



PETITION FOR READMISSION

(For students seeking to return to USD after a period of time away and who are not currently on an approved leave of absence)

I am applying for: Intersession: _____ Spring: _____ Summer: _____ Fall: _____
Year Year Year Year

Student application deadlines:

Intersession/Spring – December 1st **Summer-** April 15th **Fall-** July 15th

Name While Attending USD: _____

Preferred First Name: _____

To update your legal name with USD, please submit a [Change of Name Request](#) with documentation.

USD ID #: _____ Email Address: _____

Permanent Address: _____
Number & Street City State Zip Code

Phone Number: _____ Date of Birth: _____

Academic Major at USD: _____ Last Term Attended: _____

I left in Good Academic Standing: Yes No

If no, what was the reason (scholastic probation or disqualification, conduct probation or suspension, etc.)? _____

Have you attempted or completed coursework at any college/university since last attending USD?

Yes No If yes, please list all institutions attended:

School	Terms Attended	Units Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand students are required to complete the last 30 units of their degree at USD per the residency requirement. If applicable, I am requesting a waiver of residency for the courses I took while away from USD. I understand the acceptance of these courses are at the discretion of the university and may or not be counted toward degree requirements. **I Agree:**

Please note: Your application cannot be processed until all transcripts are received. Official transcripts from each school you have attended since USD should be emailed from the college directly to registrar@sandiego.edu.



STATEMENT OF READMISSION

(Write a brief statement about why you would like to return to USD)

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights & Privacy Act of 1974 was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights & Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

According to FERPA, a student can request that the institution not release any directory information about him/her. Institutions must comply with this request, once received, if the student is still enrolled. At USD, Directory Information includes: student's name, USD Email address, major filed of study, dates of attendance, participation in officially recognized activities and sports and degrees, honors and awards received.

Students who wish to restrict the release of all directory information about themselves must complete a [Request to Restrict Directory Information Form](#), which is available on the portal. The completed form must be submitted to the Registrar's Office.

Student Signature: _____ **Date:** _____

I certify that, to the best of my knowledge, the information provided is correct.

Student Signature: _____ **Date:** _____

This completed form can be emailed to registrar@sandiego.edu

For Dean's Review Only:

Decision: Admit: _____ Deny: _____

Condition(s): _____

Signature of Dean: _____ **Date:** _____