

# Readmittance Policy

If a student has previously attended the university, a Readmittance Application is only required if the student's absence from the university is more than three consecutive semesters (including summer).

Readmittance Applications will be processed during the following dates. Deadlines to submit by semester may be found on the appropriate Readmittance Application Form and are as listed here:

Please note that online programs accept applications beyond these deadlines for students admitting for the second session of each semester.

- Summer Semester: Applications will be reviewed and processed starting February 1 with a deadline for submission of April 1
- Fall Semester: Applications will be reviewed and processed starting March 1 with a deadline for submission of August 1
- Spring Semester: Applications will be reviewed and processed starting September 23 with a deadline for submission of December 1

Once the university receives the application, the student will be sent an email to the email address provided on the form requesting acknowledgement of their readmit intentions. Students must reply with their confirmation within 30 days or by the deadline listed above (whichever comes first). Failure to do so will result in the application being voided.

Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence. **If the break in enrollment exceeds one year, the student's program of study will follow the requirements listed in the current year catalog.** A review of previously awarded transfer credit will also be conducted and may be adjusted. Students are responsible for reviewing additional readmittance criteria.

## Readmission of Service Members

The university complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA). The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status the student had when they last attended the institution. Academic status is defined by a student's grade level and whether or not the student was in a degree/certificate or non-degree/certificate program at the time of separation.

A returning service member will be permitted to re-enroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of re-enrollment or agrees to a different program. The student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning service members will be re-enrolled with the same enrollment status, number of completed credit hours and academic standing as the last academic year of attendance.

If the university determines that a returning service member is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, service members who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning student may be required to provide supporting documentation.

The Readmittance Application Forms for On-campus and Online students can be found on the Student Academic Services forms website.

This policy applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days

under a call or order to active duty of more than 30 days. The university will readmit such a student as long as the following conditions are met:

- The student gives advance notice (written or verbal) of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring their absence.
- The absence from school for active duty does not exceed five years.
- The student submits a notification of intent to re-enroll within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.
- The separation from service was not dishonorable.

## Tuition and Fees for Returning Service Members

A returning service member that meets the requirements listed above, must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.