

# PETITION FOR READMISSION OF DISQUALIFIED GRADUATE STUDENT

## Academic Standards:

Students in conditionally classified or classified graduate standing are required to maintain a minimum cumulative postbaccalaureate grade point average (GPA) of 3.0 prior to advancement to candidacy. After advancement to candidacy, students must maintain a minimum 3.0 program GPA, which includes only coursework listed on the Petition of Advancement to Candidacy form. Students who do not maintain the required GPA will be placed on Administrative Academic Probation (AAP).

Effective with the Fall 2007 semester, students who are placed on AAP for any two semesters will be disqualified from the university.

## Instructions:

- **Complete the *Petition for Readmission of Disqualified Graduate Student* form in ink (print clearly), or type. Sign and date the form. An incomplete petition will not be considered. **International students must contact the International Student Services and Programs Office**, Joyal Administration Building, room 256 (phone: 278-2782), for additional advising, and obtain a signature before submitting the Petition for Readmission of Disqualified Graduate Student form to their graduate program coordinator.**
- **Attach a one-page typed and signed appeal** explaining the circumstances of your disqualification and your potential to meet the required minimum GPA of 3.0 to the petition. Provide a rationale explaining the cause(s) of your academic difficulties and how you have been able to resolve these difficulties. Indicate anything else you believe would be helpful in the consideration of your request, including supportive documentation.
- **Submit the completed petition and supportive documentation** to your graduate program coordinator for review and recommendation by the graduate program faculty.
- **Notification of official action** will be sent to you by the graduate program coordinator. **Direct all inquiries regarding this petition** to your graduate program coordinator.
- **If approved by your program faculty**, your graduate program coordinator must submit through campus mail the following:

The *original* petition to the Registrar's Office

A *copy* of the petition to the Graduate Admissions Office

A *copy* of the petition to the Division of Graduate Studies Office

A *copy* of the petition to the International Student Services and Programs Office (for international students only).

**IMPORTANT NOTE:** Students who have been approved for readmission but cannot register for the current term must reapply to CSU Fresno via [CSUMentor.edu](http://CSUMentor.edu).

## Petition for Readmission of Disqualified Graduate Student

*NOTE: No major changes are allowed during the readmission process.*

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Program/Plan \_\_\_\_\_ Last semester attended \_\_\_\_\_

*I certify that the information submitted in this request (including all attachments) is true, complete and accurate. I understand that any misrepresentation will be cause for denial of the request and possible disciplinary action.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: International Students must contact International Student Services & Programs (JAD 256) for additional advising, and obtain a signature.*

ISSP Signature \_\_\_\_\_ Date \_\_\_\_\_

### GRADUATE PROGRAM RECOMMENDATION:

The graduate faculty have met with the above-named student (if requested), reviewed his/her academic record and disqualification status from the university. The recommendation for the \_\_\_\_\_ semester is:

Approve re-admit  Deny re-admit

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### If approved, student:

- Will repeat the following courses: (*NOTE: Grade substitution is not allowed for graduate degree program students.*)  
\_\_\_\_\_
- Will enroll in the following courses for the \_\_\_\_\_ semester: (*NOTE: No new 200-level courses allowed; only repeats*)  
\_\_\_\_\_  
\_\_\_\_\_
- Other (such as unit limits and/or work hours, petition for retroactive withdrawal) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will achieve a \_\_\_\_\_ GPA at the end of the \_\_\_\_\_ semester.

Graduate Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Coordinator's Printed Name \_\_\_\_\_

### Submit this form:

- Original to: University Registrar, M/S JA57
- Copy to: Graduate Admissions, M/S JA57
- Copy to: Division of Graduate Studies, M/S ML51
- Copy to: International Student Services & Programs (for international students only), M/S JA56