

STEVENSON

U N I V E R S I T Y

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Instructions for the application for Readmission/Reinstatement to the School of Graduate and Professional Studies

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 us at 1-877-531-7118 to discuss registration options. 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.

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.
- 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.

Adult Undergraduate: The following materials must be submitted to the Admissions Office

- Completed Application for Readmission/Reinstatement.
- Official college transcripts from each college or university attended since leaving Stevenson University.
- Written statement explaining circumstances leading to your poor academic standing and if reinstated, how you plan to improve your academic performance.
- 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.

Graduate: The following materials must be submitted to the Admissions Office (Graduate students are not eligible to apply for reinstatement until six months from the date of the academic dismissal.)

- Completed Application for Readmission/Reinstatement.
- Official college transcripts from each college or university attended since leaving Stevenson University.
- Written statement explaining circumstances leading to your poor academic standing and if reinstated, how you plan to improve your academic performance.
- Official GRE or GMAT scores
- Additional pertinent information may be submitted at your discretion, such as medical documents, letters of reference, and/or recommendations.

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Application for Readmission/Reinstatement to the School of Graduate and Professional Studies

Please use this application ONLY if you have previously been enrolled as a degree-seeking student at Stevenson University (formerly Villa Julie College).

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 instructions 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 |
|------|-------|--------|-------------------------------|

Address:

| | | | |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

Phone Number(s):

| | | |
|------|------|----------|
| Home | Cell | Business |
|------|------|----------|

Email Address:

Current Employer:

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: _____

Start term:

I am applying for Fall _____ Spring _____ Summer _____
Year Year Year

Major:

Major during last enrollment: _____ New major (if changing): _____

Stevenson University Application for Readmission/Reinstatement (continued)

College(s) attended since Stevenson University (formerly Villa Julie College):
Official transcripts required in order for application to be reviewed.

College/University City/State Months/Years attended

College/University City/State Months/Years attended

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.

Section to be completed by Associate Dean, Department Chair or Program Coordinator for Reinstatement

Reinstatement approved

Notes: _____

Reinstatement denied

Notes: _____

Signature: _____ Date: _____

Section to be completed by the Admissions Office

Form received and entered on (mm/dd/yy) _____ by _____

Admissions Office

100 Campus Circle
Owings Mills, MD 21117

Toll Free: 1-877-531-7118
Fax: 443-394-0538

gps-inquiry@stevenson.edu
www.stevenson.edu/gps