

June 21, 2019

Dear [REDACTED]

According to our records of your Spring 2019 grades, you have not met the GPA or course requirement for the Single Subject Credential program. As stated in your admission letter, the GPA requirement is as follows:

You must maintain a 3.00 GPA in all credential courses with no individual grade lower than a "C". Any grade listed as "I", "WU", "NC", "D" or "F" does not meet credential program requirements.

For courses where a "WU", "D" or "F" was earned, you must obtain approval to retake/enroll in credential course(s). To obtain approval, you must submit a [special consideration request](http://fresnostate.edu/kremen/documents/credential/specialconsideration.pdf) (<http://fresnostate.edu/kremen/documents/credential/specialconsideration.pdf>) and include a justification statement. This completed request must be submitted to Renee Flores, credential admissions analyst, in ED 100 by **July 12, 2019**. Once received, a decision will be made to determine if you may retake the course(s) in question.

As a reminder, prior to completing the credential program:

- You will need to repeat any classes with a "WU", "D" or an "F"
- Complete incomplete (I) courses by faculty determined deadlines
- Ensure that your overall GPA in credential courses is a 3.0 or above

If you are already aware of your current status, have completed the special consideration request, and are in the process of repeating coursework or completing incomplete courses, you do not need to do anything at this time.

However, please call me at 559-278-0285 or contact me at: [ibasurto@csufresno.edu](mailto:ibasurto@csufresno.edu) if you would like to discuss your situation, need assistance, or have any additional questions.

**Imelda Basurto, Ph.D**  
Coordinator, Single Subject Credential Program

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