

# READMISSION

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A student who has officially withdrawn (not on leave of absence) or has been administratively withdrawn and plans to return to Concordia-Chicago should request a Readmission Application from the Dean of Students Office. This form is to be completed and addressed to the Dean of Students Office at least seven days prior to the beginning of the semester. The Readmission Committee will take no action if satisfactory arrangements have not been made for the payment of any outstanding financial obligation.

A student who meets the criteria above will be considered for readmission. Upon readmission, he/she will return to CUC:

- promptly or may return for a later term.
- under the same academic status, he/she had at his/her last date of attendance
- into the same academic program or most similar, unless the student selects another program.

## **Readmission Policy for U.S. Military Service Members**

A student who left the university due to deployment and plans to return to Concordia-Chicago should request a Readmission Application. This form must be completed and addressed to the Office of the Dean of Students at least seven days before the semester begins. In addition to the form, a student must submit an attestation of military service that prompted the absence from CUC, unless such operations were classified. Notification must be received within 3 years after completion of service, or within 2 years of recovery from illness or injury related to military service. A student who fails to meet these timelines will be subject to standard leave of absence and readmission policies at the university. The cumulative length of the absence and of all previous absences from any school(s) due to military service may not exceed 5 years.

A student who meets the criteria above will be readmitted:

- promptly or may return for a later term,
- under the same academic status he/she had at his/her last date of attendance,
- into the same academic program or most similar, unless the student selects another program,
- with the same enrollment status unless the student elects otherwise,
- with the same credit hours applied to the same program unless the student selects a different program,
- with the same academic standing the student previously had,
- with the same tuition rate and fees assessed from the time the student left, and
- if the student has no outstanding financial obligations or satisfactory arrangements for the payment of financial obligations have been made.

The university will make reasonable efforts to supply academic resources to help the student smoothly reenter and successfully progress through their program.

A returning student with a dishonorable or bad conduct discharge is not eligible for readmission under this policy. However, a returning student who received a dishonorable or bad conduct discharge may remain eligible for readmission although not entitled to the benefits outlined in this policy.