

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). Students placed on AAP for any two semesters will be disqualified from the university.

Direct all inquiries regarding this petition to your graduate or advanced certificate program coordinator.

Instructions:

- **Complete the *Petition for Readmission of Disqualified Graduate or Advanced Certificate Student* form with required signature.** An incomplete petition will not be considered.
- **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 (if applicable)** to your graduate or advanced certificate program coordinator for review and recommendation by the program faculty.
- **If approved by your program faculty**, your graduate or advanced certificate program coordinator must submit the original petition to the Office of the University Registrar for processing. Email form to academicrecords@mail.fresnostate.edu.
- **Incomplete petitions will be returned to the graduate program coordinator unprocessed.**

Important Note: Students who have been approved for readmission but cannot register for the current term must reapply to Fresno State via www.calstate.edu/apply by the published deadline for the admit term in which they seek readmission. All registration/add deadlines must also be adhered to.

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Note: Major changes are not allowed during the readmission process.

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: _____ Phone Number: _____ Email: _____

Program/Plan: _____ Last Semester Attended: _____

Please indicate if you are a New Admit or Continuing Student: New Admit
 Continuing Student

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 Signature: _____ Date: _____

Graduate or Advanced Certificate Program Recommendation:

The faculty have met with the above-named student (if requested), and reviewed their academic record and disqualification status from the university.

The recommendation for the _____ semester is: Approved re-admit
 Deny re-admit

If approved, student:

Will repeat the following course(s): (Note: Grade substitution is not allowed.)

Will enroll in the following courses for the semester (NOTE: Enrollment in new graduate or doctoral-level courses is not allowed. Repeats of these courses are acceptable):

Other:

Will achieve a _____ GPA at the end of the _____ semester.

Graduate or Advanced Certificate Program Coordinator **Signature:**

Graduate or Advanced Certificate Program Coordinator **Printed Name:**

Copies of this form will be shared with the Division of Graduate Studies and International Office, if applicable.