

For DC Use Only:	
Processed by	Date

# **APPLICATION FOR READMISSION- GRADUATE**

		First Name	Mido	lle Initial		
University ID		Email	Gradu	ate- Quarter	Graduate- Sem	nester 🗌
SECTION A						
Readmission Sough	nt/Due to: Retu	urn from Academic Dismissal	l Return from Leave	of Absence Re	turn from inactive	status
☐ Enrolling in a d	egree program after	completion of a degree progra	am Gone longer than	4 terms Other		
Name of Institution	Away		/	//		
			/	//		
readmission at any	high school, post-hig	ciplinary action or investigati gh school educational institut ny high school, post-high scho	tion, college or university?	Or, do you have an	of these disciplin	
If you answered ye	s to this question, yo	ou must submit a statement on	a separate piece of paper	describing the discip	olinary action take	en against you.
		me (including, without limita nding or unresolved against ye			drugs), felony, or	misdemeanor or do y
charge, whether each *Note: Conviction	ch incident was a fel- includes judgment, f	ou must submit a statement on ony or misdemeanor, and des found guilty by a judge or jur- ve Disposition (ARD).	scribe the circumstances ar	nd outcome of each	harge filed again:	st you.
information furnish	ed by me is found to	ven by me on this application to be incomplete or untrue, I m from the University.				
	co-operative educat	he information provided is co tional implications following				
Printed Name of Stu	 dent	 Student's Signati	ture		/	
				-4-4 <b>:</b> )		
		Approved (Reminder: Plants 201225)			/C -11	
		g. 201225)	On Campus	Online 🔲 College/	School	
D 00 1		3.5.1	- 11 m	(D	G (10	
		Major	Full Time	e/Part Time	Co-op (if app	
Program of Study _ Campus Location (		Major	Full Time	e/Part Time	Co-op (if app	
Campus Location (		Major  Subj/Course ID (i.e ACCT)			Co-op (if app	
Campus Location (	if applicable)					olicable)
Campus Location (	if applicable)					olicable)
Campus Location (	if applicable)					olicable)
Campus Location (	(Ie 12897)	Subj/Course ID (i.e ACCT)				olicable)
Campus Location (	(Ie 12897)					olicable)
Campus Location (	(Ie 12897)	Subj/Course ID (i.e ACCT)	)			Credits
Campus Location (  CRN  Please complete sect	(Ie 12897)  ion C, providing a Reademic Advisor	Subj/Course ID (i.e ACCT)	ature	Se	ection	Credits

Drexel University 3141 Chestnut Street Philadelphia PA, 19104
Phone: 215-895-1600 Fax: 215-895-2939 Web: <a href="http://drexel.edu/drexelcentral">https://drexel.edu/drexelcentral</a> Email: <a href="https://ask.drexel.edu">https://ask.drexel.edu</a>



## APPLICATION FOR READMISSION- GRADUATE

# **Application for Readmission Rule Set**

#### Purpose

Readmission to the University is necessary when students have been separated from the University for over one year. 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 graduate degree program at the University and are applying to another graduate degree program.

### Graduate Procedure

- 1. Graduate students must complete Section A 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/services/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.