

## REINSTATEMENT to Graduate Status

All students are advised to read the section on [requirements for Reinstatement](#) prior to filling out this petition

Reinstatement is required for all students in *lapsed status* who plan to fulfill a degree milestone (e.g. advancing to doctoral candidacy) or complete a degree (file a thesis/dissertation/DMA supporting document/master's project, take comprehensive exams). Reinstatement is not guaranteed; approval is at the discretion of the department and the Graduate Dean or Associate Dean.

Fall quarter reinstatement is required by *lapsed students* who plan to enroll in Summer Session courses to fulfill a degree milestone or complete a degree. Upon reinstatement, students must complete the [Summer Session](#) application and register in a minimum of four units during *one* summer session. If the final degree is conferred during summer, fall registration will not be required.

Reinstatement does not alter a student's original start quarter and year. Review [time-to-degree standards](#) to determine whether within or beyond departmental/Graduate Council time standards.

### **Directions for Students:**

Consult with your department/faculty advisor prior to submitting a paid Reinstatement Petition

1. Complete, sign and attach a memo that includes:
  - a. How you have remained current in your field of study
  - b. A detailed timetable for completion of your remaining degree requirements
2. Attach the Cashier's Office (1212 SAASB) receipt for payment of the non-refundable reinstatement fee
3. Submit the completed, signed, and paid petition, along with any additional department-specific documentation, to your department at least six-weeks prior to the requested reinstatement quarter

### **Directions for Departments:**

The department should consider a number of factors when approving reinstatement, including:

- *Was the student having trouble meeting academic requirements prior to lapsed status?*
- *Have departmental resources supporting the student's area of interest diminished?*
- *Have faculty with whom the student previously worked left UCSB?*

1. **For students within department/Graduate Council [time-to-degree standards](#)**
  - a. Approve or deny, sign and submit the completed, paid petition to the Graduate Division.
2. **For students beyond department/Graduate Council [time-to-degree standards](#)**
  - a. Determine if the student should follow requirements that were in place when they entered the program or requirements in place at the quarter of reinstatement.
  - b. Determine if the student should re-take critical milestone requirements (e.g., comprehensive or qualifying exams), or submit new admission documents such as a Statement of Purpose, Vitae, GRE scores, etc.
  - c. Approve or deny, sign and submit the completed, paid petition to the Graduate Division

**NOTE:** Students in lapsed status forfeit their student privileges, which may include pre-existing offers of departmental financial support, such as academic employment and fellowships. This is especially true for those students having exceeded time-to-degree standards. *Students should contact their department with any questions about financial support (e.g., fellowships or graduate student academic employment).*

### REINSTATEMENT PETITION

For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar  
A copy of the processed petition will be sent via email to the student and department

Name: \_\_\_\_\_ Perm: \_\_\_\_\_ International Student VISA: \_\_\_\_\_  
*Must obtain OISS signature below*

UMail/Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree Objective(s) & Major: \_\_\_\_\_ Original Start Quarter & Year: \_\_\_\_\_

I request reinstatement for: \_\_\_\_\_ I last registered: \_\_\_\_\_  
*Quarter Year Quarter Year*

Lapse Reason 1: \_\_\_\_\_ Lapsed Reason 2: \_\_\_\_\_

I have attached the required memo describing how I have remained current in my field *INCLUDING* a detailed timetable for completion of my remaining degree requirements.

I understand that due to my break in student status I may not be eligible for financial support, including fellowships and academic appointments, as described in Graduate Division's [Financial Support](#) section on the web.

I understand that I should contact my department if I have any questions about financial support (e.g., fellowships or academic employment).

I have attached the Cashier's Office (1212 SAASB) receipt for payment of the non-refundable reinstatement fee (\$70/domestic students / \$90 international students)

*Student's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

#### **GRADUATE PROGRAM APPROVALS**

*The Reinstatement request will not be processed if this section is incomplete.*

#### **The above student is within time-to-degree and**

- Reinstatement is **approved**
- Reinstatement is **denied**. Reason: \_\_\_\_\_

#### **The above student is beyond time-to-degree and**

- Reinstatement is **approved**
- Reinstatement is **approved with additional work required**: \_\_\_\_\_  
*(Department may also attach a copy of the required academic plan)*
- Reinstatement is **denied**. Reason: \_\_\_\_\_

Department Chair or Graduate Advisor: \_\_\_\_\_  
*Type or Print Name Signature Date*

OISS Representative: \_\_\_\_\_  
*Type or Print Name Signature Date*

#### **GRADUATE DIVISION:**

- Approve
  - Deny
- \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

**Non-refundable reinstatement fee-\$70 / \$90:**