

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](#) 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](#)
- Personal Statement
- Complete [Petition\(s\) for Grade Forgiveness](#)
- 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/aaace/academic-advising/academic-disqualification.html>
- Petition for Reinstatement: <http://www.csueastbay.edu/admissions/files/docs/admission-forms/petition-for-reinstatement.pdf>
- Petition for Grade Forgiveness: <http://www.csueastbay.edu/admissions/files/docs/petition-for-grade-forgiveness-for-reinstatement-jan-2019.pdf>
- Cal State Apply: <https://www2.calstate.edu/apply>

