Policy Number: 76-10
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READMISSION REQUIREMENTS

Graduate, undergraduate, and non-matriculated students admitted through the Admissions Office will continue to receive registration materials and be able to register for four consecutive quarters after the last quarter of registration. After the add/drop period ends in the fourth quarter of consecutive non-attendance, students will be withdrawn and will not receive registration materials or qualify to register for the fifth quarter. Students wishing to return to the same academic level will need to apply for readmission.

All students who have been absent from the university for more than four consecutive quarters will be held to degree requirements and policies in effect at the time of re-enrollment. A readmitted student may not earn a degree that is no longer active. See Policy #75-1 for applicability of undergraduate requirements for university core and graduate issues. See Graduate *Catalog* for time restrictions associated with degree completion.

All readmission applicants must clear all financial and administrative restrictions from their account before readmission will be approved.

I. Undergraduate Students

There is no fee for readmission. To be considered for readmission, students must submit documents below to the Office of the Registrar and Operations:

- An application for readmission.
- An essay stating the reason for seeking readmission.
- One copy of an official transcript from each post-secondary institution attended since leaving Seattle University.

Completed applications and transcripts must be postmarked by the following deadlines:

- Winter quarter: November 1
- Spring quarter: January 1
- Summer quarter: May 1
- Fall quarter: August 1

A. Undergraduate Students Who Have Not Attended Another Post-Secondary Institution Since Leaving Seattle University

1. Applications are reviewed by the dean. Notices of readmission including specific requirements and/or stipulations, are issued by the Office of Registrar and Operations.

B. Undergraduate Students Who Have Attended an Interim Post-Secondary Institution Since Leaving Seattle University

1. Applications are reviewed by the dean. Notices of readmission including specific requirements and/or stipulations, are issued by the Office of Registrar and

Operations.

2. Readmission is dependent upon a review of all Seattle University course work, as well as courses completed at other post-secondary institutions the student has attended since the last enrollment at Seattle University.
3. Applicants who have been dismissed from other post-secondary institutions for academic reasons may not be readmitted to Seattle University for one calendar year following dismissal.

II. Graduate Students

Graduate students who have been absent from Seattle University for more than four consecutive quarters must complete a readmission application and have official transcripts of interim academic work sent to the Graduate Admissions Office, meeting the individual program's application deadline. There is no fee for readmission to the same program. Applicants will be responsible for clearing all financial and administrative holds before registration is allowed. Readmitting students must still complete their graduate degree within 6 years of when the program of study originally began. If completion of the program is not possible in the six-year period, an exception must be filed to be granted an extension. Applications for readmission into a graduate program are reviewed by the department and the dean of the school which houses the program and notifications are sent by letter

A. Graduate Students Seeking Readmission to the Same Program Who Have Not Attended Another Institution

1. Albers School of Business and Economics:
   - As long as there are no file notes requesting departmental review, readmission applicants with a Seattle University GPA of 3.00 or better are able to be readmitted without departmental review for up to four years from the time of last enrollment. For students who have been away more than four years, the letter of readmission will instruct the student to meet with an adviser prior to registration.
2. Education (masters and educational specialist degrees) and Software Engineering:
   - Readmission applicants with cumulative grade point averages at or above 3.00 who have been enrolled within the past two calendar years are eligible for readmission. Those absent more than two years are subject to departmental review.

3. Educational Leadership (doctoral program):
   - Students must file a formal petition for a leave of absence and notify the program in writing of an intention to re-enroll. They will receive a registration appointment for four quarters after the last quarter of registration. After four quarters absence those on leave must file a formal readmission application and are eligible for readmission provided a letter of dismissal has not been issued from the department.

4. All other readmission applicants will be subject to departmental review in every case.

B. Graduate Students Seeking Readmission to the Same Program Who Have Attended an Interim Post-Secondary Institution

Readmission is dependent upon a review of all Seattle University course work, as well as courses completed at other post-secondary institutions. Cumulative grade point average minimums from all must equal 3.0 on a 4.0 scale.

C. Graduate Students Seeking Readmission to a Different Program Whether or Not They Have Attended Another Institution

Applications are processed as new admissions and a new application fee accompanies the new program request. Students may be asked to present additional documentation if required by the new program.

III. International Students

All international students on F-1 or J-1 visas, graduate or undergraduate, must be enrolled three consecutive quarters prior to taking a vacation term. Students who wish to take a vacation term any quarter other than summer must have permission from the Director of the International Student Center. Registration will be blocked for the term following the vacation unless that permission has been granted.

A. The Bureau of Citizenship and Immigration (BCIS) regulations stipulate that students on F-1 visas be enrolled as full-time students (12 credits each term for undergraduates and 9 credits for graduate students) and be making satisfactory progress toward a degree.

Therefore, applicants who have attended another institution with less than full-time enrollment (other than summer quarter) may not be eligible for readmission.

B. In addition to required academic documents, international students must have on file an adequate financial statement dated within the last six months of their current application date. This document is to be no more than one year old at the time of enrollment. In some

cases, a deposit of tuition may be required in addition to an acceptable financial statement.

C. If an international student has not enrolled in Seattle University for eight consecutive quarters, a new TOEFL will be required.

D. An international student who formally transfers to another institution by obtaining a new I-20 from the other school must apply for readmission when returning to Seattle University.

   This requirement is unrelated to the length of absence from Seattle University.

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