

## Readmission and Stopping Out

### Background

A student who has been dismissed from an IUPUI school or its equivalent on another campus may be readmitted, depending on the readmission policy of the unit to which the student is applying for readmission. The readmission policy of SPEA IUPUI applies to students from within and outside the IU system.

To be considered for readmission, a student must meet the eligibility requirements as defined in the SPEA Readmission Policy and complete the IUPUI Readmission Petition. The Readmission Petition requires the student to explain the reasons for dismissal or probation, obstacles that might affect academic success if the student is readmitted, and steps taken or that will be taken to eliminate these obstacles. Each student's case is decided based on the student's personal circumstances and academic history. Readmission is not automatic.

Students who are on critical probation and stop out voluntarily are also required to complete the readmission process for re-entry to SPEA as a special condition of critical probation (see also Probation, Critical Probation, and Dismissal Policy)

### Policy

#### *Readmission Policy*

Dismissed students must petition their campus undergraduate program director for readmission. Dismissed students whose petitions are denied will not be allowed to register. [At the Indianapolis campus, the campus undergraduate program director is the Director of Academic Affairs.]

#### *Critical Probation Policy*

Under special circumstances, SPEA students may be placed on critical probation. If the student is given the opportunity to enroll under critical probation, SPEA will establish strict conditions that must be met before that students will be allowed to register for future classes.

#### *Stopping Out Policy (IUPUI Only)*

A student who stops out voluntarily while on critical probation is required to complete the readmission procedure as a special condition of critical probation to ensure that the student has or will take measures to correct problems that contributed to his/her critical probation status.

### Responsibilities

- ✓ The student is responsible for filing for readmission by submitting a completed Readmission Petition by the prescribed dates.
- ✓ The Student Services staff is responsible for make the IUPUI Readmission Petition forms available to students
- ✓ The Administrative Assistant is responsible for receiving the petitions, dates the petitions, and routes the petitions to the appropriate Academic Advisor
- ✓ The Academic Advisors and Director of Student Services are responsible for preparing and presenting each case for review by:
  - checking petitions for completion
  - completing the academic audit
  - completing the Readmission Committee Decision Form
  - placing the completed Readmission Committee Decision Form in the Review Folder in alphabetical order
- ✓ The Director of Academic Affairs, Director of Student Services, and Academic Advisors are responsible for reviewing each case.
- ✓ The Director of Academic Affairs is responsible for deciding each case and establishing conditions.
- ✓ The Director of Student Services is responsible for preparing decision letters.
- ✓ The Administrative Assistant is responsible for sending decision letters, placing a copy in each student's file, and entering the decision in the SPEA Student Information System (SIS) internal database.

## Procedure

1. At SPEA Indianapolis, a student who has been dismissed may apply to SPEA for readmission according to the procedure in this policy in the following cases:
  - a. A student who was dismissed from SPEA IUPUI or other SPEA campus.
  - b. A student who was dismissed more than five years ago from University College. Students who have been dismissed within the last five years may apply for readmission to SPEA, but SPEA typically accepts such a student only when there are other compelling academic reasons.
  - c. A student who was dismissed from another school within the IU system.
2. At SPEA Indianapolis, a student who stops out voluntarily must follow the procedure in this policy, providing the student was on critical probation at the time of stopping out.
3. A student must file a complete **Readmission Petition** by the application deadlines before the semester for which he/she seeks reinstatement.

A student who seeks reinstatement must file the petition by

- March 15 for the summer sessions
- July 15 for the fall session
- October 15 for the spring session

Applications received by these dates will be assured of consideration for the semester for which the student seeks admission.

