

Student Services Manual (SSM)

SSM 202–02: Readmission Requiring Reinstatement from Academic Disqualification of Undergraduate Students

Effective: 8/15/1925

Revised: 11/1/2006

Purpose

To allow an undergraduate student to be concurrently readmitted to and reinstated at the university for the purpose of registration

Sources

University Admissions Services Board

Individual colleges within the university

Applicability

This policy applies to undergraduate students who:

1. have been academically disqualified
and
2. have not enrolled in ASU courses during the previous one or more semesters.

Policy

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

1. apply for readmission for the specific semester for which he or she intends to reenroll
2. apply for reinstatement
3. submit transcripts for all academic work done after leaving ASU, if he or she has attended an accredited college or university in the interim (these transcripts must be sent directly from the transfer institution)

and
4. pay readmission application fee online as part of application or at Cashiering Services and provide receipts to University Registrar Services.

Procedure

| Responsibility | Action |
|----------------|---|
| Student | <ol style="list-style-type: none"> 1. Obtain from University Registrar Services: <ol style="list-style-type: none"> a. an Undergraduate Application for Readmission and |

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| | <p>b. an Application for Reinstatement.</p> <p>2. Complete the applications.</p> <p>3. Return the applications to University Registrar Services.</p> <p>4. Order official transcripts to be sent directly from the transfer institution to Admissions Services if the student attended an accredited college or university since enrollment at ASU.</p> <p>5. Pay readmission application fee online as part of application or at Cashiering Services and provide receipts to University Registrar Services.</p> |
| University Registrar Services | <p>6. Verify that the applications are complete and correct.</p> <p>7. Determine and assign the residency classification status of the student.</p> <p>8. Forward the student’s applications to:</p> <p style="padding-left: 40px;">a. the dean’s office in the disqualifying college, if the student wishes to remain in that college</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">b. the University Admissions Services Board, if the student wishes to transfer to another college in the university.</p> |
| College or University Admissions Services Board | 9. Approve or disapprove the applications. |
| | If not approved: |
| | <p>10. Notify the student in writing that the applications were not approved.</p> <p>11. Return the applications reflecting the readmission decision to University Registrar Services.</p> |
| University Registrar Services | 12. File the disapproved applications. |
| | If approved: |
| | <p>13. Process the student’s reinstatement and readmission.</p> <p>14. Issue a Certificate of Readmission through the mail to the student.</p> |
| Readmitted/reinstated student | 15. Contact the Residency Classification section (480/965–7712), if in disagreement with the residency classification determination. |

Cross-References

See also:

1. [SSM 202–01](#), “Readmission of Undergraduate Students”

and

2. [SSM 202–03](#), “Reinstatement from Academic Disqualification of Continuing Undergraduate Students.”