

Pennsylvania College of Technology

Procedure Statement

Title: Graduate Reenrollment

Number: PR 4.62

Approved by:
Presidential Action

Approved Date: 8/2021
Implementation Date: 8/2021
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:

Admissions Office, Registrar's Office, Academic Schools, Graduate Students

Responsible Department:

Admissions Office

Definitions:

Good standing – A status indicating that the student is not under any disciplinary sanction, has no unsatisfied financial obligation to the College, and is not on academic probation or suspension.

Procedure:

- I. Student
 - A. Graduate: Completes an admissions application by the stated application deadline specific to the major or certificate.
 - B. The College reserves the right to extend these deadlines to no later than the first day of classes in cases where personal hardship, military service, or home relocation reasonably prevents application before the deadline. Requests made past these deadlines will be considered on a case-by-case by the director of admissions in consultation with the academic school dean or their designee.
 - C. Submits final, official transcripts for any college(s) attended during their break of enrollment to the Admissions Office.
- II. Admissions Office
 - A. Processes application for students in good standing.
 - B. If the student is not in good standing, the application is placed on hold until the issue is resolved. The applicant is directed to contact the appropriate office to resolve the hold unless:

1. If the student was on academic probation when they left or was academically suspended from the institution, the student is directed to appeal to the Assistant Dean of Academic Operations or designee for readmission.
 2. If the student was suspended for non-academic reasons from the institution, the student is directed to appeal to the Dean of Students or designee for readmission.
- C. Emails the student to explain the scheduling process for reenrolling students once the application has been processed, followed by regular notification emails to keep the student informed of next steps.

III. Registrar's Office

- A. Once reenrollment is processed, the Registrar's Office reviews coursework from prior enrollment and applies courses as appropriate for new enrollment.
- B. Reevaluates any previously submitted transcript(s) from other colleges or universities to determine if changes need to be made to the student's degree progress audit based on transferrable credits.
- C. Students remain in reenrollment group until academic school schedules student.

IV. Academic School

- A. Reviews the degree progress audit upon request of the Registrar's Office to identify any additional course attachments and determines student's most appropriate catalog year.
- B. Notifies the Registrar's Office to update coursework, if needed.
- C. Notifies the Registrar's Office if academic advisor or catalog year needs to be updated.
- D. Schedules eligible students during scheduling week.

Revision History:

Date: 11/2024 Updated titles and process as a result of student information system conversion.

Date: 08/2023 Revised to update titles

Cross References:

Graduate Reenrollment Policy, [P4.62](#)