



Graduate and Research Affairs
Division of Graduate Affairs
San Diego State University
5500 Campanile Drive
San Diego CA 92182 · 8220
Phone: 619 · 594 · 5213
Fax: 619 · 594 · 0819

Immediate Reinstatement After Disqualification

(Reapplication not necessary)

Students who have been disqualified may petition for immediate reinstatement if they have a reasonable plan for improving their grades, and there is strong support from the graduate advisor. Students who have been disqualified for more than one semester must reapply to the university (and file a different petition).

This petition should be completed by the student in conjunction with the Graduate Advisor, who must sign on page 2.

| | | | |
|-----------|-------|--------|-------|
| Last Name | First | Middle | RedID |
|-----------|-------|--------|-------|

| | |
|-------|-----------|
| Email | Telephone |
|-------|-----------|

| | | | |
|--------------------------------|------|-------|----------|
| Street address (local mailing) | City | State | Zip Code |
|--------------------------------|------|-------|----------|

| | |
|---|---------------------------|
| Graduate program (and concentration/specialization) | First semester in program |
|---|---------------------------|

Content of the Petition

- 1) Complete this form, including the Academic Plan on page 2, signed by your Graduate Advisor.
- 2) Submit a typed explanation that includes the following information:
 - Explanation of the extenuating circumstances that led to poor academic performance. These circumstances must have been serious, compelling and beyond your control. It must be clear that the underlying issues are now resolved and will not impede future academic performance.
 - Separate document(s) from a third party that verify your description of the circumstances.
 - Your intent to increase your GPA so that academic probation is removed, preferably in one semester.
 - Your intent to meet all grade requirements, and graduate in a reasonable time frame.
- 3) (Recommended) A letter of recommendation from the program's Graduate Advisor, emailed directly to the Assistant Dean for Graduate Affairs (AsstDeanGRA@mail.sdsu.edu).

Submission and Review

Submit petition, statement and supporting documentation to **Graduate Affairs** in SSE 1410. If it is not possible to submit the petition in person, mail to:

San Diego State University
Graduate Affairs, MC 8220
5500 Campanile Drive
San Diego, CA 92182-8220

Academic Plan (to be completed with Graduate Advisor)

List past courses with grades of Incomplete that you intend to complete. Have you discussed this with the instructor?

List courses in progress at this time, and anticipated grades

Average unit load per semester after reinstatement Anticipated semester of degree completion

| First semester after reinstatement | | | Second semester after reinstatement | | |
|---|--------------|-------------------------------------|--|--------------|-------------------------------------|
| <u>Course</u> | <u>Units</u> | <u>Letter grade (your goal)</u> | <u>Course</u> | <u>Units</u> | <u>Letter grade (your goal)</u> |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

GPA Projections (calculate with Graduate Advisor)

| <u>Current</u> | <u>Anticipated after 1 semester (if reinstated)</u> | <u>Anticipated after 2 semesters (if reinstated)</u> |
|---------------------------|---|--|
| Units attempted | _____ | _____ |
| Post-bacc. cumulative GPA | _____ | _____ |
| POS GPA (Master's only) | _____ | _____ |
| 300+1 GPA (Master's only) | _____ | _____ |

GRADUATE ADVISOR: Acknowledgement of Academic Plan

The academic plan described above is reasonable, and the student is likely to complete this program within a reasonable time.

Graduate Advisor signature Date

STUDENT: Acknowledgement of Academic Probation Extension

- I understand that if I am reinstated, I will be on academic probation.
- I understand that I must earn a term GPA of 2.85 or higher in my first semester, or be disqualified.
- I understand that I must raise my post-baccalaureate cumulative GPA to 2.85 or higher by the end of the second semester, or be disqualified.

Student signature

Date

Submission and Review

Submit petition, statement and supporting documentation to Graduate Affairs, SSE 1410. If it is not possible to submit the petition in person, mail to:

San Diego State University
Graduate Affairs, MC 8220
5500 Campanile Drive
San Diego, CA 92182-8220

Appeals

Students may appeal denied petitions directly to the Assistant Dean for Graduate Affairs (AsstDeanGRA@mail.sdsu.edu). This appeal must be supported by a letter of recommendation from the Graduate Advisor, emailed directly to AsstDeanGRA@mail.sdsu.edu.

