**Cheyney University of Pennsylvania**

**Policy Template**

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 **Policy Title: Undergraduate Readmission Policy**

**Policy Number:** **Adopted:**

 **Effective Date: Amended:**

 **Related Policies: Undergraduate Readmission Policy Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Policy Statement:**

Undergraduate Cheyney University (CU) students who attend CU and then take a semester (fall or spring only) off from CU, leave in good academic standing and **do not** attend another institution are considered readmit applicants/students. They must complete a readmit admission application (there is no application fee) by the stated deadline in order to be considered for admission.

Undergraduate CU students who attend CU and then take a semester (fall or spring only) off from CU, and are on academic probation, must show positive progress by taking courses, before being considered for readmission.

* If the courses are taken at CU as a non-degree student, the student can apply as a readmit student, and must complete a readmit admission application (there is no application fee) by the stated deadline.
* If the courses are taken at another institution, the student must apply as a transfer student. *Please refer to the Transfer admission policy*.

Undergraduate CU students who attend CU and then take a semester (fall or spring only) off from CU, and are on student conduct suspension, must receive permission from the Office of Admissions to return as well as must show positive progress by taking courses, before being considered for readmission.

* If the courses are taken at CU as a non-degree student (**6 credits maximum**), the student can apply as a readmit student, and must complete a readmit admission application (there is no application fee) by the stated deadline.
* If the courses are taken at another institution, the student must apply as a transfer student. *Please refer to the Transfer admission policy*.

Students who participate in the Student Exchange program are not subject to the readmit policy. They are continuing CU students.

1. **Reason for Policy**:

This Policy is intended to assist students who wish to return to CU following at least one semester away from the University.

1. **Appeal Statement/Process:**

Students may submit a written appeal to the Executive Director of Admission or Registrar. It must be submitted 5 working days before the first day of classes in order to allow review time. Students will be notified in writing of the final decision.

1. **Definitions:**

**Positive progress**-2.0 GPA or better

**Advance Registration Deposit-**Advance Registration Deposit, secures seat in the class for incoming student

1. **Keywords: Please identify keywords for search tools.**

Readmit, Returning students, academic probation, academic suspension, student conduct suspension, Student Exchange Program, transfer student

1. **Related Policies:** Undergraduate Non-degree, Undergraduate Transfer
2. **Other Relevant Information:**

Every time there is a break in a student’s attendance for concurrent semesters he/she must complete an application. In that same respect every time a student is accepted to CU he/she must submit an Advance Registration Deposit (**$170.00**) to confirm he/she will attend CU that semester by the stated deadline.

1. **Enforcement Body:**

Office of Admissions

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Revised 7/30