RETURNING TO THE COLLEGE

Any student who wishes to return to Champlain College as an undergraduate student after any separation must complete a formal application for readmission. Readmission allows a former degree candidate to resume a degree program. The process for returning is based on a student's status when they were last enrolled. Readmission is appropriate if you:

- Withdrew from the College for any reason
- Were dismissed or suspended

All readmission applications are considered through the Registrar's Office. Readmission is neither automatic nor guaranteed.

VOLUNTARY WITHDRAWAL

Students who voluntarily withdrew from the College, left in good standing, and are requesting readmission to the same program will be approved upon submission of the readmission application. If the student is requesting readmission to a different program within the same division, the Program Director of the new program must approve the readmission. If the student is requesting readmission to a different program in a different division, the Dean of the new division must approve the readmission. The Registrar's Office will generate correspondence via email to Student Accounts, Financial Aid, Residential Life, the Faculty Advisor and an Academic Specialist.

ACADEMIC DISMISSAL / SUSPENSION FROM COLLEGE

A student who has been dismissed for academic reasons or suspended for nonacademic reasons is eligible to request reinstatement to degree candidacy. This process will require the following:

1. Complete and submit the readmission application.

2. Submit a personal statement. The statement must speak to r the student's eadiness to return to Champlain College, provide evidence that the student can be academically successful and complete the degree, and provide a brief history of what the student has been doing since separating from Champlain College.

3. Submit transcripts from all colleges attended since separating from Champlain College. If the student did not attend another college, the student should include anything else that has been learned outside the classroom in the personal statement. During the readmission process, unofficial transcripts are accepted, but if readmission is granted, official transcripts are required prior to enrollment. *Please Note: In some cases, we may request midterm grades before reviewing the application for readmission.*

4. Submit one letter of recommendation. This letter may be from a current professor or employer, or any person who can attest to the student's readiness to return to the College and perform well academically.

Students requesting to be reinstated following academic dismissal or suspension from the College must meet any conditions specified in the letter of dismissal from the College.

Upon receipt of the readmission application and all corresponding documents, the Dean of the division and/or VP of Student Life will review the application package and render a decision. Reinstatement is not guaranteed even if the student has met all the conditions stated above.

Readmission is subject to availability in each program and is not guaranteed. Every readmission application will be reviewed and a decision letter will be sent to the student.

The Registrar's Office will generate correspondence via email to Student Accounts, Financial Aid, Residential Life, the Faculty Advisor and an Academic Specialist.

ADDITIONAL REQUIREMENTS AND POLICY INFORMATION

Academic Policies All students must adhere to all policies set forth in the Champlain College Catalog at the time of readmission.

Catalog Year A student who has been separated from the College for more than two consecutive semesters will be placed in the current catalog year. This will ensure the student is meeting all the degree requirements of the program.

Credits Limitations The maximum number of credits that may be transferred is 75.

Deadlines To be considered for the spring semester readmission applications must be completed by December 1st. To be considered for the fall semester readmission applications must be completed by August 1st.