

DISQUALIFICATION CHECK LIST

Students who have been disqualified and have been away from campus for at least one semester and who believe they have demonstrated that they can be successful at Sonoma State University may apply for reinstatement by petitioning the University Standards Committee. To be considered for reinstatement, please observe the following guidelines. **All documentation, including letters of support, transcripts, application, and fees, must be submitted together (in a single packet) to the Office of Admissions and Records. Please label the packet, "ATTN: UNIVERSITY STANDARDS COMMITTEE."** Incomplete packets will be returned to students.

_____ 1. Consult with your academic advisor to ensure that you are taking or have taken the proper coursework while away from SSU.

_____ 2. Submit an SSU Reinstatement Petition to University Standards Committee (www.sonoma.edu/ar/records/reinstatement.pdf)

_____ 3. Include as part of the petition a letter from you to the University Standards Committee explaining what actions have been taken since the disqualification and why you are now prepared to be successful at SSU.

_____ 4. Include as part of the petition a detailed recommendation from your SSU academic advisor or department chair. If you have a declared major, the letter must be from your major department. If you are changing majors, the letter must be from your new department. If you are undeclared, the letter must be from an academic advisor in the Advising Center.

_____ 5. Submit a copy of your unofficial SSU transcript.

_____ 6. Submit a record of any courses taken and grades earned since being disqualified from SSU. (Official transcripts are required; however, if timing prohibits submitting an official transcript before the petition deadline, a grade report or reports from individual instructors may be used. In such cases, a final transcript must be provided for verification as soon as possible. Students may be disenrolled if final transcripts do not arrive or are unsatisfactory.) **Please DO NOT request the transcript be sent directly to SSU. Include the sealed transcript as part of the complete reinstatement packet.**

NOTE: If you have been away from SSU for more than one semester, you must also submit **in the same packet:**

_____ 7. A completed CSU Undergraduate Application form (**This must be on paper; please download the application from on-line.**)

_____ 8. A check for the \$55 application fee

_____ 9. ALL REQUESTS FOR REINSTATEMENT SHOULD INCLUDE A COMPLETED COPY OF THIS CHECKLIST IN THE PACKET.

The completed documentation packet (clearly labeled ATTN: UNIVERSITY STANDARDS COMMITTEE) must be received by the Office of Admissions and Records by the following deadlines:

- July 1 for requests for reinstatement for Fall semester
- October 1 for requests for reinstatement for Spring semester