

Reinstatement Petition Guidelines

Reinstatement after an absence of one or more semesters at Humboldt State University.

Step One – In preparation for the reinstatement petition process, students should do the following:

- Engage in self-reflection about the circumstances that led to your disqualification. 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 or a Learning Center staff member. Included in these discussions should be obligations you have outside of school.
- 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 advisor and/or Learning Center staff member to develop an academic plan that will get you back on track towards earning your degree.

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.

Step Two – Guidelines for creating a successful petition:

- Write a formal letter petitioning for reinstatement. See "Petition Format" on the reverse side.
 - Petition Deadline for Fall Semester is the last business day in February
 - Petition Deadline for Spring Semester is the last business day in September
- Include any documentation that supports your case.
- Submit a CSU application at www.csumentor.org:
 - Filing period for returning fall semester is typically October 1 – November 30; however you are encouraged to contact the Admissions Office for the application deadline for the semester you plan to return.
 - Filing period for returning spring semester is August 1 – August 31. Spring admissions are subject to change. Contact the Admissions Office for more information.
 - An application fee is charged.
- Send transcripts from all other institutions that you have attended in your absence.
- 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 an academic plan that your advisor and you have mapped out to help ensure your success.
- Send transcripts and all other support documents to:
Office of Admissions & Records
Humboldt State University
Arcata, CA 95521

Fax: 707-826-6190 e-mail: ladwig@humboldt.edu and geldin@humboldt.edu

Petition Format

Your petition should be written in a formal tone using a standard business format. It should be left justified with no indents and approximately one to two single-spaced typed page(s). Skip a line between each paragraph.

Your address Your city and zip Date	}	Return Address
Office of Admissions & Records Humboldt State University Arcata, CA 95521	}	Inside address (to whom you are writing)

Dear Reinstatement Committee:

In no particular order:

- Describe purpose of letter; e.g. "petitioning for reinstatement for (fall, spring, summer) semester."
- Briefly explain the circumstance that led to your disqualification.
- Describe how your circumstances have changed.
- Emphasize the changes you plan to implement for the next semester.
- State your major and any possible minors.
- Discuss the academic plan that you have developed with your advisor or Learning Center staff member. Be sure to include any possible courses or changes to your major you are considering.
- Mention your letter of support.
- Describe the student support services that you have used and/or plan to utilize in the future.
- Describe the best method for the committee to contact you. Include phone number (where you can be contacted after the committee meets, does not have to be home phone) and email address.
- Include HSU Student ID number or your birth date.

Closing (e.g. Sincerely),

Signature

Typed name