

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
 - c. A list of your nominated thesis or doctoral committee members (if applicable); include a [Committee Form IA](#) if changes are needed.
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, and a list of my nominated thesis or doctoral committee members (if applicable) including a [Committee Form IA](#) if I am requesting changes.

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 (\$105/domestic students / \$125 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-\$105 / \$125: