

# Reinstatement Petition Guidelines

Updated 9/9/20

## Petitioning for reinstatement after an absence of one or more semesters at Humboldt State University.

### In preparation for the reinstatement petition process, students should do the following:

- Engage in self-reflection about the circumstances that led to your disqualification (including the semester(s) on academic probation). What have you learned about yourself and the role of education in your life?
- Consider why is it important that you return to HSU, rather than some other university?
- Think about whether your circumstances have changed. If they have, what steps did you undertake to change them? If they persist, how do you plan to overcome these barriers?
- Ask yourself what changes you would implement upon returning to HSU? Discuss these changes with your academic advisor. Included in these discussions should be obligations you have outside of school.
- If you intend to work while attending school, what is your planned schedule or strategy for school/work balance? Have you communicated with HSU's Financial Aid office or other financial supports to determine how you will cover the costs of attendance upon your return?
- Investigate what student support services you should have used and/or plan to utilize in the future.
- Review the classes you've taken so far - are they still a good match with your interests and abilities? What classes might you need to repeat upon returning to HSU? Work with your academic advisor to develop an academic plan that will get you back on track towards earning your degree. The DARS Degree Planner tool is an excellent resource for these conversations.

Once you have carefully thought about the above questions and have developed a plan for future success, you are ready to petition for reinstatement to Humboldt State University using the steps outlined below.

### How to petition for reinstatement:

#### **STEP 1: Submit a CSU application at Cal State Apply ([calstate.edu/apply](https://calstate.edu/apply)):**

- You must wait a full semester before reapplying for your first reinstatement and two full semesters before reapplying for your second reinstatement. [See Academic Regulations: Academic Standing in the current HSU Catalog for more information.](#)
- Filing period for returning fall semester is October 1 through February 28\*.
- Filing period for returning spring semester is August 1 through September 30\*.
- Use the Cal State Apply application for Transfer Students (not first-time freshman).
- Once you are logged into the application, you can indicate in the "Extended Profile" that you are a Returning Student to HSU. For more specific instructions, see [Returning to Humboldt.](#)
- **\*NOTE:** Please submit your CSU application at least 2 weeks ahead of the deadline to allow enough time to also submit your petition. It is a two step process.

#### **STEP 2: Complete the Petition for Reinstatement online form by answering all the questions.** See page 2.

- Approximately 3-4 days after submitting your application, you will receive an email from HSU's Office of Admissions instructing you to complete your application. It will prompt you to look in your Student Center's To Do List for instructions and there will be a link to complete your Petition for Reinstatement online form. Your application will remain "incomplete" until you complete the online form.
- Petition Deadline for Fall Semester is February 28th.
- Petition Deadline for Spring Semester is September 30th.

#### **STEP 3: Submit any supporting documentation as attachments to the online form.**

- **STRONGLY RECOMMENDED** - Meet with an academic advisor in your proposed major to create a three-semester academic plan for your return. Use the DARS Degree Planner tool to create the plan and include the pdf copy of the plan with your petition for reinstatement as supporting documentation. See page 3 for in-depth instructions. (You can work with your former advisor, any faculty member, or

the Department Chair to create this plan).

- When planning your courses, full-time or part-time enrollment is okay. If you are full-time, there is a 12-unit enrollment cap your first semester back. There is also a requirement to earn a minimum of a 2.0 TERM GPA in your first semester back.
- Upon reinstatement, you will have a new, current catalog year (not the catalog year of when you last attended HSU). Here is the most current [Majors and Programs](#) information.
- Try to access and review your [Unofficial Transcripts from HSU](#) to see which classes could merit repeating and to review your academic standing over multiple semesters.
- OPTIONAL - Submit a letter of support from your advisor. If this is not possible, submitting a letter from a professor who knows your academic ability is the next best option. A letter of support should address your capacity to be successful in your major at Humboldt State University. It can include the academic plan that your advisor and you have mapped out to help ensure your success.
- OPTIONAL - Any other supporting documentation that supports your application.

**STEP 4:** If applicable, [send transcripts](#) from all other institutions that you have attended in your absence. HSU requires a minimum of a 2.0 GPA from any institutions you've attended since leaving HSU.

## Petition Format:

The Reinstatement Committee recommends you use a professional writing style and read all of the prompts first before responding. You should draft your answers in a Word document and later copy/paste them into the online form. You have up to 3,000 characters, including spaces, per prompt which is approximately 500 words per question. *Please don't feel you need reach the character limit if you've adequately addressed the prompt.*

**Introduction:** A Petition for Reinstatement is a chance for you to explain to a committee your understanding of the factors that led to your academic situation, how you have addressed these challenges, and how you will approach your major and general education courses differently when you return. Actively engaging in this process of self-reflection and goal setting is to your benefit. In many cases, you may need to “unlearn” the academic techniques that you used in the past and adopt practices that are more in sync with the expectations at the university level. In all cases, we want you to succeed and we have many resources at HSU to help you use the academic tools needed to reach your goals. Please consider these factors when responding to the questions below.

