

## READMISSION PETITION FOR GRADUATE STUDENTS

### GENERAL INSTRUCTIONS FOR READMISSION PETITION FORM

Students are required to register (enroll and pay fees) by the established fee payment deadline for each academic quarter. **Students who do not register by the absolute deadline (Friday of the third week of classes) will be “de-assessed” or dropped from classes as a result of failing to pay fees and enroll in units, and will no longer have student status.** In the event of extenuating circumstances, students may petition for readmission. **Readmission is by exception only and is not automatic.** The student is responsible for the readmission process and will need to complete the process as noted below. Fees associated with the readmission petition process include a Readmission Fee and a fee for an Enrollment Exception request.

**\* NOTE: If you have paid fees but did not enroll, you need to contact a member of the Graduate Division staff at (949) 824-4611 before you can move forward with the process.\***

#### START



#### Step One: Home Department/Program

Depending on the program, either the student or department need to initiate the Readmission Petition DocuSign form. The student needs to verify this step with their program. The Readmission Petition DocuSign form can be found at this link:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=cd96fee1-7382-456c-b4c0-64961ec8be14&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>



#### Step Two: Student

Students must provide a detailed explanation on why they are enrolling late when completing the form and must also obtain the department Chair’s and school Associate Dean’s signatures for approval of the exception to enrollment policy. Please note that approval is not automatic and is at the discretion of the academic program/school. In addition, the student must pay the required Readmission Fee at the link below. Once the required fee has been paid students will receive an electronic receipt, please upload the receipt via the attachment icon to your DocuSign form. Please note, without proof of payment the form is considered incomplete and cannot be processed.

[Readmission Petition Fee for Graduate Students](#)



#### Step Three: Graduate Division

Once the student, department chair, and Associate Dean for the school have signed, the Readmission Petition will be routed to Graduate Division for review. If approved, Graduate Division will notify the student via e-mail of the approval and the quarterly fees/tuition will be re-assessed. Students will be provided a date in which they must be fully registered including paying all late fees for the quarter the Readmission was approved.



#### Step Four: Student

Pay all fees/tuition and late fees owed. Your balance of fees/tuition and late fees MUST be paid at this time. Verify amount at Campus Billing at (949) 824-2455. Use Student Access to submit an Enrollment Exception request. If the student has not registered by the date provided, the student will not be allowed readmission for that academic quarter and the status lapse will be placed back on the account.