



Readmission Application

(Students dismissed for academics should complete the Academic Suspension Petition for Readmission form, not this form.)

REGISTRAR'S OFFICE • Jackman Hall #328

158 Harmon Drive, Northfield, VT 05663

Phone: (802) 485-2035 • Fax: (802) 485-2042

registrar@norwich.edu • www.norwich.edu/registrar

A Number : _____ **Name:** _____ **Dates of Attendance:** _____

Prior Major/Minor/Concentration: _____ **Prior Class Year:** _____

New Major/Minor/Concentration: _____ **Re-admit Catalog Term:** _____

Last Catalog Term Enrolled: _____ **Lifestyle:** Corps Civilian **Residency:** Commuter Campus

Residential Phone Number: (____) ____ - _____ **Email:** _____

Cumulative GPA: ____ **Re-admit Semester:** Fall Spring **Year:** ____ **Advisor:** _____

Provide your "permanent" address: _____

Please provide the reason you believe you should be allowed to return to Norwich University. Attach any supporting documents to this application.

Do you have any felony convictions? No Yes **If yes, in what state were you convicted?** _____

What were you convicted of? _____

By signing this form I grant Norwich University permission to perform a criminal background check.

Student's Name (Print) *Student's Signature* *Date*

*****OFFICE USE ONLY*****

Office	Approve/Deny Paid/Not Paid	Clearance By (Print)	Email/Signature	Date
Bursar's Office				
Center for Student Success				
Commandant's Office				
Dean of Students				
Director/Chair of Major				

Academic Standing: Dismissed Probation Good **Disciplinary or Academic Separation?** Yes No

Processed By Initials:

Date:

Students dismissed for academics should complete the Academic Dismissal Readmission Application, not this form.

1. **Readmission** – Readmission to Norwich University (NU) is normally allowed when approved to qualified students who apply by the deadline, **subject to housing and course availability**.
2. **Application Fee** – **When an application is approved, the student will receive notice via letter or email that s/he must submit a readmission deposit of \$250 before her/his readmission is processed.** The letter or email will contain details on how to submit this payment. Upon receipt of the advanced payment by the Bursar's Office, the student is readmitted.
3. **Academic Placement** – The class year of readmitted students is determined by the amount of degree credits earned, and posted, to the NU academic record, based on the approval date of the readmission application.
4. **Additional Education** – If students attended another college since the last enrollment at NU, an official transcript from the transfer institution(s) must be sent to the NU Registrar's Office. Students must specifically request, in writing, to the transfer institution to have the transcript sent to NU. NU only accepts transcripts mailed directly to the Registrar's Office from the transfer institution. For courses to be accepted for transfer to NU, grades earned must be a C or higher. Semester credits, not grade points transfer to NU. It can take several weeks for faculty to evaluate and approve/deny transfer credits.
5. ****CORPS Students Only** Change in Physical Condition** – If a student experienced a change in physical condition since separation from NU, a letter describing the change, written by your physician must accompany this application.
6. **Degree Requirements** – Students who are readmitted to NU are responsible for meeting the degree requirements and regulations in effect for the catalog year elected at the time of readmission. Because curriculum changes, if the student chooses a new catalog term when readmitting, their requirements may *not* be the same as they were when the student left NU. Students may select a catalog year that is up to ten years prior to a new graduation date.
7. **Disciplinary Separation** – Students who are separated for an unsatisfactory disciplinary record, are not readmitted if they are separated a second time for disciplinary cause.
8. **Notification of Decision** – Individuals are notified of the approval or denial of the readmission application, when all required offices have approved or denied the request; this normally requires approximately three weeks. When a denial is issued, a letter notifying the applicant is sent by the Registrar's Office.

Submit the completed Readmission Application to the Registrar's Office