

Petition for Reinstatement Checklist

1. Check eligibility

- Use the **Reinstatement Timeline Tool** to see if you are eligible to request reinstatement. (See the Admissions – Disqualification & Reinstatement webpage.)

2. Submit a Request to Return

- Submit your request** at least 3 weeks before the admission application deadline to allow enough time for you to complete the petition for reinstatement. Submit the request no later than **February 7** to return for the fall semester or no later than **September 9** to return for the spring semester. (See the Admissions – Disqualification & Reinstatement webpage.)

3. Meet with an ACAC or EOP advisor

- Schedule a meeting with an ACAC or EOP advisor** to develop your plan for success. (Contact information on page 2.)
- Create a 3-semester plan.** Work with an advisor to create a 3-semester plan in DARS planner. There is a 12-unit limit for your first semester back.
- Download a copy** of your DARS plan to upload with your petition.

4. Draft petition answers and prepare documentation

- Read all the questions and prompts before you begin writing.** The questions and prompts will help you reflect on each topic and write an in-depth answer. You have up to 3,000 characters including spaces (approximately 500 words) for each answer. You do not need to reach the character limit if you've adequately addressed the prompt.

Questions and Prompts

- 1) Briefly explain the circumstances that led to your disqualification and be sure to include the semester(s) you were on academic notice (previously called probation). Describe how these circumstances have changed and the steps you took to change them during your time off from Humboldt. If these circumstances persist, how do you plan to overcome these barriers?
- 2) Why is it important that you return to Humboldt? Briefly describe why you have chosen your planned major and discuss some of your short-term career goals with your bachelor's degree.
- 3) Discuss the academic plan that you have developed for your return including the courses you intend to take and any courses that you will repeat. Include a copy of your 3-semester plan with your documentation. Briefly describe who you have worked with in your major department and/or any other academic or career advising you've received.
- 4) What additional changes do you plan to implement upon returning to Humboldt? Specifically, what time management strategies, study techniques, or success strategies do you intend to use?
- 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?
- 6) What is your plan for financial stability? Have you communicated with Cal Poly Humboldt'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? Financial Aid (707) 826-4321 or finaid@humboldt.edu
- 7) Is there anything else you'd like to share with the committee reviewing your petition?

- Write a draft** of your answers in Google Docs or another word processing program, so later you can copy/paste them into the online petition. Remember to use a professional writing style and review your document for errors.
- Share your draft with an advisor.** Review your answers with an advisor to be sure you have thoroughly answered each question.
- Request a letter of support** (recommended). The best person to contact for a letter of support is your major advisor. If this is not possible, request a letter from a professor who knows your academic ability. Their letter should address your capacity to be successful in your major at Cal Poly Humboldt.

6. Check your Student Center “Admissions” section.

- Go to your Student Center. Click on **Application Status** in the Admissions section. When the window opens, click on the **Reinstatement Form** link. (Please note that the link will be available approximately 10 business days after you submit your request to return.)

Application Status

Incomplete

Academic Level	Major	Term	Application Date	Residency
Sophomore	Computer Science	Fall Semester 2023	12/13/2023	Resident of California

Your application for admission has been received and processed. **Required** documents are received, we will determine if you can be admitted to the university.

To submit your petition for reinstatement please go to the [Reinstatement Form](#).

7. Complete the online Petition for Reinstatement

- Use your draft to complete the online petition.** Paste answers from your draft into the form fields.
- Upload your documents** (copy of your DARS 3-semester plan, letter of support, and other documentation). Do not upload confidential medical or other records.

Contact Information

Academic & Career Advising Center
 Library 27
 acac@humboldt.edu
 (707) 826-3341

Educational Opportunity Program (EOP)
 Hadley House 56
 (707) 826-4781
 eoprecption@humboldt.edu

Office of Admissions
 Student & Business Services, First Floor
 (707) 826-4402

Office of the Registrar
 Student & Business Services, First Floor
 records@humboldt.edu
 (707) 826-4101