

Readmission Petition Cover Letter

Date _____

Term _____

Name _____

Student ID _____

Thank you for your re-application to California State University, Fresno. Our records indicate that you were placed on academic disqualification the last semester you attended Fresno State. All returning students who left the university in disqualification status are reviewed by the Student Readmission Committee. Before we can proceed with the processing of your application, you must submit the following materials:

Returning Student Readmission Petition (signed by department advisor)

Formal Petition Letter (no more than 2 typed pages)

Provide a clear and concise letter appealing your disqualification. It should be typed and carefully proofread for errors. Follow the format below:

1. In the first paragraph introduce yourself and mention your intended major, your year in school, and purpose of the letter.
2. Write 1 or 2 paragraphs briefly describing the problems and factors that led to your disqualification.
3. **Important:** Describe steps taken to resolve these problems. Provide information that indicates how you are now ready to be academically successful.
4. Conclude letter with brief discussion of your academic plans for improving your academic performance. Note any other circumstances that you wish the committee to consider.

Submit transcripts from all colleges and universities attended since your disqualification. In order to process your file, transcripts for schools that you are currently attending should show fall 2012 grades and spring 2013 courses in progress.

Attach copies of supporting documents that may verify reason for academic difficulty (optional)

You will be notified regarding the committee's decision and conditions for your reinstatement or reasons for denial.

You can check your admission status and any pending items that are due at <http://my.fresnostate.edu>. If you have forgotten your password, please call our Help Desk at (559) 278-7000.

Returning Student Readmission Petition

Submit this petition and supporting documents to: (Please type or print clearly)

Mailing Address:
Admissions Office
5150 N Maple Ave M/S JA 57
Fresno, CA 93740-8926

Or

Deliver to:
Admissions at Window 1
located in the north lobby of
Joyal Administration Bldg.

Student ID: _____ Major: _____

Name _____
Last
First
MI

Current Address _____

City _____ State _____ Zip _____

Email Address _____

Telephone: Home _____ Work _____ Cell _____

List institution(s) you have attended since your disqualification. A transcript must be submitted before your petition will be reviewed. Unofficial transcripts will be accepted for the petition review process, but must be followed up with official transcripts.

Name of Institution	Location (City/State)	Semester & Year
1.		
2.		
3.		

Deadline: January 31, 2013 . You are encouraged to submit your petition as soon as possible. You will be notified by telephone and/or letter of the committee's decision. Updates will also be posted on your Fresno State Student Center at <https://my.fresnostate.edu>.

Current Advisor Signature

- I recommend readmission
- I **do not** recommend readmission at this time
- Comments:

Signature (Major Department) _____ **Date** _____