APPLICATION FOR READMISSION - GRADUATE

First Name ____________________ Last Name _________________________ Middle Initial ___ International ___ Domestic ___

University ID ___________________________ Email __________________________ Graduate - Quarter ___ Graduate - Semester ___

Section A - Completed by Student

Reason(s) Seeking Readmission

______ Return from Academic Dismissal
______ Return from Leave of Absence
______ Return from Inactive Status
______ Enrolling for a Degree After Completing a Graduate Degree
______ Other _____________________________

Name of Any Institutions You Attended While Away

Institution: ____________________________________________
Dates Enrolled: ______/____/____ - ______/____/____

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.

Student Name (Printed) ________________________________  Student Signature __________________________ Date ________

Section B - Graduate Admission Approved - Completed by College/School (Reminder: Please Attach All Documentation)

Student Readmitted: Yes ___    No ___    Yes (Provisional) ___     Academic Term (e.g., 201615) ________
Campus Location: On Campus _____     Online _____   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 Audit Option

Academic Adviser Name (Printed) ___________________  Signature _______________________ Phone ____________ Date ________

Supervising Professor Name (Printed) _________________ Signature _______________________ Phone ____________ Date ________
(Graduate Only)

ISSS Office (Printed) _____________________________ Signature _______________________ Phone ____________ Date ________

Graduate College Representative (Printed) _____________ Signature _______________________ Phone ____________ Date ________

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APPLICATION FOR READMISSION - GRADUATE

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 four (4) 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 adviser 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 adviser or supervising professor. A list of graduate advisers can be found at: drexel.edu/graduatecollege
2. The academic adviser or supervising professor will complete the bottom section of the form and forward it to the Graduate College for approval.
3. Upon approval, Graduate College will submit the form to the Office of the University Registrar.

Important notes for graduate students:
• Master's level students can request readmission from their departmental graduate adviser.
• Doctoral students request readmission from their graduate adviser and their supervising professor (if one was appointed).
• When being readmitted and changing your program, please fill out a Graduate Change of Curriculum and Status form in addition to the readmission form.
• 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.