

Petition for Readmission of Disqualified Graduate *or* Advanced Certificate 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 (or program approval for advanced certificate students). After advancement to candidacy (or program approval), students must maintain a minimum 3.0 program GPA. 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 or Advanced Certificate 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: 559.278.2782), for additional advising, and obtain a signature before submitting the *Petition for Readmission of Disqualified Graduate or Advanced Certificate Student* form to their graduate or advanced certificate program coordinator.
- **Attach a one-page typed and signed appeal** to the petition, explaining the circumstances of your disqualification and your potential to meet the required minimum GPA of 3.0. 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 or advanced certificate program coordinator for review and recommendation by the program faculty.
- **Notification of official action** will be sent to you by the graduate or advanced certificate program coordinator. **Direct all inquiries regarding this petition** to your graduate or advanced certificate program coordinator.
- **If approved by your program faculty**, your graduate or advanced certificate program coordinator must submit through campus mail the following:
 - The *original* petition to the Registrar's 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).
- **Incomplete petitions will be returned to the graduate program coordinator/director unprocessed.**

IMPORTANT NOTE: Students who have been approved for readmission but cannot register for the current term must reapply to Fresno State via CSUMentor.edu by the published deadline for the admit term in which you seek readmission. All registration/add deadlines must also be adhered to.

Petition for Readmission of Disqualified Graduate or Advanced Certificate 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 _____

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

ISSP Signature _____ Date _____

GRADUATE or ADVANCED CERTIFICATE PROGRAM RECOMMENDATION:

The 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.*)

- 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 or Advanced Certificate Program Coordinator's Signature _____ Date _____

Graduate or Advanced Certificate Program Coordinator's Printed Name _____

Submit this form:

- Original to: University Registrar, 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

NOTE: Incomplete petitions will be returned to the graduate program coordinator/director unprocessed.