

Undergraduate Returnee/Reentry Instructions

Not for graduate or international students.

Undergraduate and nondegree undergraduate students:

Complete an undergraduate reentry form (see attached form) if you have not attended Iowa State University in the last 12 months.

Military Service:

If you are returning from **active duty** in the military service and have questions about V.A. benefits, contact the Office of the Registrar Veterans area at 515-294-1840. For additional assistance with obtaining courses, contact your adviser or the Scheduling area at 515-294-2331.

Admission is required for the following:

- If you have a bachelor's degree and want to take supporting graduate level coursework prior to applying for graduate degree admission. Request an application for *nondegree graduate admission* from the Office of Admissions. Do not complete a reentry form.
- If you have previously attended Iowa State only as a nondegree student and now seek to earn an undergraduate degree. Request an *undergraduate application* for admission from the Office of Admissions. Do not complete a reentry form.

Checklist

1. Complete and return a reentry form well in advance of the opening of the term for which reentry is desired.
2. Provide an official transcript(s) for all coursework attempted at another university or college since you were last enrolled at Iowa State University to:
Office of Admissions
100 Enrollment Services Center
Iowa State University, Ames, IA 50011-2011.

Your reentry request will be processed when all transcripts are received at ISU.

The Office of Admissions will complete a transfer credit evaluation. For questions concerning transfer credits, contact the Office of Admissions at 1-800-262-3810.

Questions: Office of the Registrar Tuition and Fees
0460 Beardshear Hall
Ames, Iowa 50011-2049 USA
Tel. 515 294-1889, fax: 515 294-6773
e-mail reentry@iastate.edu

Your reentry form will be referred to the college to which you plan to return if:

- you want to change curriculum
- your previous Iowa State University cumulative grade point average was below 2.00
- you were dropped from the university for unsatisfactory academic progress or otherwise was not in good standing
- you've completed additional college study with less than a 2.00 grade point average since leaving Iowa State University.

Reinstatement Policy

Students who have been dropped from enrollment at Iowa State University must obtain reinstatement by the Academic Standards Committee of the college into which they wish to return. The following policies apply, according to the Iowa State University catalog:

1. Students may not be reinstated until at least one term has elapsed since they were academically dismissed. The summer session is not considered as one term out of school.
2. A student who has been dismissed from enrollment two or more times is not eligible for reinstatement until at least two academic semesters have elapsed since his or her last academic dismissal.
3. All students who have been dismissed by a college and subsequently reinstated by another college cannot transfer back to their original college unless the Academic Standards Committee grants permission. This procedure must be followed regardless of the student's current academic standing.
4. Students must submit a petition to the Academic Standards Committee of the college in which they wish to enroll at least 45 days before the beginning of the term. This need not be the college from which the student was dismissed. (Students who have been dropped twice and wish to return in the College of Liberal Arts and Sciences must submit their petition at least 70 days before the beginning of the term.)
5. Reinstated students will return on academic probation status.
6. The Iowa State University academic probation policy has changed effective Spring 2007. See "Academic Probation" from the Iowa State University web page index or contact your adviser for more information.

IOWA STATE UNIVERSITY

Undergraduate Reentry Form

Return this form to:
Office of the Registrar
0460 Beardshear Hall
Ames, IA. 50011-2049
Fax: (515) 294-6773

Not for use by graduate or international students.

Complete this application if you are an **undergraduate** student who has been absent from the university for 12 months or more and desire to resume study at Iowa State University.

1. Personal Data

Name _____
Last First Middle Maiden/other

Name when last enrolled at ISU (*if different from above*). Include all last names on previous academic transcripts

University ID _____ **OR** Last 4 digits of your Social Security Number _____ Birthdate (MM/DD/YY) _____

Current Mailing Address _____
street city state/country ZIP

Permanent Address _____
street city state/country ZIP

Check this box if you are a veteran returning from active duty.

Phone number(s) and e-mail address where you can be reached concerning this application:

home (_____) work (_____)

E-mail _____

2. Reentry Information

Last term enrolled at ISU: _____ When do you want to return? Fall _____ Spring _____ Summer _____
term/yy yyyy yyyy yyyy

What was your curriculum/major when last enrolled? _____

What curriculum/major are you requesting at this time? _____

If you have an undergraduate degree from ISU and wish to reenter for teacher certification, check here:

Were you dropped for academic or disciplinary reasons? No Yes **If yes**, refer to the instructions on reinstatement on the catalog web site www.iastate.edu/~catalog under Index, Reinstatement.

3. Educational Data

List below colleges/universities you have attended since you left ISU. **You must contact each school and request that an official transcript be sent to the Office of Admissions at Iowa State University.** If you are presently enrolled at another college/university, please complete the attached Supplementary Course List form. List all courses you are currently taking and any additional courses you plan to complete from now until you reenter Iowa State.

Name of Institution	Location of Institution	Dates	Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please continue to items 4-6 on the next page >>>>

For Office Use Only

Department Action (circle one): Approved _____ Denied _____
 Signature _____ Date _____

College Action (circle one): Approved _____ Reinstated _____ Denied _____
 Signature _____ Date _____

Please update adviser information on ADIN. A.P. Code _____

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4. Statement in Determination of Residency

Below, please provide a chronological account (including summers) of your major activities since you were last enrolled.

From (mm/yy) to (mm/yy)	Activity (employment, study, military, etc.)	Location (city/state)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mark the one item below that describes your citizenship status:

- U.S. citizen
- U.S. permanent resident (I-551 card)
- Refugee (I-571 card)
- Asylee (I-589 card)

If your immigration status has changed since you last attended Iowa State University, please attach a photocopy of the documentation as indicated above. If none of the above apply to you, please complete the International Reentry form at <http://www.iastate.edu/~registrar/forms/reentry-intl.pdf>

5. Violations

If your answer to either of the following two questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this application. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings. Note: You must respond to questions (a) and (b) below, or your application will not be processed.

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to question a or b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer to reenter Iowa State University.

(a) Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?* Yes—A statement *MUST* accompany this reentry. No

**This does not include placement on academic probation or dismissal from Iowa State due to academic performance. Students who were dismissed from Iowa State for academic reasons should refer to instructions on reinstatement.*

(b) Do you have a pending criminal charge OR have you ever been convicted of a crime, made a plea of guilty or no contest, accepted a deferred judgment, or been required to register your name and home address with a local or state law enforcement agency? (Misdemeanor traffic offenses are exempt.) Yes—A statement *MUST* accompany this reentry. No

6. Certification

My signature below indicates that all information contained in this application is correct and complete. I understand that the misrepresentation or omission of application information is sufficient grounds for denial of my reentry or dismissal from the University. I realize that it is my responsibility to request that official academic records from each academic institution I have attended since leaving Iowa State be submitted. I agree that I am responsible for all expenses I incur during my attendance at Iowa State. With the exception of any financial assistance already offered to me by the university, I do not expect Iowa State to provide me with financial assistance or employment.

Signature _____ Date _____

