Application for Readmission to Graduate Studies
College of Arts and Sciences

Readmission to a graduate program is a formal process required of students who
1. have not enrolled for two or more calendar years; or
2. leave the university on academic suspension or for concerns related to professional dispositions or other disciplinary matters.

Students who completed a graduate degree at JCU and wish to be admitted into a different graduate program must complete a new application and submit all required admission materials.

Guidelines for Readmission
1. Transcripts of coursework undertaken since the date of last attendance that the student wishes to be considered as part of the readmission process must be submitted to the Office of Graduate Studies. .
2. The readmission application must meet the current norms of the department and include a plan of study or Re-evaluation Form (including a timetable) to meet the current program requirements.
3. If any courses, examinations, or requirements from the original matriculation are used to meet these requirements, then the time limit to complete the degree from the original matriculation will apply.
4. If a student is unable to fulfill all the requirements for graduation within that original time limit, a request for an extension must be included with the application for readmission.
5. Additional conditions for readmission may be imposed by the appropriate dean in consultation with the department chairperson/program director.
6. Evaluation of coursework that is three years old or more will be made by the department chairperson/program director to determine whether or not the courses may be used to fulfill degree requirements. Courses seven years old or more generally will not be accepted toward fulfillment of degree requirements.
7. Students who are returning for the sole purpose of completing the thesis, essay, or creative project, and for whom a grade of PR (in progress) was given for the course associated with the thesis, essay, or creative project, are referred to the Policy on PR Grades as outlined in the Graduate Student Bulletin (for students who entered the university beginning Fall 2012).

Instructions for seeking readmission to Graduate Studies
1. A student will submit an on-line readmission application to the Office of Graduate Studies. The application will require the student to include a statement clarifying her or his academic history and explaining the purpose for readmission. The statement must be specific and include the following:
   a. Your educational goals and expected completion date;
   b. An explanation of how you will assure successful completion of the degree (if returning to complete a degree);
2. Official transcripts for coursework to be considered in the readmission decision is sent to the Office of Graduate Studies.
3. The Office of Graduate Studies will forward the readmission application to the appropriate department chair/program coordinator for review and recommendation for readmission. The appropriate dean gives the final approval. The student will be notified once a decision is made.

Please note:
o Approval of this application indicates that you are eligible to return to JCU. It does not address holds that may be on your account which, if unresolved, may prevent you from registering for classes or completing the thesis/essay/project.
o If approval is granted for you to be readmitted on academic probation, you must meet the conditions for full admission.
o Mail official transcripts to: Office of Graduate Studies, College of Arts and Sciences, 1 John Carroll Blvd., University Heights, OH 44118; 216-397-1835