4. Application forms are available in the student services office (BS 3027) or online at the SPEA website (link to <http://www.spea.iupui.edu/student-services/forms/>, select Readmission Petition)
5. Readmission petitions are reviewed by a Readmission Committee, consisting of the Director of Academic Affairs, Director of Student Services, and the Academic Advisors.
6. Upon receipt of the Readmission Petition, the SPEA Administrative Assistant (or other staff) who receives the petition stamps the date received on the application and routes the application to the appropriate Academic Advisor.
7. The Academic Advisor checks the application for completion. Applications that are incomplete will be returned to the student and will not be considered until a complete application is submitted. The Academic Advisor notifies the student by telephone or email if the application is incomplete.
8. The Director of Student Services and Academic Advisors prepare cases with completed applications for review. To prepare a case, the Academic Advisor
  - a. conducts an academic audit using the degree check sheet or degree audit, which identifies the courses and hours needed for completion of the degree, current GPAs, GPAs in individual courses or groups of courses needed to reach good standing, other information judged to be relevant for the review,
  - b. completes the Readmission Committee Decision Form and required attachments
  - c. places the completed Readmission Committee Decision Form and required attachments in the Review Folder in alphabetical order
  - d. adds comments/recommendations to the Readmission Petition Form
9. The Director of Student Services schedules a meeting for the Admissions Committee to review and decide each case. This meeting should take place no later than two weeks following the deadline for submission of the Readmission Application.

10. The readmission review is based on the Readmission Petition Form and academic record of the student. The review is collaborative, but the Director of Academic Affairs is responsible for the readmission decision, which is based upon the Director's judgment of the student's ability to succeed. A student who is readmitted is placed on critical probation. The Director of Academic Affairs is responsible for imposing conditions of readmission, which may include specific courses that must be taken, limits on credit hours, requirements to seek academic supports, and other conditions as appropriate to help ensure the student's success. In rare instances, the student may be asked to appear before the committee to discuss his/her case.
11. The Director of Student Services or Recorder is responsible for electronically restricting the limits on credit hours as specified by the Director of Academic Affairs.
12. A student who is granted readmission, but does not register for the semester for which readmission was granted, must contact the Academic Advisor before registering for a subsequent semester to ensure that any enrollment changes are appropriate.
13. A student who is granted readmission must comply with the conditions of readmission, including limits on credit hours.
14. A student has up to one year from the date of the readmission decision to register for classes.
15. A student who has been denied readmission will not be allowed to register.
16. Students who have been dismissed a third time are typically not readmitted.
17. The Director of Student Services prepares the letter of denial or acceptance within two weeks after the decision.
18. The Administrative Assistant is responsible for sending the letter by regular mail.
19. The Administrative Assistant is responsible for placing a copy of the letter of denial or acceptance in the student's file and entering the final decision in the SIS database.
20. The Director of Student Services is responsible for maintaining a record of readmission decisions. This requires the Director to record the readmission decisions on the Readmission Decision Report Form and to enter the data into the readmission database.
21. The Director of Student Services is responsible for maintaining security of student records and privacy of sensitive information. Sensitive information is information such as detailed personal or health information that in the Director of Academic Affairs and/or Director of Student Services judgment is not needed to inform the student's academic record. Maintaining security and privacy of sensitive information requires the Director to:
  - a. remove sensitive information from the Readmission Petition and supporting documentation and place this information in the secure Student file, which is located in the Director's office.
  - b. place the remaining original and completed Readmission Petition and supporting documentation and the Readmission Committee Decision Form in the student's academic file.
  - c. direct the Administrative Assistant to shred extra copies of the review packet.

## Documentation

- ✓ SPEA IUPUI Readmission Petition (link to <http://www.spea.iupui.edu/student-services/forms/> , select Readmission Petition)
- ✓ Readmission Decision Letter - examples (approved/denied) (Attachment 1)
- ✓ Readmission Committee Decision Form (Attachment 2)
- ✓ Readmission Decision Report Form (Attachment 3)

**Readmission Decision Letter – Approved**

Date

XXXX  
XXXX  
XXXX

RE: Readmission Petition – Approved

Dear Mr./Ms. XXXX:

The Readmission Committee has carefully reviewed your readmission petition and your performance leading up to and including the semester of your dismissal. You were dismissed because your semester GPA/cumulative GPA/core GPA was/were not in good standing. [Insert GPAs or additional language, as appropriate.]

Based on our review of your petition, grades, and supporting documentation, I am granting you readmission to SPEA on critical probation status, with the following provision(s):

- You may take no more than XX hours of coursework for the XXX semester. [Insert additional explanatory comments, as appropriate.]

