

## Doctoral Readmissions Procedures for Academic Departments

1. The applicant must submit a readmissions application and pertinent documents to the Office of Admissions, <https://admissions.fiu.edu/how-to-apply/graduate-applicant/applications/index.html>.
2. The Office of Admissions corresponding graduate admissions evaluator will review the readmissions file and pertinent documents. If applicable, the admissions evaluator will refer the file 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 department's admissions committee during their regular admissions review process. If the academic department wishes to support and recommend readmission of the applicant, a departmental memo must be provided to the University Graduate School (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 the student's completion of degree? For example, candidacy, submission of dissertation committee, dissertation proposal, and the defense of dissertation?
  - d. The academic department 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 dissertation milestones forms on file at the time they left the program, the academic department must indicate whether those would still be the same when the student returns to the program. Regarding dissertation committees, if the student had one and it will remain so, the department memo must list the names of the members. Otherwise, if there is a new major professor and/or committee members are entirely different, the submission of a new dissertation committee is required.
  - e. Funding source to cover all financial costs associated to doctoral degree completion.
  - f. Petition – **IF** any coursework is or will be over the 9-year Time Limit by the time of the anticipated degree completion term, the academic department must submit an electronic Petition for Exception to Graduate Requirements form. Note: this petition is required only if an exemption is being requested.
4. The academic department GPD will then provide the departmental memo to UGS Director Karla Ortega via email, [ortegak@fiu.edu](mailto:ortegak@fiu.edu). After the pertinent information is provided, the academic department must enter the readmission recommendation online in PantherSoft.
5. UGS Director Karla Ortega will route the memo/Petition to UGS Associate Dean Dr. Lidia Kos for review.
6. Once reviewed and a decision is made, the graduate evaluator and Graduate Program Director will be notified by UGS Director Karla Ortega
7. The Office of Admissions team will continue with the final admissions processing such as sending official readmissions/deny letter, residency review, etc.