

REINSTATEMENT POLICY

UNDERGRADUATE BUSINESS MAJORS

Undergraduate Business Administration majors who have been disqualified from the University **will not be allowed to enroll in 100-level Business courses until they have been reinstated into the Business major.** For students to qualify to petition for reinstatement into the business administration major, they must be in “good standing” according to University standards; students in good standing have at least a 2.0 or higher grade point average for the Sac State cumulative and overall (all colleges attended).

APPLICATION PROCESS

To apply for reinstatement to the College of Business Administration (CBA) once you are in good standing with the University you must complete and submit the Petition for Reinstatement no later than the first Monday of any given month. Petitions are evaluated each month and recommendations are made for the subsequent semester. The steps for reinstatement are listed below:

- 1) Complete Petition for Reinstatement (found at www.cba.csus.edu/ubac under forms and informational handouts.
- 2) Compose cover letter with explanation of your request for reinstatement.
- 3) Compile supporting documentation of explanation.
- 4) Compile complete set of transcripts for all college-level courses (including Sacramento State).
- 5) Submit complete packet to Undergraduate Business Advising Center in Tahoe1030 by the first Monday of the month you wish to have your reinstatement reviewed.

Please be aware that the CBA’s Academic Policies and Procedures Manual (APPM) provides guidelines for the CBA’s Academic Standards Committee in deciding reinstatement petitions. When preparing your petition, provide the Committee with evidence and supporting documentation that addresses the standards of the guidelines (see section 3.5, Reinstatement, in the APPM). The policy specifically states:

Discretion will be used by the College of Business Administration’s Academic Standards Committee in granting reinstatement, and it should be noted that the only basis for reinstatement is the expectation (supported by evidence provided by the student) that the student is now likely to progress towards the satisfactory completion of the College’s degree requirements in a timely manner.

If you have questions regarding the above policy, contact the Undergraduate Business Advising Center (916) 278-BIZZ (2449).