

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 goals and plan for improving you academic performance. Note any other circumstances that you wish the committee to consider.
- Submit transcripts from all colleges and universities attended since your disqualification**
- Attach copies of supporting documents that may verify reason for academic difficulty (optional)**

Please follow these steps carefully and submit the required materials as soon as possible. You will be notified within five weeks from receipt of your petition packet regarding the committee's decision and conditions for your reinstatement or reasons for denial.

In addition, please access your student portfolio at <http://my.csufresno.edu> website and update your personal contact information. You will also be able to check your admissions status and any pending items that are due. If you have forgotten your password, please call our Help Desk at (559) 278-7000.

Returning Student Readmission Petition

F _____ Sp _____

Submit this cover sheet along with petition letter and supporting documents to:
(Please type or print clearly)

Mailing Address:

Admissions, Records and Evaluation
5150 N Maple Ave M/S JA 57
Fresno, CA 93740-8926

*Or***Deliver to:**

Admissions and Records Service Windows
located in the north lobby of
Joyal Administration Bldg.

Student ID No. _____

Name _____
Last First MI

Current Address _____

City _____ State _____ Zip _____

Email Address _____

Telephone: Home _____ Work _____ Cell _____

Semester you first attended Fresno State _____ Old Major _____

Semester you last attended Fresno State _____ New Major _____

If you have attended another college/university (including Extended Education) since you last attended CSU, Fresno, please list institution(s) here. Please also include work in progress if applicable.

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

(Note: A transcript from each institution you have attended since your disqualification must be submitted before your petition for readmission will be reviewed. Unofficial transcripts will be accepted for the petition review process, but must be followed up with official transcripts. Please also include work in progress if applicable.)

Deadline: _____. 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.csufresno.edu>.

Advisor Signature I recommend readmission I **do not** recommend readmission at this time**Signature** (Major Department) _____ Date _____ W (for office use only) Due to: _____ Initials _____