



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.

Student application deadlines: Intersession/Spring – December 1st, Summer- April 15th, Fall- July 15th.

At the University of San Diego, student success is our top priority. To support students in achieving their academic and personal goals, we strive to create an environment that fosters excellence, integrity, and growth. As part of this commitment, students seeking readmission must demonstrate readiness to resume their studies and alignment with the University's academic standards and student code of conduct.

The following criteria outline the process and requirements for readmission consideration. These ensure that returning students are prepared to succeed and contribute positively to the university community.

I am applying for (Term, Year):

Name While Attending USD:

Preferred First Name:

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

Active Personal Email Address:

USD ID #:

USD Email Address:

Permanent Address:

Street Address/Number

City

State/Province/Region

ZIP/Postal Code

Country

Phone Number:

Date of Birth:

Academic Major at USD:

Last Term/Year Attended:

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

Yes No

If yes, please list all institutions attended:

Institution:

Term/Year 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 may not be counted toward degree requirements.

I Agree:



Academic History and Plans

Academic Transcripts: Official transcripts are required from any institutions you attended during your time away. Transcripts must include final grades. In-progress grades are not accepted. If you are currently attending an institution, official transcripts must be sent to USD before your file is considered complete. All transcripts should be emailed from any institution directly to registrar@sandiego.edu

Academic Standing: Describe your academic standing at the time you left USD (good standing, probation, disqualified, etc.):

If you were not in good academic standing, please explain:

Future Academic Plans: Briefly outline your intended major, academic goals, and timeline for completing your degree:



Reflection and Readiness: Personal Statement: Provide a statement of intent including your reflection on what has changed for you since you left USD:

- What have you learned during your time away?
- Provide examples of steps you have taken to address any challenges you faced previously (e.g., time management, academic skills, personal challenges), and
- How do you plan to succeed if readmitted?
- Provide information of relevant activities during your time away from USD such as employment, community service, military service, or other endeavors.

Student Conduct: Disciplinary History Disclosure: Students are required to disclose any disciplinary issues that occurred while attending USD or other institutions. Please list any disciplinary allegations whether pending or resolved. What, if any, was the resolution?



Support and Preparedness

Financial Planning: Please note students with outstanding balances will not be considered for readmission until their account is brought up to date.

I have read and acknowledge this statement.

Student initials required.

Additional Documentation

Recommendation Letter: Upon the receipt of the completed Petition for Readmission, you may need a letter of recommendation from an employer, professor, advisor or mentor who can attest to your readiness to return. For students returning from a Medical Leave of Absence, please indicate that you have submitted a Community Provider Report to the USD Wellness Unit; this may be used in place of a letter of recommendation.

I have submitted a Community Provider Report to the USD Wellness Unit.

Interview

Readmission Interview: An interview with your academic dean or college admission representative may be required as part of the readmission process if there are any questions about your readiness to return to USD based on the content of your application. At your interview, you will be able to discuss your readiness to return to USD, goals, and plans for success.

Acknowledgements

Acknowledgment of Policies and Student Conduct:

I have read, acknowledge, and agree to the University's [policies](#) and [student code of conduct](#).

Student initials required.

The University of San Diego reserves the right to deny readmission to any applicant at its sole discretion. Submission of a petition for readmission does not guarantee acceptance, and the university is under no obligation to grant admission, regardless of prior enrollment status. Readmission decisions are made in alignment with institutional policies and the university's commitment to maintaining academic integrity and a supportive learning environment.

I have read and acknowledge this statement.

Student initials required.



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 **above** information provided is correct.

Student Signature:

Date:

This completed form must be submitted to the Registrar's Office at registrar@sandiego.edu

For Dean's Review Only:

Decision: Admit: Deny:

Condition(s):

Signature of Dean:

Date: