

Resumption of Study

Students who have officially withdrawn or who have not attended the College for a period of one year (two consecutive semesters – not including summer sessions) must complete a Resumption of Study form. Students who resume study will follow the degree requirements in the catalog that is in effect at the time of resumption. Please return the completed form to the Office of Academic Advising.

Instructions for completing a Resumption of Study

***Important, please read.*

Instructions for Completing a Resumption of Study

1. Students in Good Academic and Judicial Standing:

Students who have officially withdrawn or who have not attended the College for a period of one year or more (two consecutive semesters, summer sessions are not included) must complete an [Application for Resumption of Undergraduate Study](#). This application should be brought first to the Office of Academic Advising. Students in good academic standing (with a GPA of 2.0 or above, and no judicial or other holds on their account) will be officially resumed and assigned an advisor.

2. Students not in Good Academic Standing:

Students may not be in good standing because of an academic or judicial dismissal. If the dismissal is academic, it is binding for a period of at least one year. Students who have been academically dismissed (or who have GPA below 2.0) and wish to resume study at the College must:

- a. **Complete the [Application for Resumption of Undergraduate Study form](#).** This application should be brought first to the Office of Academic Advising.
- b. **Provide evidence of likelihood of success.** Evidence may include such documentation as a letter of recommendation from an employer, or a transcript indicating successful completion of course work at another college.
- c. **Make an appointment with the appropriate dean (see phone numbers below) in order to request readmittance to the College.** The dean reserves the right to determine whether evidence presented in support of resumption indicates probable success.

Dean of Arts and Humanities (518) 454-2861

Dean of the School of Business (518) 454-2122

Dean of the School of Education (518) 454-2147

Dean of Math and Science (518) 337-4853

d. Return to the Office of Academic Advising (518-454-5217), once resumption of study is approved by the dean, to be officially resumed and to be assigned an advisor.

3. Students not in Good Judicial Standing:

Students who have been judicially dismissed or suspended, but who are in good academic standing may request resumption of study at the time designated in their letter of sanction. They must:

- a. **Complete the [Application for Resumption of Undergraduate Study form](#).** This application should be brought first to the Office of Academic Advising.
- b. **Provide documentation, as outlined in the letter of sanction, that certifies that they are able to rejoin the campus community as a contributing member.**
- c. **Make an appointment with the Assistant Vice President for Student Affairs (518-454-5170) to request re-admittance to the College.** The Assistant Vice President reserves the right to determine the student's readiness to resume life within the College community.
- d. **Return to the Office of Academic Advising (518-454-5217), once resumption of study is approved by the Assistant VP, to be officially resumed and to be assigned an advisor.**

All students who resume study are subject to College programs and policies in effect at the time of resumption of study.