

### APPLICATION FOR READMISSION AS A DEGREE CANDIDATE

Readmission must be approved by the Registrar in consultation with the Associate Provost and is subject to clearance from the Finance Office. Students applying for readmission who have been suspended must have the approval of the Academic Success & Student Affairs (ASSA) committee. Individuals who have been dismissed from the university must also have the approval of the Provost. The readmission process must be completed prior to the first day of classes in which the student wishes to re-enroll. Students are subject to the degree requirements in effect at the time of readmission.

**Readmit Term** (e.g. Fall 2023): \_\_\_\_\_ **ID# or SSN:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Previous Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Address City State Zip Code

**Email Address:** \_\_\_\_\_

**Phone:** Home \_\_\_\_\_ Cell \_\_\_\_\_ Office \_\_\_\_\_

**Have you ever been convicted of or pleaded guilty to a felony?**  Yes\*  No  
\*If yes, please attach a statement of explanation

**Year you last attended Capital:** \_\_\_\_\_ **Did you graduate?**  Yes\*  No  
\*If yes, are you seeking an additional degree?  Yes  No

**Optional:**  I wish to change programs from Adult & Continuing Education to Traditional Undergraduate.  
 I wish to change programs from Traditional Undergraduate to Adult & Continuing Education.

**Your intended Major(s):** \_\_\_\_\_

**Requested Advisor(s):** \_\_\_\_\_

**Do you plan to live on campus\*?**  Yes  No  
\*All traditional students must notify the Office of Residence Life of your intention to live off or on campus after your application has been approved.

**Name of college(s) attended or are attending since leaving Capital:**  
(Include all graduate and undergraduate colleges and universities)

College/University \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

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Note: All official transcripts must be submitted to the Office of the Registrar. To assure proper course scheduling, it is imperative that all transcripts be received, preferably before term of readmission, but not later than pre-registration for the subsequent term.

**Are you planning to receive Financial Aid?**  Yes  No

If you would like to be considered for any need-based financial aid, you must file your FAFSA at [www.studentaid.gov](http://www.studentaid.gov). If you were not in good academic standing when you left Capital, you may need to appeal to receive your merit-based funds upon your return. Please check with the Financial Aid Office to determine if any additional documents are needed.

**Additional Information:**

Any student previously on **academic probation, suspension, or dismissal** at the time of leaving Capital must include a statement with this application answering the following questions:

1. In what activities have you engaged since you last attended Capital?
  
  
  
  
  
  
  
  
  
  
2. Why do you feel you are now ready to continue your degree objectives and demonstrate academic progress?

**I hereby certify the information supplied above is correct.**

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

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**READMISSION APPROVALS:**

Financial Aid Office \_\_\_\_\_ Date \_\_\_\_\_

Student Accounts Office \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Dean\* \_\_\_\_\_ Date \_\_\_\_\_

\*Department Chair/Dean signature is only required for undergraduates majoring in Nursing, Music, Education, Interdisciplinary Studies or Social Work; or students re-entering one of our Graduate Programs.

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**FINAL APPROVAL:**

Bulletin Year Assignment \_\_\_\_\_

Associate Provost \_\_\_\_\_ Date \_\_\_\_\_