



# GRADUATE READMISSION APPLICATION

STUDENTS WITH GPAs BELOW 3.0 **AND**

STUDENTS WHO HAVE EXCEEDED THE 8-YR LIMIT

Graduate students who have not registered for one or more semesters must apply for readmission to the college. Students not in good academic standing – those with cumulative grade-point averages below 3.0 – must submit a written readmission request to the Dean of Graduate Studies. Please complete the form below and attach:

- a complete Graduate Readmission Application;
- a written request to be readmitted that includes a plan for success in your program;
- any supporting documentation relevant to extraordinary circumstances that may have affected your academic performance or timely degree completion.

If your application is approved, you will be charged a non-refundable readmission fee of \$20.00. Readmitted students must resolve all holds on their accounts prior to registration.

This form and all accompanying documentation must be submitted no later than one week prior to the beginning of the intended semester of readmission. **Please submit this form and all supporting documentation to: [graduateappeals@jjay.cuny.edu](mailto:graduateappeals@jjay.cuny.edu)**

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**To Be Completed By Student**

**Readmit for** (indicate year): Spring 20 \_\_\_\_ Winter 20 \_\_\_\_ Fall 20 \_\_\_\_ Summer 20 \_\_\_\_

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

EMPLID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

\*If name or student ID is different from college database, student must submit original documents in-person.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Office Use Only**

Major code: \_\_\_\_\_ GPA: \_\_\_\_\_ Credits Completed: \_\_\_\_\_ Negative Service Indicators: \_\_\_\_\_

Transcript: \_\_\_\_\_

Approved by: \_\_\_\_\_ CUNYFirst Input Date: \_\_\_\_\_

Comments: \_\_\_\_\_