## Prompts

- 1) Briefly explain the circumstances that led to your disqualification and be sure to include the semester(s) you were on academic probation. Describe how these circumstances have changed and the steps you took to change them during your time off from HSU. If these circumstances persist, how do you plan to overcome these barriers? (3000 characters)
- 2) Why is it important that you return to HSU? Briefly describe why you have chosen your planned major and discuss some of your short term [career goals](#) with your bachelors degree. (3000 characters)
- 3) Discuss the [academic plan](#) that you have developed for your return including the courses you intend to take, any courses that you will repeat, and include a copy of your 3-semester plan using your [DARS Degree Planner](#). Briefly describe who you have worked with in your major department and/or any other academic or career advising you've received. (3000 characters)
- 4) What additional changes do you plan in implement upon returning to HSU? Specifically, what [time management](#) strategies, study techniques, or [success strategies](#) do you intend to use? (3000 characters)
- 5) Describe any [support services](#) you have used in the past. Which support services do you intend to use upon your return and how do you plan to use them? (3000 characters)

- 6) What is your plan for financial stability? Have you communicated with [HSU's Financial Aid office](#) or other financial supports to determine how you will cover the costs of attendance upon your return? If you intend to work while attending school, what is your planned schedule or strategy for school/work balance? (3000 characters)
- 7) Is there anything else you'd like to share with the committee reviewing your petition? (3000 characters)
- 8) What is the best way to contact you? (250 characters)

## How to use DARS Degree Planner to create a Three-Semester Plan

In-depth instructions and [video tutorials](#) can be found at: <http://pine.humboldt.edu/registrar/DegreePlanner.html>

To access the DARS Degree Planner login to myHumboldt, and click on **View Degree Audit & Plan** in Academics Quick Links. Click on the **Plans** tab in the top toolbar. Click on the **Create a New Plan** tab.

The DARS Degree Planner works with the DARS you already know and use. When you meet with an advisor for academic advising each semester, you are required to have three semesters planned out in your DARS Degree Planner. You can continue to update your plan throughout your time at HSU and see the classes you have left to graduate.

When you return as a reinstated student, you will be required to have a three-semester plan in order to have your Mandatory Advising Hold removed by your faculty advisor. Therefore, when you apply for reinstatement, we strongly recommend that you create a three-semester plan with your advisor. Please include the PDF copy of the plan with your petition for reinstatement as supporting documentation. If you cannot create a three-semester plan using DARS Degree Planner for any reason, then we recommend including a written academic plan in your Petition for Reinstatement as an supplemental document.

**Note:** DARS Degree Planner is a planning tool only. Some issues that impact enrollment are not checked in DARS Degree Planner (such as registration holds, class-level requisites, instructor consent requirements or more complex prerequisites and co-requisites). If you have questions about enrollment, please contact your academic advisor or the Office of the Registrar. You may need to update your DARS Degree Planner with an accurate catalog year once you are re-admitted.

## Tips for working with your Academic Advisor

You can work with your former faculty advisor, any faculty member in your proposed department, or the Department Chair to seek advising while you are disqualified or applying for reinstatement. You can work with the advisor over the phone or email if you are not in the area. We recommend contacting an advisor 3-6 months in advance of your admission deadlines.

To prepare to meet with your advisor, we recommend collecting copies of your unofficial or official transcripts from any schools you've attended since leaving HSU, as well as reviewing your DARS report. If you have a major that requires you to meet impaction requirements, please review impaction as well: <https://admissions.humboldt.edu/apply/impaction>

## Additional Academic Success Resources

Academic Success Strategies: <https://www2.humboldt.edu/acac/students/academic-success-strategies>

Major Exploration and Career Guides: <http://www2.humboldt.edu/acac/students/major-and-career-exploration>

Major Department's [website](#): Major Academic Plans, major contracts, faculty bios, and career resources

**For general questions about the reinstatement process, policies and deadlines, contact the Academic and Career Advising Center 707-826-3341 or [acac@humboldt.edu](mailto:acac@humboldt.edu).**

**For questions about applying for financial aid, or regaining eligibility for Financial Aid, please contact HSU Financial Aid 707-826-4321 or [fnaid@humboldt.edu](mailto:fnaid@humboldt.edu).**