

# PETITION FOR REINSTATEMENT TO GRADUATE STATUS

Students lapsed for three or more quarters must also submit a Statement of Residency, available at: <http://www.registrar.ucsb.edu/residenc.htm>

Students who have exceeded one or more of the time-to-degree requirements must attach a detailed timetable for completion of their degree(s). Contact Academic Services in the Graduate Division for instructions at: [GRADACADEMICS@GRADDIV.UCSB.EDU](mailto:GRADACADEMICS@GRADDIV.UCSB.EDU)

Name _____
Address _____
City, State _____ Zip Code _____

Perm # \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 (International students only) Visa

I request reinstatement for \_\_\_\_\_ I last registered for \_\_\_\_\_  
Quarter and year Quarter and year

Degree Objective \_\_\_\_\_ Department \_\_\_\_\_

Reason for lapse of status: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I understand that due to my break in student status there are implications affecting my normative time and time-to-degree deadlines. I understand that I may not be eligible for financial support, including fellowships and academic appointments, as described in the [Graduate Policies and Procedures Handbook](#).**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Note to Department: Compare this student's record with your current pool of applicants before signing this petition. The department is expected to fully consider the student's prior record before recommending approval or denial of the petition.

approve \_\_\_\_\_ Date \_\_\_\_\_

deny Print or type name Signature of departmental Graduate Advisor is required.

approve \_\_\_\_\_ Date \_\_\_\_\_

deny Print or type name Signature of the Office of International Students and Scholars is required for all students on a non-immigrant visa.

approve \_\_\_\_\_ Date \_\_\_\_\_

deny Graduate Division

Note to the student: This petition must be signed by the Departmental Graduate Advisor or Department Chair, *not* your Personal Advisor. You will be notified when the Graduate Division has finished processing the petition.

Fee: \$20.00 \_\_\_\_\_  
 Check payable to UC Regents or BA/RC stamp required

## General Instructions for Reinstatement to Graduate Status

Note: Much of the text below is adapted from UCSB's Graduate Policies and Procedures Handbook, available at: <http://www.graddiv.ucsb.edu/academic/handbook/>

*All students are advised to read the section on requirements for Reinstatement from unregistered status prior to filling out this petition.*

### **Requirements for Filing the Reinstatement Petition:**

To reinstate, the student must complete a [Petition for Reinstatement to Graduate Status](#) and secure the approval of the department Graduate Advisor and the Graduate Dean.

- **NOTE:** Students in unregistered status spring quarter may enroll in [Summer Sessions](#) classes without filing a Reinstatement petition; however, the student must file a petition to enroll in the subsequent fall quarter.

### **Time-Table for Degree Completion:**

Students seeking to reinstate, and who have exceeded one or more of the time-to-degree deadlines, must formulate a plan and detailed timetable for completion of the relevant degree requirement. This includes students who have yet to advance to candidacy and/or complete the master's degree within the four years allowed, or who have not completed the doctorate within the seven year deadline. In some cases, students who have been unregistered for a long period of time may be required to sit for doctoral qualifying examinations following reinstatement to prove currency in the field.

The plan for completion along with a timetable must be approved by the student's research advisor and submitted to the Department Graduate Advisor along with the [Reinstatement Petition](#). If the Graduate Advisor approves the Reinstatement Petition, the timetable for completion should be forwarded to the Graduate Division along with the petition.

- **NOTE:** Students in lapse 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 the departmental normative time and Graduate Council time-to-degree deadlines.