



APPLICATION FOR READMISSION- GRADUATE

Last Name _____ First Name _____ Middle Initial _____

University ID _____ Email _____ Graduate- Quarter Graduate- Semester

SECTION A

Readmission Sought/Due to: Return from Academic Dismissal Return from Leave of Absence Return from inactive status

Enrolling in a degree program after completion of a degree program Gone longer than 4 terms Other _____

Name of Institution Away _____ / ____/ ____ - ____/ ____/ ____
 _____ / ____/ ____ - ____/ ____/ ____

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.*

Have you ever committed a disciplinary offense at any post high school education institution, college or university **other than Drexel University** that led to suspension, dismissal, expulsion or denial of readmission? Or, do you have any disciplinary or judicial actions pending or unresolved against you at any of the aforementioned institutions? Yes No

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

Have you ever been convicted* of a crime (including, without limitation, any crime involving violence, alcohol, or drugs), felony, or misdemeanor or do you currently have any criminal charges pending or unresolved against you in any court? 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 co-operative educational implications following the readmission. **Readmission will be contingent upon a review of academic history and transcript information.**

 Printed Name of Student

 Student's Signature

_____/_____/_____
 Date

SECTION B- Graduate Admission Approved (Reminder: Please attach all Documentation)

Yes No Academic Term (eg. 201225) _____ On Campus Online College/School _____

Program of Study _____ Major _____ Full Time/Part Time _____ Co-op (if applicable) _____

Campus Location (if applicable) _____

CRN (Ie 12897)	Subj/Course ID (Ie ACCT)	Section	Credits

Please complete section C, providing a Recommended Plan of Study.

 Printed Name of Academic Advisor

 Signature

 Telephone

 Date

 Printed Name of Supervising Advisor
(Graduate Only)

 Signature

 Telephone

 Date

 Printed Name of Graduate Studies Representative

 Signature

 Telephone

 Date

Section A- Completed by Student

Section B- Completed by Department

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.