

**INFORMATION AND INSTRUCTIONS FOR MATRICULATED
UNDERGRADUATE STUDENTS APPLYING FOR READMISSION**

Application Timelines

Summer Session and Fall Semester

Applications needing Committee on Academic Standing review received past APRIL 1st will NOT be honored or reviewed for Summer or Fall readmission.

Winter Session and Spring Semester

Applications needing Committee on Academic Standing review received past NOVEMBER 1st will NOT be honored or reviewed for Winter or Spring readmission.

The above timelines are established in order to allow for a timely decision and to enable readmitted students to register early.

Important Information for All Students Seeking Readmission

- All applicants for readmission are required to pay a \$40 non-refundable application fee.
- Readmission to the University is not guaranteed.
- If you have any prior financial obligations to the University or holds on your record, you must clear them before you can register.
- On the application for readmission, you should apply for the term in which you wish to begin your studies; if you intend to pursue summer or winter coursework here, it is necessary to apply for summer or winter.
- If you attended any other college(s) since you were last in attendance here, submit an official transcript from each school directly to the Office of Readmission.
- Your request for readmission will be reviewed upon receipt of all information. The decision will be e-mailed to the email you provided on your readmission application. It could be mailed, if requested, to the local address or to the permanent address if no local address is indicated.
- It is your responsibility to ensure that your email and mailing addresses have been kept up-to-date within your university records.

Important Information for Students Who Were Academically Dismissed or Whose Cumulative GPA Is Less Than 2.00

Students who were academically dismissed, or whose cumulative GPA is less than 2.00, must complete a petition form to the Committee on Academic Standing to be considered for readmission. The petition is available on our website below.

Because requests for readmission from students who were academically dismissed or who have a cumulative grade point average of less than 2.00 require recommendations from other offices as well as review by the Committee on Academic Standing, such cases can take longer to process. Given this, it is necessary to apply according to the timelines above. You should also be aware that the Committee does not follow its regular meeting schedule in the summer months or the winter session; timeliness, therefore, is of particular importance.

Important Information for Students who left the University for Medical Reasons

If you left the university with an approved medical withdrawal, you must be cleared by Student Health Services or Counseling and Psychological Services as part of the readmission process. To be medically cleared, the treating physician or treatment facility must submit evidence of treatment (and recovery from the medical problem) in the form of a letter, to either Student Health Services or Counseling and Psychological Services.

This letter should contain the following information:

- 1) Diagnosis;
- 2) Treatment (with inclusive dates);
- 3) Degree of recovery;
- 4) Prognosis; and
- 5) Recommendations for treatment while at college and ability to resume full-time study.

The letter will be kept as part of the student's medical record; it is not included in the academic record. Please note that all medical documentation should be submitted directly to the appropriate center, not the Office of Readmission.

**Should you have questions, please contact Undergraduate Education at (518) 442-3950,
or visit our website: www.albany.edu/undergraduateeducation/readmission.php**