

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 and 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. Include a [Committee Form IA](#) if:
 - a. You are advanced to candidacy and have been lapsed for 3 or more academic quarters (in order to renew or change your doctoral committee)
 - b. You have been lapsed for less than 3 academic quarters, but your nominated master's thesis or doctoral committee has changed
3. Submit the completed petition, along with any additional department-specific documentation, to your department at least six-weeks prior to the requested reinstatement quarter
4. Please note that the non-refundable reinstatement fee will be charged to your BARC account
5. If you are planning to travel to Cuba, Iran, North Korea, Syria, or Ukraine, please contact the Export Control Officer at exportcontrol@research.ucsb.edu to discuss your plans immediately.

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: _____

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: _____

Location*(state or country): _____

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 [Committee Form IA](#) if required (see page 1 of this petition for details).

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 acknowledge that the non-refundable reinstatement fee (\$135 domestic students / \$155 international students) will be charged to my BARC account.

*If planning to travel to Cuba, Iran, North Korea, Syria, or Ukraine, I have contacted the Export Control Officer at exportcontrol@research.ucsb.edu to discuss my plans.

Student's Signature _____ Date _____

GRADUATE PROGRAM APPROVALS

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

☐ 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 may attach a separate page if needed)

Research Advisor/Committee Chair: _____
Type or Print Name Signature Date

Dept. Chair or Faculty Graduate Advisor: _____
Type or Print Name Signature Date

GRADUATE DIVISION:

- ☐ Approve
☐ Deny

Signature Date

Non-refundable reinstatement fee-\$135 / \$155: