

For Semester:  Fall  Spring  Summer

Year: 20\_\_\_\_\_

# Norwich University

## Readmit Form

Please read **ALL** information on the second page before you complete and return this form to request readmission to Norwich University.

Student ID # A00\_\_\_\_\_ Name: \_\_\_\_\_

Prior Class Year: 20\_\_\_\_\_ Prior Major: \_\_\_\_\_

Do you expect to be in the Corp?  Yes  No  
If No do you request:  on-campus housing **or** do you plan to be a  commuter student

Provide your current "permanent" address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your "permanent" phone number \_\_\_\_\_

- Bursar's Office Clearance Initials: \_\_\_\_\_
- Commandant's Office/Dean of Student's Clearance Initials: \_\_\_\_\_
- Registrar's Office Initials: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Reason you believe that you should be allowed to return to Norwich University

➤ Felony Conviction(s)  No  Yes By signing this form I grant Norwich University permission to perform a criminal background check

Signature of Department Chair of prior major: \_\_\_\_\_  
Signature of School Dean or Approval of CASD \_\_\_\_\_

Review of Commandant's/Dean of Students \_\_\_\_\_

Review of Bursar's Office \_\_\_\_\_

**Processed by: Initials**

\_\_\_\_\_  
*Student's Signature* \_\_\_\_\_  
*Date*

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1. An **Advanced payment** fee of \$250.00 must accompany this application for readmission.
2. Readmission will be offered on a space available basis to qualified students who apply by the deadline.
3. **Academic Placement** – The academic placement (class year) of individuals readmitted to Norwich will be determined by the amount of degree credits earned and posted to the Norwich academic record as of the approval date of readmissions
4. **Additional Education** – If you have attended another college since your last enrollment at NU, you must have an official transcript(s) mailed to the NU Registrar's Office.
5. **Change in Physical Condition** – If you have had a change in your physical condition since your separation from NU, a letter describing the change, written by your physician, must accompany this application.
6. **Degree Requirements** – Students who are readmitted to the University shall be responsible for meeting the degree requirements and regulations in effect for their particular class and curriculum at the time of readmission.
7. **Separation** – Students who have been readmitted to the University after having been separated for an unsatisfactory disciplinary record will not again be readmitted if they are separated a second time for disciplinary cause.
8. **Notification of Action on the Application for Readmission** – Individuals will be notified of their acceptance for readmission, or rejection, as soon as their (academic petition and/or) application is processed. This normally requires approximately three weeks.

It is essential to note that if you have attended a college or university since your last attendance at Norwich University, a decision on this application maybe delayed until an official transcript reflecting that work is receive by the Office of the Registrar from the school at which the work was taken. You must contact the school to request that the official transcript be sent to the Norwich Registrar's Office. Be sure to enter the date by which the Norwich Registrar may expect to receive your transcript.

9. Upper-class civilian students may live off campus without permission. Civilian freshman are permitted to live off campus for only one of the following three reasons:
  1.  You are at least 5 years older than their academic peers
  2.  You live at home with your legal guardian within commuting distance of campus
  3.  You are married

If you are a freshman and are requesting day commuter status, please check above your qualification for commuter status and sign below.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

10. **Graduation** – Students will graduate as members of the student body (Corps of Cadets or Civilian) in which you were last enrolled at Norwich prior to the completion of degree requirements.

**Please submit Completed Application (Academic Petition if required) and Advance Payment Fee to**

Office of the Registrar  
Jackman Hall  
Norwich University  
158 Harmon Drive  
Northfield, VT 05663

Questions: 802 485-2035  
Fax Number: 802 485-2042