

## Instructions for the Application for Readmission/Reinstatement

**Note:** If your absence has been two consecutive semesters or less and you were in good academic standing upon departure from Stevenson University, this application is not required. Please contact the Registrar's Office about registering for classes. If you are a graduate of Stevenson University (formerly Villa Julie College) and wish to apply for a second bachelor's or master's degree, please complete the online application or appropriate paper application.

### Readmission:

If you were enrolled as a degree-seeking student in good academic standing at the end of your last semester and you have been absent for more than two consecutive semesters, you are applying for readmission.

The following materials must be submitted to the Admissions Office:

- Completed Application for Readmission/Reinstatement
- Application fee of \$10
- Official college transcripts from each college or university attended since leaving Stevenson University.

For readmission applications, normal processing time after receipt of all materials is approximately 1 – 2 weeks.

### Reinstatement:

If you were placed on academic probation, academically dismissed, or suspended at the end of the last semester in which you were enrolled, you are applying for reinstatement.

The following materials must be submitted the Admissions Office:

- Completed Application for Readmission/Reinstatement
- Application fee of \$10
- Official college transcripts from each college or university attended since leaving Stevenson University.

The following materials must be submitted to the Associate Dean for Academic Support Services:

- Written statement explaining circumstances leading to your poor academic standing
- Proposed plan of action to remedy past academic deficiencies
- Additional pertinent information may be submitted at your discretion, such as medical documents, letters of reference, and/or recommendations

While most reinstatement decisions are made in 2-4 weeks, decisions involving students who were previously academically suspended or dismissed will likely take longer since these students must appear before the University's Academic Review Board.

### Recommended Deadlines for completed applications:

May 1 for fall and November 1 for spring.

**For office use only:**

App. Pd.

App. Wa.

ID#

## Application for Readmission/Reinstatement

Please use this application ONLY if you have previously been enrolled as a degree-seeking undergraduate student at Stevenson University (Villa Julie College). A \$10 application fee is required.

**I am applying for (please check one):**

**Readmission:** If you were enrolled as a degree-seeking student in good academic standing at the end of your last semester and you have been absent for more than two consecutive semesters, you are applying for readmission. Please see reverse for more details.

**Reinstatement:** If you were placed on academic probation, academically dismissed or suspended at the end of the last semester in which you were enrolled, you are applying for reinstatement. Please see instructions for more details.

**Name:**

\_\_\_\_\_

Last	First	Middle	Previous last name(s), if any
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**Address:**

\_\_\_\_\_

Street	City	State	Zip Code
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**Phone Number(s):**

\_\_\_\_\_

Home	Cell	Business
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**Email Address:**

\_\_\_\_\_

**The following two questions are meant to give us a better understanding of your race and ethnicity. Your responses are voluntary.**

• Do you identify as a person of Hispanic/Latino or Spanish origin? \_\_\_ YES \_\_\_ NO

• How are you most comfortable describing yourself? (Select one or more)

\_\_\_ American Indian or Alaska Native \_\_\_ Black or African American \_\_\_ Asian \_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_ White \_\_\_ Other

**Citizenship:**  U.S.  U.S. Permanent Resident  Other: \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

# Stevenson University Application for Readmission/Reinstatement (continued)

## Start term:

I am applying for the  Fall \_\_\_\_\_  Spring \_\_\_\_\_ as  Full-time (12 or more credits)  Part-time (11 or fewer credits)  
Year Year

## Major:

Major during last enrollment: \_\_\_\_\_ New major (if changing): \_\_\_\_\_

## College(s) attended since Stevenson University (Villa Julie College):

Official transcripts required in order for application to be reviewed.

College/University	City/State	Dates Attended: Start Date (mm/yy)- End Date (mm/yy)
College/University	City/State	Dates Attended: Start Date (mm/yy)- End Date (mm/yy)

## Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations?

No  Yes

If yes, please provide an explanation on a separate sheet. Your application will be considered incomplete without this.

## Have you ever been academically dismissed from, declared ineligible to attend, or incurred disciplinary action at any institution?

No  Yes

If yes, please provide an explanation on a separate sheet. Your application will be considered incomplete without this.

I certify that this and all information submitted on behalf of my application is true and complete to the best of my knowledge. I understand that falsification or omission of any information I provide could result in the denial of admission or retroactive dismissal from the University without refund or course credit. I authorize any schools, colleges, or universities I previously attended to release personal and/or academic information to Stevenson University. Should Stevenson University need to release any of the preceding information to third-parties as part of a scholarship competition/selection, I consent to such and waive those protections afforded by the Family Educational Rights and Privacy Act of 1974.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admission to the University, and the University's scholarship/loan programs is determined without regard to race, color, sex, religion, national or ethnic origin, or handicap. The University complies with all applicable laws and federal regulations regarding discrimination and accessibility due to the condition of handicap, age, veteran status, and otherwise.

In compliance with the USDOE Crime Awareness and Campus Security Act of 1990, information regarding crime prevention, law enforcement authority of SU Security, policies concerning reporting of campus crimes and crime statistics for the last three years may be obtained from the SU Security Office.

### Admissions Office

100 Campus Circle  
Owings Mills, MD 21117

Local: 410-486-7001  
Toll free: 1-877-468-6852  
Fax: 443-352-4440

admissions@stevenson.edu  
http://www.stevenson.edu