GRADUATE AND RESEARCH AFFAIRS

- Approved Denied

Dean of Graduate Affairs or Designee

Date

Minimum Grade Requirements For Master's Students

Master's students may graduate only if all of the following grade requirements are met:

- A. Grade Point Average (GPA) of 3.00 or greater for courses in the Program of Study, excluding transfer courses (= "SDSU POS GPA").
- B. GPA of 3.00 or greater for courses in the POS, including transfer courses (= "Total POS GPA").
- C. GPA of 3.00 or greater for the 300-level and above courses taken concurrently with, or subsequent to, the earliest course listed on the POS (= "300+1 GPA"). This includes transfer courses from other institutions. Courses taken prior to the first course on the POS are not used in this calculation.
- D. GPA of 2.85 or greater for all SDSU courses on the graduate record (= "Post-baccalaureate Cumulative GPA"). This does not include transfer courses from other institutions.
- E. A minimum grade of C for every course in the filed POS. However, some degree programs may require a higher grade than C for one or more courses (see the Graduate Bulletin).
- F. In addition to these university-wide requirements, some Master's programs also have a minimum GPA requirement for specific core courses taken by all students in the program (see the Graduate Bulletin).

Master's students are subject to academic disqualification when the Post-Baccalaureate Cumulative GPA falls below 2.85.

Minimum Grade Requirements For Doctoral Students

Doctoral students may graduate only if all of the following grade requirements are met:

- A. GPA of 3.00 or greater for all SDSU courses on the graduate record (= "Post-baccalaureate Cumulative GPA").
- B. GPA of 3.00 or greater for courses taken at the partner campus as part of the program (= "Partner Campus GPA").
- C. A minimum grade of C for every course in the program. However, some degree programs may require a higher grade than C for one or more courses (see the Graduate Bulletin).
- D. For students in stand-alone doctoral programs (with no partner campus):
 - D1. GPA of 3.00 or greater for courses in the Program Of Study, excluding transfer courses (= "SDSU POS GPA").
 - D2. GPA of 3.00 or greater for courses in the POS, including transfer courses (= "Total POS GPA").
 - D3. GPA of 3.00 or greater for the 300-level and above courses taken concurrently with, or subsequent to, the earliest course listed on the POS (= "300+1 GPA"). This includes transfer courses from other institutions. Courses taken prior to the first course on the POS are not used in this calculation.

To maintain good academic standing, the Post-baccalaureate Cumulative GPA and the Partner Campus GPA must be 3.00 or greater.

Doctoral students are subject to academic disqualification when the Post-Baccalaureate Cumulative GPA falls below 2.85, or the Partner Campus GPA falls below 2.85.

Minimum Grade Requirements For Certificate Students

Certificates may be issued only if all of the following grade requirements are met:

- A. GPA of 3.00 or greater for all courses used to meet certificate requirements (= "Certificate GPA").
- B. GPA of 2.85 or greater for all SDSU courses on the graduate record (= "Post-baccalaureate Cumulative GPA").
- C. A minimum grade of C for every course used to meet certificate requirements. However, some certificate programs may require a higher grade than C for one or more courses (see the Graduate Bulletin).

Certificate students are subject to academic disqualification when the Post-Baccalaureate Cumulative GPA falls below 2.85. Students pursuing a certificate who are co-enrolled in a Master's or doctoral program must also meet the additional grade requirements listed above.

Minimum Grade Requirements For Credential Students

Credential students are subject to academic disqualification when the Post-Baccalaureate Cumulative GPA falls below 2.85. Students pursuing a credential who are co-enrolled in a Master's, doctoral and/or certificate program must also meet the additional grade requirements listed above.

Immediate Reinstatement After Disqualification (Same Graduate Program)

Graduate students who have been disqualified may petition for immediate reinstatement. Students who have been disqualified for more than one semester must reapply to the university (and file a different petition). Reinstatement is NOT automatic, and each applicant's petition will be considered on an individual basis. Review generally requires at least 10 business days.

Readmission And Reinstatement After Disqualification

Students who have been disqualified for more than one semester must reapply to the university, and file a different petition. The readmission petition is available from Graduate Admissions, Prospective Student Center in SSW 100.