



Policy AC049: Readmission

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To assist students who wish to continue their academic study at Pennsylvania Western University after a period of absence.

B. Definition(s)

None.

C. Policy

Students who are returning to PennWest after a period of absence must apply for readmission to the university through the Admissions Office. This applies to undergraduate students who were absent for two or more consecutive regular semesters, graduate students who were absent for four or more consecutive regular semesters, and students who are returning following academic suspension. Reinstatement into any academic major is subject to the approval of the academic dean over the student's academic program.

Students who have been dismissed for unsatisfactory academic performance will be considered for readmission only if they have satisfied the conditions for readmission that were stipulated at the time of their dismissal.

Students who, for any reason, have interrupted their enrollment for a period exceeding two consecutive regular semesters (or by a time period determined by their academic program) are subject to the curriculum and graduation requirements in effect at the time of their reinstatement; that is, the requirements in place at the time of their first returning semester or term.

Applications for readmission should be submitted at least two weeks prior the start of the semester or term in which the student desires to enroll.

D. Procedure(s)

1. Before applying for readmission, a student must have any and all holds (disciplinary, financial, etc.) removed from their account.
2. The student must complete the Application for Readmission form through the Admissions Office for processing.

E. Related policies

Catalog Term Policy (AC051)

Evaluation of Credits over 10 Years Old Policy (AC039)

Fresh Start Policy (AC008)

Time Limitations for Completion of Graduate Degrees Policy (AC040)

F. Contact Information

For additional information, please contact the Admissions Office.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.