



## Application for Readmission to an Undergraduate Program: Overview

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Readmission 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 are completed simultaneously.

Separation from the University can occur from a student not being enrolled in courses for one full year (four consecutive quarters), academic dismissal, or 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 within the same degree level.

### Instructions

Undergraduate students should complete the top portion of the form, attaching any pertinent paperwork, and submit it to their academic advisor. A list of undergraduate advisors can be found at [drexel.edu/drexelcentral/advising/undergraduate](http://drexel.edu/drexelcentral/advising/undergraduate).

Upon approval, the academic advisor will complete part B indicating courses and the program plan. A checklist to guide you through this process is available from your academic advisor; it is highly recommended that you meet with the offices indicated on the checklist to review all implications of readmission.



## Application for Readmission to an Undergraduate Program

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 University ID \_\_\_\_\_ Drexel Email \_\_\_\_\_

### Section A – Completed by Student

#### Reason Seeking Readmission

- Return from academic dismissal  
 Gone longer than 4 terms  
 Return from leave of absence  
 Enrolling for a degree after completing a degree  
 Other \_\_\_\_\_

#### Name of Any Institutions You Attended While Away

Institution: \_\_\_\_\_  
 Dates Enrolled: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Institution: \_\_\_\_\_  
 Dates Enrolled: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Have you ever committed a disciplinary offense at Drexel University that led to suspension, dismissal, or expulsion from the University?  
 Yes\*  No

*\* If you answered yes to this question, your student record will be reviewed by Drexel University's Office of Student Conduct and Community Standards.*

2. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether or not related to academic misconduct, that resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  
 Yes\*  No

*\* If you answered yes to this question, you must submit a statement on a separate piece of paper describing the disciplinary action.*

3. Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Note that you are not required to answer "yes" to this question or provide an explanation if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or order by a court to be kept confidential.  Yes\*  No

*\* If you answered yes to this question, you must submit a statement on a separate piece of paper that gives the approximate date of each incident, the specific charge, whether each incident was a felony or misdemeanor, and describe the circumstances and outcome of each charge filed against you. Note: Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial, or Accelerated Rehabilitative Disposition (ARD).*

I hereby certify that the information given by me on this application and any supporting credentials are complete and truthful. I understand that if any information furnished by me is found to be incomplete or untrue, I may be denied readmission, or if readmission has been granted, I may be subject to disciplinary action, including dismissal from the University.

By signing below, I acknowledge that the information provided is complete and accurate. I also acknowledge that it is my responsibility to review any financial, billing, or cooperative educational implications following the readmission. Readmission will be contingent upon a review of academic history and transcript information.

Student Name (Printed) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B – Completed by Department

Student Readmitted:  Yes (please also complete Section C – Recommended Plan of Study)  No  
 Academic Term (e.g., 201615) \_\_\_\_\_ College/School \_\_\_\_\_ Program of Study \_\_\_\_\_  
 Major \_\_\_\_\_ Full-Time/Part-Time \_\_\_\_\_ Co-op (if applicable) \_\_\_\_\_

CRN (i.e., 12897)	Subject/Course ID (i.e., ACCT)	Section	Credits

Advisor Name (Printed) \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor Phone Number \_\_\_\_\_



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### Section C – Recommended Plan of Study (Completed by Department)

		Fall	Winter	Spring	Summer	Total Term	Year-End Term
<b>Transfer Credits</b>							
<b>Academic Standing</b>	<b>Standing</b>						
	<b>TPAR</b>						
	<b>Earned Credits</b>						
	<b>TPAR</b>						
	<b>Earned Credits</b>						
	<b>TPAR</b>						
	<b>Earned Credits</b>						
	<b>TPAR</b>						
	<b>Earned Credits</b>						
	<b>TPAR</b>						
	<b>Earned Credits</b>						
<b>Total</b>							