



California University of Pennsylvania

POLICY: Readmissions

A. Purpose & Scope:

This policy is intended to assist students who wish to continue their academic study following at least a year away from the university.

B. Definition(s):

Students who have at any time attended California University as a degree-seeking student and did not earn a degree at the University and desires to attend the University as a degree seeking student in the same degree level. Student must complete an application for readmission.

C. Policy:

Students who wish to return after an absence must apply for readmission to the University through the Office of Academic Success (Undergraduate) or the Office of Graduate Studies (Graduate) to the dean of the undergraduate college in which they will be enrolled following their readmission.

In cases of Academic Dismissal, readmission to the university is not automatic. 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.

Any student who has been academically dismissed will be denied Title IV financial assistance (federal grants, loans, and student employment). Therefore, if readmitted, the student must attend without the benefit of Title IV financial aid until the required minimum GPA and/or the completion of the minimum credit hour standard have been achieved. Exceptions may be considered for students on Financial Aid probation or who have filed a Satisfactory Academic Progress (SAP) appeal (please refer to the Satisfactory Academic Progress policy statement issued by the Office of Financial Aid).

In the case of disciplinary suspensions or dismissals, students must satisfy the conditions for readmission that were stipulated at the time of their dismissal and receive permission from the Vice President for Student Affairs to return to the university.

Applications for readmission should be submitted at least two weeks before the registration date for the term in which the student desires to enroll. Readmissions students applying for readmissions will not be readmitted to the university until all past indebtedness has been paid.

D. Procedure(s):

Students must complete the appropriate readmissions application (Undergraduate or Graduate). The Office of Academic Success and the Office of Graduate Studies will verify the following:

- a. All outstanding financial balances have been paid.
- b. Status of any judicial holds.
- c. Special degree program enrollment requirements (i.e., nursing)
- d. Academic standing.

Upon completion of the verification, the respective office will send a letter of readmission to the student and provide an electronic copy to Academic Records, the receiving department.

Academic Records will be responsible for updating the student records.

Effective date: September 25, 2018

Updated date: