

Guidelines for Reinstatement/Readmission at California State University, East Bay

Read [Understanding Academic Disqualification](#) webpage: Visit the webpage to better understand what academic disqualification means, how to qualify for reinstatement, repeating courses, and questions/answers related to disqualification.

Meet with a Readmission Counselor: Priority is given to students who read the Understanding Academic Disqualification webpage and complete the Reinstatement Planning Worksheet (see reverse); send an email to readmission@csueastbay.edu to request an appointment and attach an image of the completed worksheet.

Repeat classes for Grade Forgiveness: Enroll in classes at CSUEB via [Open University](#)

Drop off at the Enrollment Information Center, 1st floor of the Student Services and Administration Building in Hayward or 1st floor of the Academic Services Building in Concord; or email to readmission@csueastbay.edu.

Complete [Petition for Reinstatement Form](#)
Personal Statement
Complete [Petition\(s\) for Grade Forgiveness](#)

Reinstatement Planning Worksheet

*Be prepared for Reinstatement by completing the next steps in the eligibility process.
Find out what classes may be repeated and research where to take them.*

1. Review the CSUEB transcript with a Readmission
2. Identify and list courses in which a grade of C-, D+, D, F, WU, or IC were earned
3. Determine where each course may be repeated: Open University @ CSUEB, community college, or another college/university
 - a. List specific community college or college/university if applicable
 - b. Find an equivalent course(s) that may be repeated outside of CSUEB by using the Transfer Equivalency System ([TES](#))

NAME: _____ NetID: _____

Department & Course Number	Grade Earned (& Term/Year)	Unit Value	Where to Repeat	Equivalent Course (if applicable)	Request an appoi
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EXAMPLE:

STAT 100	F (Fall '19)	3	Chabot College	MTH 43	