Guidelines for Reinstatement/Readmission
at California State University, East Bay

Read **Understanding Academic Disqualification webpage**: Visit the webpage to better understand what academic disqualification means, how to qualify for reinstatement, repeating courses, and questions/answers related to disqualification.

Meet with a Readmission Counselor: Priority is given to students who read the Understanding Academic Disqualification webpage and complete the Reinstatement Planning Worksheet (see reverse); send an email to readmission@csueastbay.edu to request an appointment and attach an image of the completed worksheet.

Repeat classes for Grade Forgiveness: Enroll in classes at CSUEB via [Open University](http://www.csueastbay.edu) or repeat equivalent courses at a local community college or another college/university. For courses taken outside of CSUEB, once courses are completed and grades are posted, request to have an official transcript sent to CSUEB. Since this is not an automatic process, a Petition for Grade Forgiveness must also be submitted.

Submit the following documents:
*Drop off at the Enrollment Information Center, 1st floor of the Student Services and Administration Building in Hayward or 1st floor of the Academic Services Building in Concord; or email to readmission@csueastbay.edu.*

- Complete [Petition for Reinstatement Form](http://www.csueastbay.edu/admissions/files/docs/admission-forms/petition-for-reinstatement.pdf)
- Personal Statement
- Complete [Petition(s) for Grade Forgiveness](http://www.csueastbay.edu/admissions/files/docs/petition-for-grade-forgiveness-for-reinstatement-_jan-2019.pdf)
- Official Transcript(s) in a sealed envelope from other college/university

Re-apply for Admission to CSUEB (if applicable): Submit a CSU admission application via Cal State Apply if not enrolled for more than two (2) consecutive semesters, along with a $70 application fee.

Once reinstated/readmitted: A Pioneer Success Coach will be assigned to assist in strategizing and creating a plan to maintain a GPA greater than 2.0 and to refer to an advisor to assure degree requirements will be complete, before filing for graduation.

Resource Links:
- Understanding Academic Disqualification: [http://www.csueastbay.edu/aace/academic-advising/academic-disqualification.html](http://www.csueastbay.edu/aace/academic-advising/academic-disqualification.html)
- Cal State Apply: [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)
Reinstatement Planning Worksheet

*Be prepared for Reinstatement by completing the next steps in the eligibility process. Find out what classes may be repeated and research where to take them.*

1. Review the CSUEB transcript
2. Identify and list courses in which a grade of C-, D+, D, F, WU, or IC were earned
3. Determine where each course may be repeated: Open University @ CSUEB, community college, or another college/university
   a. List specific community college or college/university if applicable
   b. Find an equivalent course(s) that may be repeated outside of CSUEB by using the Transfer Equivalency System (TES)

NAME: __________________________________________ NetID: _______________

<table>
<thead>
<tr>
<th>Department &amp; Course Number</th>
<th>Grade Earned (&amp; Term/Year)</th>
<th>Unit Value</th>
<th>Where to Repeat</th>
<th>Equivalent Course (if applicable)</th>
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<tbody>
<tr>
<td>STAT 100</td>
<td>F (Fall ’19)</td>
<td>3</td>
<td>Chabot College</td>
<td>MTH 43</td>
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To request an appointment with a Readmission Counselor, email readmission@csueastbay.edu and attach a copy of this completed worksheet.

For Enrollment and Course Information:
- Open University @ CSUEB: [https://www.ce.csueastbay.edu/programs/open-university/index.html](https://www.ce.csueastbay.edu/programs/open-university/index.html)
- Community college or another college/university – refer to the school’s website
- Transfer Evaluation System for CSUEB: [https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=b7e02ac0916-413d-8ad0-f8011583711f&aid=c79a2650-be66-45fb-9a9f-c68976fd50ff](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=b7e02ac0916-413d-8ad0-f8011583711f&aid=c79a2650-be66-45fb-9a9f-c68976fd50ff)