



Application for Readmission Rule Set

Purpose

Readmission to the University is necessary when students have been separated from the University. This form is used to notify the Office of the University Registrar of the readmission decision made by the college or school and will be used to update the student's education record. The form is to be submitted for the term in which the student seeks to re-enroll.

- To assist with the readmission process it is recommended that students submit pertinent documentation (transcripts, recommendations, etc.) to reflect progress during their time away from the University.
- It is recommended that this form be completed and submitted as early as possible. However, this form must be filed **a minimum of two (2) weeks prior** to the onset of the term for which readmission is sought.
- Readmission and registration for courses is completed simultaneously.

Definitions

- Separation from the University can occur from a student not being enrolled in courses for one full year (four consecutive quarters), academic dismissal, University withdrawal, among other reasons.
- *Return from Academic Dismissal* – For students who have been academically dismissed and wish to be readmitted after the end-of-term reinstatement period. Readmission and reinstatement will occur at the same time. Contact your academic advisor to discuss the reinstatement process.
- *Return from Leave of Absence* – For students who take a Leave of Absence for four or more quarters.
- *Return from Inactive Status* – For students who are separated from the University for four or more quarters.
- *Enrolling in Another Degree Program* – For students who complete a degree program at the University and are applying to another degree program.

Undergraduate Procedure

1. Undergraduate students complete the top portion of the form, attaching any pertinent paperwork, and submit it to their academic advisor.
 - a. A list of undergraduate academic advising offices can be found at: <http://www.drexel.edu/provost/advising/offices.html>
 - b. If a student attends another institution during his or her time away from the University it is recommended to submit pertinent documentation (transcripts, recommendations, etc.) to his or her academic advisor.
2. The academic advisor will complete the bottom section of the form and submit the form to the Office of the University Registrar.

Graduate Procedure

1. Graduate students complete the top portion of the form, attaching any pertinent paperwork, and submit it to their academic advisor or supervising professor.
 - a. A list of graduate advisors can be found at: <http://www.drexel.edu/provost/graduatestudies/advisors.html>
2. The academic advisor or supervising professor will complete the bottom section of the form and forward it to the Office of Graduate Studies for approval.
3. Upon approval, Graduate Studies will submit the form to the Office of the University Registrar.
4. Important notes for graduate students:
 - a. Master's level students can request readmission from their departmental graduate advisor.
 - b. Doctoral students request readmission from their graduate advisor and their supervising professor (if one was appointed).
 - c. When being readmitted *and* changing your program, please fill out a Graduate Change of Curriculum and Status form in addition to the readmission form.
 - d. F1 or J1 visa holders must obtain a new I-20 or DS-2019 from the International Students and Scholar Services upon transfer to a new program; forward a copy of this form with approvals to the ISSS office.