

Student Services Manual (SSM)

SSM 202–01: Readmission of Undergraduate Students

Effective: 8/15/1959

Revised: 11/1/2007

Purpose

To allow readmission to the university of an undergraduate student for the purpose of registration

Sources

University Registrar Services

University Admissions Services Board

Individual colleges within the university

Applicability

This policy applies to undergraduate students who:

1. have not enrolled in ASU courses during the semester immediately preceding the application for readmission and are not on an approved leave of absence
 2. have not been academically disqualified
- and
3. meet the requirements of the college in which they wish to enroll.

Note: This policy does not apply to undergraduate students who have previously been enrolled as nondegree undergraduates at the university and wish to enroll in degree programs upon returning to the university.

Under these circumstances, undergraduates must apply for admission as new degree-seeking students.

Policy

To be readmitted to the university, an undergraduate student must:

1. apply for readmission in person at University Registrar Services, or on the [Web](#) for the specific semester for which he or she intends to reenroll
 2. submit transcripts for all academic work completed at an accredited college or university after leaving ASU (these transcripts must be sent directly from the transfer institution)
- and
3. pay readmission application fee.

Procedure

| Responsibility | Action |
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| Student | <ol style="list-style-type: none"> 1. Obtain from University Registrar Services an Undergraduate Application for Readmission or access the Online Application Web page. 2. Complete the application on paper or online. 3. Return the paper application to University Registrar Services, or submit the electronic application online. 4. Pay readmission application fee online as part of application or at Cashiering Services and provide receipts to University Registrar Services. |
| | If the student attended an accredited college or university since enrolling at ASU: |
| | <ol style="list-style-type: none"> 5. Order official transcripts to be sent directly from the transfer institution to ASU Admissions Services. |
| University Registrar Services | <ol style="list-style-type: none"> 6. Verify that the readmission application is complete and correct. 7. Determine and assign the residency classification status of the student. 8. Verify the student's standing with the college in which the student was enrolled when last in attendance at the university, according to the individual college's guidelines. |
| | If the student was in good standing with the college: |
| | <ol style="list-style-type: none"> 9. Skip to step 14. |
| | If the student was not in good standing with the college: |
| | <ol style="list-style-type: none"> 10. Forward the student's application to: <ol style="list-style-type: none"> a. the dean's office in the college, if the student wishes to remain in that college <li style="text-align: center;">or b. the University Admissions Services Board, if the student wishes to transfer to another college in the university. |
| College or University Admissions Services Board | <ol style="list-style-type: none"> 11. Approve or disapprove readmission of the student. 12. Return the application reflecting the readmission decision to University Registrar Services. |
| | If not approved: |
| University Registrar Services | <ol style="list-style-type: none"> 13. Notify the student in writing that readmission has been disapproved. |
| | If approved: |
| | <ol style="list-style-type: none"> 14. Process the student's readmission. 15. Issue a Certificate of Readmission to the student through the mail. |

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| | If in disagreement with the residency classification determination: |
| Readmitted student | 16. Contact the Residency Classification section (480/965-7712). |

Cross-References

For information on readmission/reinstatement of academically disqualified students, see [SSM 202-02](#), "Readmission Requiring Reinstatement from Academic Disqualification of Undergraduate Students."