

## Doctoral Readmissions Procedures for Academic Unit

1. The applicant submits an online readmissions application and pertinent documents to UGS Graduation Admissions.
2. The corresponding graduate evaluator makes evaluation of readmissions file and pertinent documents. If applicable, the file is referred through PantherSoft to the Graduate Program Director, who will also be notified about the readmissions procedures through the PantherSoft Admissions Comments page.
3. After referral of the file and pertinent documents, the file will be reviewed by the academic unit's admissions committee during their regular admissions review process. If the academic unit wishes to support and recommend readmission of the applicant, a departmental memo must be provided to UGS with the following:
  - a. Explanation of why the student dropped out of the doctoral program
  - b. Written Agreement from a faculty member to serve as the student's major professor
  - c. What is the proposed timeline for student's completion of degree? For example, candidacy, submission of D1, D3 and the defense of dissertation?
  - d. The unit must address all milestones needed for the completion of the degree. For example, if the student reached doctoral candidacy, would the student be required to re-take the candidacy examination? In other words, a thorough plan of degree completion which includes the anticipated graduation term must be presented to UGS. If the student had any forms on file at the time they left the program, the department must submit copies of those to UGS. Otherwise, if a new major professor and/or committee members are entirely different, new D1, D2 and D3 should be submitted.
  - e. Petition – If any coursework is or will be over 9 years by the time of the anticipated degree completion term, the unit must submit an electronic Petition for Exception to Graduate Requirements form.
4. If the unit makes the readmissions recommendation, they must provide the departmental memo to UGS to Associate Director, Karla Ortega via email, [ortegak@fiu.edu](mailto:ortegak@fiu.edu). After the pertinent information is provided, the academic unit must enter the readmission recommendation online in PantherSoft.
5. The memo / Petition will be forwarded to Associate Dean Dr. Lidia Kos for review.
6. Once reviewed and a decision is made, a notification will be sent to the graduate evaluator and Graduate Program Director.
7. Final admissions processing continues, i.e. sending official readmissions/deny letter, residency review, etc.