

Academic Policy: Readmission

Date Effective: Fall 2014
Issued By: Faculty Senate
Contact: Registrar's Office, 814-393-2229

Purpose:

This policy is intended to assist students who wish to continue their academic study following at least one semester (fall or spring) away from the university.

Policy:

Students who are absent for one or more semesters and students who are returning after an absence following their first academic suspension must apply for readmission in writing to the Office of the Registrar. The deadline is one week before the beginning of classes. Students seeking readmission following an academic suspension should read the Academic Suspension Policy. Students readmitted after an absence of two or more years must meet all requirements of their respective degree program as of the date of readmission.

Procedures:

- A. Before applying for readmission, a student must have any and all holds (Financial, Disciplinary, Admission, etc.) removed from their account.
- B. A student must then complete the Application for Readmission form and submit it to the Office of the Registrar. The Application for Readmission may be found in the Registrar's Office or on the web at: <http://www.clarion.edu/registrar/forms>
- C. Once the Application for Readmission has been processed, the student will receive an email confirmation that their readmission has been approved. The confirmation email will be sent to the email address that is listed on the readmission form.