

## **GUIDELINES FOR POSTBACCALAUREATE/GRADUATE ASSESSMENT FOR SPECIAL ADMISSION**

Students who fail to meet university GPA or other university standards for Postbaccalaureate/Graduate Admissions may request consideration for special admission. Only students who have applied and been denied admission to the university may request consideration for Special Admission.

### **Criteria for Consideration for Special Admission**

Applicants who fail to meet the standards for university admission may formally request consideration for special admission if the following conditions are met:

1. Possess a bachelor's degree from a regionally accredited institution.
2. Acquired a minimum 2.0 GPA in the last 60 units.  
**NOTE: Special Admission to the university may not be considered for students who have less than a 2.0 GPA in their last 60 semester (90 quarter) units.**
3. If required, students with a graduate degree objective must have submitted official standardized test scores.
4. If your objective is a graduate degree or certificate of advanced study, you must meet with an adviser from that area to obtain their recommendation for special admission. Admission to the university for graduate study will only be considered for students who are recommended by the graduate program coordinator.
5. **Denied Postbaccalaureate students who seek information on the special admission process to programs other than a graduate degree or certificate of advanced study, should contact the Graduate Admissions office, Joyal Administration Building, Room 121, 559.278.4073.**
6. Undeclared students who must file a request for special admission do not have an adviser; therefore, they should file an Academic Petition to the Graduate Student Academic Petitions Committee in lieu of this process. Petition forms are available in the Division of Graduate Studies, Frank W. Thomas Building, Room 132. **NOTE: The university is not currently admitting students to postbaccalaureate undeclared status. All students must meet criteria #4 for admission consideration.**

### **Instructions for Filing a Request for Special Admission**

1. Prepare and submit a Special Admission Request that includes the following (**Incomplete applications will not be considered.**):
  - a. A one-page, typed and signed appeal explaining the circumstances of your GPA, your potential to meet the required graduate GPA of 3.0, and provide a rationale for obtaining special admission. You may cite professional preparation and other experiences/plans pertinent to your potential to accomplish your educational objectives. Include your name, student I.D., and date.
  - b. A copy of the university denial letter.
  - c. A copy of your transcripts. You may access your Fresno State transcripts through the My Fresno State portal.
  - d. If required, a copy of official scores for the required standardized test (GRE, MAT, or GMAT), if your degree objective is a graduate degree program or certificate of advanced study.
  - e. One to three letters of recommendation in support of your appeal from faculty members and others who know of your academic potential.
2. Meet with the program coordinator/adviser from your intended area of study (graduate or certificate of advanced study) with your request and supporting documents (including all items listed in #1 above).
3. Request the coordinator/adviser to complete and sign the form, "Assessment for Special Admission."
4. Return your request for special admission with the adviser's recommendation (Assessment for Special Admission) to the Division of Graduate Studies, Frank W. Thomas Building, Room 132.

Notification of official action taken on your request will be provided within two-three weeks.

**ASSESSMENT FOR SPECIAL ADMISSION**

Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Semester: \_\_\_\_\_  
Intended Major: \_\_\_\_\_  
Option: \_\_\_\_\_  
Baccalaureate degree GPA: \_\_\_\_\_  
**or** Last 60 unit GPA: \_\_\_\_\_  
Standardized Test (if required): \_\_\_\_\_

**Graduate Program Coordinator/Advisor:**

The student noted above was denied to the university because of a grade point average **below 2.5** (in either baccalaureate degree work or in the last 60 units) **or** is a returning post-baccalaureate student with less than a 2.5 GPA and is requesting consideration for special admission. Please review the attached application materials, including student's appeal, supporting documents, and make your recommendation below. *A rationale for your recommendation is required by the CSU.*

**Recommendation:**

\_\_\_\_\_ **Admit to university and "conditionally classified" standing to a graduate program.** Appropriate graduate admissions test scores have been received. Student may enroll in undergraduate or graduate courses, but will not be fully admitted (classified) until the following conditions have been met.

\_\_\_ Complete \_\_\_ units with a minimum grade point average of \_\_\_\_\_.  
\_\_\_ Complete the following prerequisite courses with a grade of \_\_\_\_\_ or better:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_ Submit the following: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ If student does not meet the published program criteria for admissions, on what evidence is the student being conditionally admitted?  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Admit to university and to the Certificate of Advanced Study in** \_\_\_\_\_

\_\_\_\_\_ **CANNOT** recommend special admission. Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rationale for the above recommendation (required by the CSU):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Graduate Program Coordinator/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Division of Graduate Studies

\_\_\_\_\_  
Date