://www.csusm.edu/academicadvising/reinstatement). Attach concise supporting documentation, a Student Progress Report and your unofficial transcripts from other institutions.

## 7. What factors does the committee consider in making a decision?

The committee is interested in learning the reasons for your poor academic performance, the steps you have taken to resolve them and your plan for success if reinstated. It is important you provide documentation verifying the circumstances leading to your disqualification. Unofficial transcripts of your most current academic work, work in-progress, as well as a Student Progress Report, post-CSUSM should also be submitted. Failure to submit these documents may impact the outcome of the committee's decision.

The committee will expect to see you have earned a minimum of 2.7 GPA, or earning no less than a grade of "C" in any course taken during each semester(s) spent away from CSUSM. Should the committee "conditionally approve" you for reinstatement, you may be asked to provide unofficial transcripts showing proof you have met these conditions. Unmet conditions are considered grounds for your reinstatement to be denied.

## 8. When is the deadline to submit a Petition for Reinstatement?

Fall reinstatement submission deadline: No later than May 1 at 11:59 p.m. *For students with majors in CHABSS: Petitions submitted by March 31 may receive early consideration.*

Spring reinstatement submission deadline: No later than October 31 at 11:59 p.m.

## 9. After I submit my petition, what happens next?

The Reinstatement Committee of your college will review and decide on petitions before the beginning of the term. You will be notified of the outcome prior to first day of classes of the semester.

## 10. If my petition is denied, what options do I have?

Should your petition not be approved, a set of guidelines will be given to you. You may petition for reinstatement again the following semester. The committee will then review whether you have followed the recommendations provided to you when considering your petition. Please review question number 5 regarding the reinstatement policy for students who have not attended CSUSM for two or more semesters.

## 11. How does academic disqualification affect my financial aid eligibility?

You must submit a separate appeal to the Financial Aid and Scholarship Office. However, you must first be reinstated academically before any financial aid appeal will be considered. For further information, please contact the [Financial Aid and Scholarship Office](#).