



PETITION FOR GRADUATE REINSTATEMENT

Graduate Students seeking reinstatement must:

- Address a letter to the Graduate Coordinator or Major Department Chair, stating the reasons why their GPA fell below a 3.00 and/or why they were dismissed from the program for non-grade-related reasons. The letter should also indicate how they will improve their grades and/or address other program-related performance issues and remain in good standing if reinstated.
- Meet with the Graduate Coordinator or Department Chair to discuss the issues presented in their letter.

The Graduate Coordinator or Major Departmental Chair:

- Completes and signs the middle section of this form after meeting with the graduate student.
- Sends the completed Petition for Graduate Reinstatement form, along with the student’s letter, to the Office of Graduate Studies at gradstudies@csueastbay.edu.

THIS SECTION TO BE COMPLETED BY GRADUATE COORDINATOR OR DEPARTMENT CHAIR

Student’s Name: _____

Student’s Net ID: _____ Horizon Email: _____

Graduate Program: _____

I have met with the student named above and discussed the issues involving his/her disqualification and the accomplishments needed to raise the G.P.A. and/or address performance issues and return to good standing.

I support reinstatement.

I do not support reinstatement because: _____

Graduate Coordinator or Chair’s Name (Print) _____

Graduate Coordinator or Chair’s Signature _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF THE GRADUATE STUDIES

Approved

Denied

Director of Graduate Studies Signature _____ Date: _____

Distribution: Records; Student; APS; Graduate Coordinator/Department.