



**UNDERGRADUATE REQUEST FOR
REACTIVATION OF GRADUATION
OFFICE OF ADMISSIONS AND RECORDS (WH 290)**

FOR OFFICE USE ONLY

PLACE DATE STAMP HERE

STUDENT ID: _____ PHONE NUMBER: _____

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

DEGREE: BA BS Other _____

CATALOG YEAR: _____ 1st MAJOR: _____ OPTION: _____

CATALOG YEAR: _____ 2nd MAJOR: _____ OPTION: _____

CATALOG YEAR: _____ MINOR: _____ OPTION: _____

What was your last semester of enrollment at CSU, Dominguez Hills before your break in attendance? _____

Did you file an Application for Graduation – Bachelor’s Degree?: Yes No Term: _____

List all colleges and universities you attended (begin with the last institution attended; attach a separate sheet if you need more space). You must attach “official” transcripts from ALL institutions you attended since your last term of enrollment at CSUDH.

SCHOOL NAME	LOCATION	ENROLLED FROM (Month/Year)	ENROLLED TO (Month/Year)

The lack of any documentation required for reactivation may result in this request being voided (fees are non-refundable).

Student Signature: _____ Date: _____

All students must obtain recommendations below from the below departments.

TO BE COMPLETED BY A REPRESENTATIVE FROM THE UNIVERSITY ADVISEMENT CENTER

I have discussed reactivation with the above student and approve this request to graduate with the above listed degree.

General Education Catalog Year: _____

Comments: _____

Name: _____ Signature: _____ Date: _____

TO BE COMPLETED BY MAJOR DEPARTMENT

I have discussed reactivation with the above student and approve this request to graduate with the above listed degree.

Catalog Year: _____ Name: _____ Signature: _____ Date: _____

All Major Requirements Met: Yes No Outstanding Requirements: _____

Comments: _____

TO BE COMPLETED BY 2nd MAJOR OR MINOR DEPARTMENT

I have discussed reactivation with the above student and approve this request to graduate with the above listed degree.

Catalog Year: _____ Name: _____ Signature: _____ Date: _____

All Major Requirements Met: Yes No Outstanding Requirements: _____

Comments: _____

UNDERGRADUATE PROCEDURES FOR REACTIVATION OF GRADUATION

The reactivation process is for students who previously filed to graduate and then broke continuous attendance at California State University, Dominguez Hills without completing all degree requirements, and now seek to complete their degree.

DEFINITIONS

Continuous Attendance at CSUDH

- Defined as attendance in a course at CSUDH for at least one unit credit in at least one semester each academic year. An academic year begins in fall and consists of two consecutive semesters, fall and spring. (CSUDH Extension courses DO NOT count toward continuous attendance.)

Catalog Rights

- Undergraduate students acquire “catalog rights”, with respect to the requirements for a program, by maintaining continuous attendance. ***Failure to remain in continuous attendance voids catalog rights and graduation status.***

ACADEMIC STANDING

Students who have been disqualified from the University and have not yet been reinstated are NOT eligible for reactivation. The student **MUST BE REINSTATED BEFORE** filing for reactivation. For questions regarding reinstatement contact the University Advisement Center.

ESTABLISHMENT OF MAJOR, SECOND MAJOR, MINOR REQUIREMENTS

All students seeking reactivation **MUST** consult with their department(s) to establish major, second major and/or minor graduation requirements. These departments may allow the student to retain the original catalog year or select a subsequent catalog year with respect to requirements for the respective program.

UNIVERSITY REQUIREMENTS

Students are responsible for ALL University requirements of the catalog right in effect of the time of reactivation or the catalog right that was last declared prior to Discontinuation status. These include, but may not be limited to, the current General Education pattern and Graduation Writing Assessment requirement. The current catalog may be consulted for all university requirements; the current schedule of classes may be consulted for appropriate courses to fulfill General Education requirements.

FEES

Reactivation Fees

- The required \$10.00 fee is submitted with the Request for Change of Graduation Date to reactivate a previously filed Application for Graduation.

Application for Graduation Fee

- This fee is required of every student who submits an application for graduation.

All fees are to be paid at the Cashier's Office.

FILING

- All forms are available at the Office of Admissions and Records or online at www.csudh.edu/admissions.
- The completed Request for Reactivation form and all required documentation **MUST** be attached and submitted to the Office of Admissions and Records.
- Students who wish to re-enter the University and enroll in courses **MUST** submit an application for admission. Contact University Outreach and Information Services for information.

FAILURE TO SUBMIT ANY DOCUMENTATION REQUIRED FOR REACTIVATION WILL RESULT IN THE REQUEST BEING VOIDED.