

Graduate Student Readmission Petition

In order to consider your readmission to the College of Business, it will be helpful to have indicators of how you have overcome obstacles to your educational goals. Therefore, you must submit the following information:

- A “soul searching” letter that explains why you are interested in returning to the College of Business.
 - This letter should include the reasons why you left FAU. You should also include an explanation of how these issues have been resolved, and why you will succeed if given another chance.
- A minimum of two letters of reference that elaborate on your dependability and responsibility. If you are currently employed, we recommend that you include a letter from your supervisor that addresses these issues.
- Transcripts from any institutions that you have attended during your absence from FAU.

You should submit your readmission petition, along with the above documents, to the address above. A recommendation will then be submitted to the FAU Graduate College. After its review, the Graduate College will notify you of the university’s decision. If you have any questions about this process, please feel free to contact our office in Boca Raton at 561.297.2545.

Form 16 Graduate Readmission Petition

Please Carefully Read Below Before Completing This Petition

Instructions

- 1) Fill out petition completely before submitting. Incomplete petitions will not be reviewed.
- 2) Please include: 1) soul-searching letter, 2) transcripts from other institutions you have attended during your absence from FAU, and 3) a minimum of two letters of reference. Attach all documents to this form.
- 3) Please submit petition, with all documents, to Student Academic Services: Boca Campus (Fleming West 102) or by fax at (561) 297-1315. Include your FAU Z number on all documents.

Last Name: _____ First Name: _____ Student ID: Z _____

Daytime phone: (____)____-____ E-mail: _____

Major(s): _____ Term and Year Last Attended at FAU: _____

Street Address: _____

City, State, Zip: _____

I am requesting re-entry into Florida Atlantic University for the term/year of: _____/_____
(Example: Spring / 2011)

Departmental Use:

Approved **Denied** **Deferred** **No Action**

Assoc./Asst. Dean, Dept. Chair, or Representative's Signature: _____ Date: _____

Comments to Student: _____

Internal Comments: _____

Student Notified on: ____/____/____ by: e-mail or US mail.