

Student Services Manual (SSM)

SSM 202–02: Readmission after Academic Disqualification for Undergraduate Students

Effective: 8/15/1925

Revised: 7/1/2025

Purpose

To allow an undergraduate student to be reviewed for readmission to the university and reinstated for course registration after academic disqualification.

Sources

Admission Services

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 since their academic disqualification.

Policy

To be considered for readmission and reinstated 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 reenroll
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"> 1. Apply for readmission consideration by submitting an application for admission online. Pay the application fee. 2. 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 and College	<p>3. Admission Services reviews the application for admission.</p> <p>4. Admission Services forwards the student’s application to:</p> <ul style="list-style-type: none"> a. the designated contact in the college offering the student’s intended program. b. If the student is not approved for readmission into their first-choice program, the application will then be forwarded to the designated contact within the student’s second-choice college for review. <p>5. Admission Services will record the decision in the student information system.</p>
Admission Services	<p>Outcome of Readmission Decision</p> <p>6. The student will receive an admission letter with a decision. The decision will also be visible to the student on MyASU.</p>

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:

1. [SSM 202–01](#), “Readmission of Undergraduate Students”
and
2. [SSM 202–03](#), “Reinstatement from Academic Disqualification of Continuing Undergraduate Students.”