

APPLICATION FOR READMISSION

[Complete student section and submit to Dean of the College that you wish to join]

Note: University policy prohibits students dismissed from another institution or a college of the University from registering for courses in any of the colleges of the University in the semester following dismissal.

To be completed by the student:

Student Name (please print): _____ Royal ID: _____

Mailing address: _____ Home phone: (____) ____-____

_____ Work phone: (____) ____-____

_____ Email: _____

University of Scranton college you last attended: CAS DHC KSOM PCPS Graduate School
College to which you seek readmission: CAS DHC KSOM PCPS Graduate School

Term or semester for which you seek readmission: Fall Intersession Spring Summer **Year: 2** ____

Do you wish to enroll: Full-time Part-time

1. What was your major(s) when you last attended? _____

2. To what major(s) do you seek admission, if different? _____

[If requesting a different major, answer question 1 on the reverse side.]

3. Did you formally withdraw from the University of Scranton? No Yes

4. Are you currently on a leave of absence granted by your dean? No Yes

If yes, was this a medical leave? No Yes

[If a medical leave, you may be asked to provide written documentation from your health care provider that you are able to resume your studies at the University]

5. Had you been academically dismissed when you last attended? No Yes [Answer question 2 on reverse]

6. Had you been expelled or suspended for disciplinary reasons? No Yes [Answer question 3 on reverse]

7. Have you been away from the University for more than a semester? No Yes [Answer question 4 on reverse]

8. Have you attended another college or university since you last attended the University of Scranton? No Yes

[If yes, read and comply with the requirements on the reverse side under *Additional Policy Governing Readmission of Students Who Attended Another College or University*. Be sure to submit an official transcript from the transfer school and any pre-permission forms that you had from your dean when you last attended the University of Scranton.]

I attest that the above information is true and request that I be readmitted to the University of Scranton.

I have read, understand, and have complied with the readmission policy, including that portion governing students who attended another school subsequent to their attendance at the University, as cited on the reverse side of this form.

(Signature of Applicant)

(Date)

Recommendation of Chairperson of the requested major, if applicable: Recommended Not recommended

If applicable, proposed advisor assignment: _____

If not recommended, Chair's reasons: _____

(Signature of Chairperson)

(Date)

Decision of Dean of college to which student seeks readmission:

Readmitted Readmitted on probation Not readmitted

If readmitted, authorize major: _____ Advisor assignment: _____

Check here if a transcript from another institution is attached Check here if a valid pre-permission form is attached

If not readmitted, state reasons: _____

(Signature of Dean)

(Date)

Applicant, please answer the following questions if applicable to you:

Question 1: If you are requesting admission to a new major, please state your reasons for the requested change.

Question 2: If you were dismissed for academic reasons, please state why you believe the conditions that led to your poor academic performance have been overcome.

Question 3: If you were dismissed, suspended, or expelled for disciplinary reasons, please state why you believe that the conditions that led to your behavioral issues have been overcome.

Question 4: If you have been away from the University for more than a semester, please explain what you have been doing since last enrolled.

Additional Policy Governing Readmission of Students Who Attended Another College or University Subsequent to Their Last Attendance at the University of Scranton:

If the student attended another college or university subsequent to his/her last attendance at the University of Scranton, the student must submit an official transcript from that institution to the readmitting dean before the dean will render a decision on readmission. If the dean renders a decision to readmit the student, that official transcript will then be forwarded to the Registrar's Office (for undergraduate programs) or the Graduate School (for graduate programs) for analysis/determination of transfer credit acceptable toward the intended program of study. Pre-permission to take courses elsewhere is valid only if the student continues in the same program, and if there have been no significant curricular changes mandated by relevant certification bodies in the interim that would affect the transfer credit. Transfer courses would need to be reevaluated upon readmission if the student switches programs.

Registrar's use – readmit processed and data updated in Banner:

- | | | |
|--|--|--|
| <input type="checkbox"/> Level, college, degree, major(s) updated | <input type="checkbox"/> Transcript comment updated | <input type="checkbox"/> Advisor assignment updated |
| <input type="checkbox"/> Student status code updated | <input type="checkbox"/> Rate code updated | <input type="checkbox"/> Paper file moved to active if in R.O. |
| <input type="checkbox"/> Enrollment status code updated | <input type="checkbox"/> Address, phone, email updated | <input type="checkbox"/> Email group notified |
| <input type="checkbox"/> Official transcript from another school attached: Forwarded to transfer credit analyst | | |
| <input type="checkbox"/> Official transcript from another school plus valid pre-permission form attached: Forwarded to transfer credit entry clerk | | |

Signature: _____ Date: _____