

Registrar Use Only:	
 Date	Processed by

# Application for Readmission - Graduate

1 1							
Name	Last	First		University ID Number			
Email				Grad	luate - Quarter L	Graduate -	Semester
Have instituted by the second of the second	Readmission Sought/Due to:  Return from Academic Dismiss Gone longer than 4 terms  Name of institution(s) attended while away e you ever been the subject of a disciplinate tution, college or university? Or, do you have No University? Or, do you have you ever been convicted* of a crime (increase) No University?  University? Or, do you have a you ever been convicted* of a crime (increase) No University?  University? Or you must be you ever been convicted of a crime (increase) No University?  University of this question, you must be demeanor, and describe the circumstance of the conviction includes judgment, found go	Return for the control of the contro	cluding, but not limited to: or judicial actions pending eparate piece of paper des ny crime involving violence eparate piece of paper that ge filed against you. ded guilty or nolo contende ny supporting credentials at	Return from the complete and truthful. It are complete and truthful. It alianary action, including dismission.	om Inactive Status  ulsion, or denial of readm at any high school, post- on taken against you.  or misdemeanor or do you e of each incident, the spanout verdict, disposition in understand that if any infonissal from the University.	of a degree production at any high school-high school educational ou currently have any cripecific charge, whether endied of trial, or Accelerate primation furnished by meaning the comment of the comme	egree program after completion gram  ol, post-high school educational institution, college or university  minal charges pending or  each incident was a felony or ted Rehabilitative Disposition  e is found to be incomplete or
•	wing the readmission.	mation provided is complete	e and accurate. I also acki	lowledge that it is my respo	insibility to review any line	anciai, billing or co-opera	ative educational implications
Rea	dmission will be contingent upon a rev	view of academic history a	nd transcript information	n.			
Prin	nted Name of Student S	Student Signature	Telephone No.	Date			

Printed Name of Graduate Studies Representative Signature

eadmission Approved	(Reminder: Please attach a	Il documentation)			
	Academic Term (e.g 2012:	25)	On Campus	Online	
College/School	Program of Study	Major	Full or Part Time	Co-op Concentration (if applicable)	Campus Location (if applicable)
CRN# (i.e. 12897	Subj/Course	ID (i.e ACCT 101)	Section	Cred	lits
	00000		Total to a No		
nted Name of Academic Advisor nted Name of Supervising Profe aduate Only)			Telephone No.	Date// Date	

Telephone No.



## **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.
- 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.