

# Student Services Manual (SSM)

## SSM 202–01: Readmission of Undergraduate Students

Effective: 8/15/1959

Revised: 7/1/2025

### Purpose

To allow an undergraduate student in good academic standing to be reviewed for readmission to the university for course registration.

### Sources

Admission Services

### Applicability

This policy applies to undergraduate students who:

1. Have not enrolled at ASU for up to seven consecutive fall or spring semesters\*
2. Have not been academically disqualified
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 a degree program upon returning to the university.

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

\* Students who left ASU in good academic standing and have not been out of attendance for more than seven consecutive fall or spring semesters are eligible for quick re-entry and do not need to reapply. These students may register for classes without submitting a new application. International students requiring an F-1 visa must contact the ASU International Students and Scholars Center to obtain a reissued Form I-20.

### Policy

To be considered for readmission to the university, an undergraduate student must:

1. Apply for readmission through the ASU [online admission application](#) for the specific semester for which they intend to enroll.
2. Submit transcripts for all academic work done after leaving ASU, if the student has attended accredited colleges or universities in the interim (these transcripts must be sent directly from the transfer institution)
3. Pay the readmission application fee online as part of the application.

### Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"><li>1. Apply for readmission consideration by submitting an application for admission <a href="#">online</a>.</li><li>2. Pay the application fee</li></ol>

	3. Order official transcripts to be sent directly from the transfer institution(s) to Admissions Services if the student attended any accredited colleges or universities since their last enrollment at ASU.
Admission Services	4. Review the application for admission  5. If the student does not meet admission criteria for admission to their first-choice program, the student will be reviewed for admission to their second-choice program or a program that has general university admission requirements.
Admission Services	<b>Outcome of Readmission Decision</b>  6. The student will receive an admission letter with a decision. The decision will also be visible to the student on MyASU.

## Definitions

**Reinstatement:** Refers to a student who was academically disqualified and has been readmitted to ASU for the same program for which they were previously enrolled or a different one.

**Readmission:** Refers to a student who was in good academic standing and who has not been enrolled at ASU for seven consecutive fall and spring semesters and has been readmitted to ASU for the same or a different program than they were previously enrolled in when they last attended ASU.

## Cross-References

### See also:

[SSM 202-02](#), "Readmission after Academic Disqualification for Undergraduate Students."

[SSM 202-03](#), "Reinstatement from Academic Disqualification of Continuing Undergraduate Students."