A student who is on critical probation is placed on academic checklist and may not enroll in additional classes until final grades have been reviewed. If, after one semester on critical probation, you fail to return to good academic standing as defined by the School's policy, you may be dismissed from SPEA. The good academic standing policy states that *students are in good standing when their semester and their cumulative grade point averages are a 2.0 or better and core and concentration grade point average is a 2.3 or better.*

Before you begin classes again, it is important for you to establish conditions that will enable you to return to good standing and succeed in reaching your academic goals. We encourage you to consider carefully what level of effort might be needed to achieve your goals. Successful students should expect to spend 3-4 hours preparing for class (reading, solving problems, doing research, studying for exams) for each hour of class time. This means that a typical 3-hour course requires about 8-10 hours of preparation time outside of class. As you plan for your re-entry into SPEA, be sure that you have adequate time in your schedule to balance work, family obligations, and class preparation.

To help you establish conditions for success, you are required to meet with XXX, your academic advisor, until your probationary status is removed. She will confirm your program requirements, approve the courses you will take, and clear you to register. When you come to this meeting, be prepared to discuss your strengths and weaknesses as a student and how you will overcome past obstacles to academic success. Be aware that you will not be cleared for enrollment until you have met with your academic advisor. Please call Student Services at 317-274-4656 to schedule an appointment with XXX.

Finally, it is clear that you have been facing significant issues and that you have taken proactive steps to allow you to return to school (or other wording, as appropriate). We wish you every success as you return to IUPUI to fulfill your goal of earning an undergraduate degree in XXX.

Sincerely,

Ingrid Ritchie, Ph.D.  
Director of Academic Affairs

cc: Student File

**Readmission Decision Letter – Denied**

Date

XXXX  
XXXX  
XXXX

RE: Readmission Petition – Denied

**NOTE: Letter requires case by case tailoring.**

Dear Mr./Ms. XXXX:

The Readmission Committee has carefully reviewed your readmission petition and your performance leading up to and including the semester of your dismissal. You were dismissed from SPEA [or XXX] because your semester GPA/cumulative GPA/core GPA did not meet the requirements for good standing. [Insert GPAs or additional language.]

Based on our review of your petition, grades, and supporting documentation, I am denying your request to be readmitted SPEA. You may/may not reapply for the next semester. [Insert suggestions for alternatives to SPEA/IUPUI, as appropriate.]

It is clear that you have been facing significant issues and that you have taken proactive steps to allow you to return to school [Insert other language, as appropriate, to acknowledge reasons or personal growth given in petition.]. We wish you success in your future endeavors.

Sincerely,

Ingrid Ritchie, Ph.D.  
Director of Academic Affairs

cc: Student File

## School of Public and Environmental Affairs Readmission Committee Decision Form

### Student Data

Name \_\_\_\_\_

SID \_\_\_\_\_

Address  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Last semester at IUPUI \_\_\_\_\_

GPA from last semester at IUPUI \_\_\_\_\_

SPEA GPA \_\_\_\_\_

CUM GPA \_\_\_\_\_

Credits enrolled in last semester \_\_\_\_\_

Total Credits \_\_\_\_\_

Has student been readmitted to SPEA (or any other school) before? \_\_\_\_\_

If yes, please explain (include dates and other relevant data)

\_\_\_\_\_

### Committee Recommendation

Readmit \_\_\_\_\_

Deny \_\_\_\_\_

Other \_\_\_\_\_

Reasons/conditions

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Options for the student

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Notes

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Attach a copy of the transcript, check sheet showing completed coursework, readmission petition, and any additional relevant information. Once decision is made, attach this form to the back of the student's readmission petition.

Rev. 6/7/07

**Readmission Decision Report Form (rev.  
6/7/07)**

Name	SID	Adress	City	State	Zip	Phone Number	Last semester	GPA last semes

SPEA GPA	CUM GPA	Credits last semes	Total credits	Readmitted before	Yes, explain	Recommendation

Forms for	Reasons/Conditions	Notes