READMISSION PROCESS

Any dismissed student who wishes to apply for readmission must go through a multi-step readmission process. Please read this thoroughly to understand the process and the time involved for completion. The "Readmission Application" consists of three documents: the Request for Review for Consideration of Readmission, the Application for Readmission Questionnaire, and your Academic Plan. Completion of the attached form is simply step one. Only students who have a reasonable chance for success following their first semester back after readmission will be allowed to move on to step two. Success is defined as the ability to meet the conditions for Satisfactory Academic Progress.

Step 1   Complete the Request for Review for Consideration of Readmission neatly and accurately and return it to the Registrar's Office no later than August 15 (for Fall) and December 15 (for Spring).

Step 2   A review of your request and transcript indicate the appropriateness of an Application for Readmission at this time. You will be notified of the results. Because of the above deadlines, if you are able to proceed, you may have to proceed within 24-48 hours. Otherwise your application will be reviewed for the next semester only.

Step 3   If allowed to move forward, you will need to complete Application for Readmission Questionnaire and an Academic Plan. The Questionnaire is available in the Registrar's Office. The Academic Plan must be developed with an Academic Advisor in the Advisement Center. These documents must be returned immediately to the Registrar's Office so they can be reviewed by the Readmission Committee.

Step 4   Wait. You will be notified by email by the Registrar once a decision is made.

NOTE
Deadlines apply.
All materials must be returned to the Registrar's Office.
ELS 212/215
518.381.1348 or 518.381.1349

Name _____ **Effective: Fall 20**_____ **Spring 20** _____

ID Number _____ **Summer 20**____

Address _____ **City, State, Zip** _____

Telephone _____ **Email** _____

Have you attended any colleges or academic programs since you were dismissed?   **Y**   **N**

Do you have any new credits to transfer in?   **Y**   **N**

What Degree/Certificate Program are you reapplying to? _____

                     AA   **AS**   **AAS**   **AOS**   **Certificate**

Is your intent to attend full-time or part-time?   **FT**   **PT**   **Undecided**

     ==**Students applying for readmission are required to answer the following question:**==

     Have you ever been expelled/dismissed from another college/university for

     disciplinary reasons?   **Yes**   **No**

     (If your answer was yes, you will be requested to provide additional information.)

Student Signature _____ **Date**_____

(Return this completed form to the Registrar's Office, Elston 212 or 215)

****

(Office Use Only) Received and Reviewed by Staff Member: _____

Transcript reviewed for eligibility by _____

Decision: **DNQ**   **Proceed**   **Student Notified by** _____

If reviewed, committee decision: **Approved**   **Denied**

Comments_____

Signature_____**Date**_____

System Update: **Program**_____ **Status** _____ **Initials**_____ **Date**_____

March 2021