

For Office Use →

The College of Saint Rose

APPLICATION FOR RESUMPTION OF UNDERGRADUATE STUDY

SFAREGS: Phone: _____ Letter: _____ Initials: _____

LAST NAME _____ FIRST NAME _____ INITIAL _____ STUDENT I.D. # _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL or WORK PHONE _____

CHANGE OF ADDRESS _____ If yes, is address listed above your *new* address? _____
 YES NO

CHANGE OF NAME _____ If Yes, what is your former name? _____
 YES NO
Please stop at the Registrar's office for change of name on official records (see catalogue for requirements)

Semester & year you are applying to resume study: _____

Intended Major: _____ Previous Major: _____

If applicable, please indicate below any colleges you have attended since you left The College of Saint Rose. You must have an **OFFICIAL TRANSCRIPT** sent to the Registrar's Office so credits may be applied to your record at The College of Saint Rose. A student may transfer a maximum of 62 credits.

NAME OF COLLEGE _____ DATE OF ATTENDANCE _____

Student Signature _____ *Date* _____

FOR STUDENTS IN GOOD ACADEMIC STANDING:

SIGNATURE OF DIRECTOR OF ACADEMIC ADVISING: _____

SIGNATURE OF REGISTRAR: _____

ADVISOR ASSIGNED: _____

FOR STUDENTS WHO HAVE BEEN DISMISSED FOR CONDUCT REASONS.

I have met with this student and resumption of study is approved. Restrictions that apply for this student are as follows:

Comments: _____

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Last Term:	_____
Stud. GPA:	_____
Standing:	_____
HOLDS:	_____
Stud. Cond.:	_____
Fin. Aid:	_____
Res. Life:	_____
Bursar:	_____
HS Proof:	_____
PQA:	_____
Registrar:	_____

 Vice President for Student Affairs, or Designee

 Date

FOR STUDENTS WHO HAVE BEEN DISMISSED FOR ACADEMIC REASONS, OR STUDENTS WITH A GPA BELOW 2.0:

I have met with this student and resumption of study is approved. Restrictions that apply for this student are as follows:

Comments: _____

 Dean's Signature

 Date

**THE COLLEGE OF SAINT ROSE
RESUMPTION OF UNDERGRADUATE STUDY POLICY**

1. Students in Good Academic and Student Conduct 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Students who have officially withdrawn, or who have not attended the College for a period of one year or more (two consecutive semesters, summer sessions are not included), must complete an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. Students in good academic standing (with a GPA of 2.0 or above) should submit the above application to the Director of Academic Advising (518-454-5217). The review process includes verification of student status by appropriate campus offices. Under some circumstances, students may be approved to resume study provided that conditions, outlined by the appropriate Dean and/or Vice President of Student Affairs or designee, are met. In some cases as a condition of resumption of study the Director of Academic Advising may require students to work with the Academic Support Center to develop an academic support plan.

2. Students Not in Good Academic Standing:

Students may not be in good standing as a result of either academic or student conduct 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 Resumption of Undergraduate Study form.
- 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. Contact the appropriate dean's office (see phone numbers below) in order to request re-admittance to the College. The dean reserves the right to determine whether evidence presented in support of resumption indicates probable success.
- d. Meet with the Director of Academic Advising (518-454-5217), once resumption of study is approved by the dean, for advisement or to be assigned an advisor.
- e. If you are resumed, you will be required to register for CDS 021 – Strategies for College Success, which is taught by the Director of the Academic Support Center.

Dean of Arts and Humanities	(518) 454-2860
Dean of the School of Business	(518) 454-5272
Dean of the School of Education	(518) 458-5388
Dean of Math and Science	(518) 458-5396

3. Students Not in Good Conduct Standing:

Students who have been dismissed or suspended for student conduct reasons, 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 Resumption of Undergraduate Study form.
- b. Provide documentation, as outlined in the letter of sanction, which 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. Meet with the Director of Academic Advising, 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 the effect at the time of resumption of study.