

## Readmission Petition Cover Letter

Name: \_\_\_\_\_ Term: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Thank you for reapplying 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 Readmission Committee. Before we can proceed with the processing of your application, you must submit the following materials:

**Student Readmission Petition**

**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 plans for improving your academic performance. Note any other circumstances that you wish the committee to consider.

**Submit official 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 2016 grades and spring 2017 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 at <http://my.fresnostate.edu>. If you have forgotten your password, please call our Help Desk at (559) 278-5000.

**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 93740-8026

*OR*

**Deliver to:**

Admissions at Window 5  
located in the North Lobby of the  
Joyal Administration Bldg.

Fresno State Student ID: \_\_\_\_\_ Intended Major: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First MI*

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fresno State email address: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Telephone: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**List institution(s) you have attended since your disqualification.** An official transcript for **each** institution **must** be submitted before your petition will be reviewed.

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

**Deadline to submit readmission petition: February 15, 2017.**

Review of petitions will begin after the deadline and you will be notified of the committee's decision by March 30 2017. An updated admission status will also be available on your Fresno State Student Center at <https://my.fresnostate.edu> once a decision is made.