

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Undergraduate Reenrollment

**Number:** PR 4.33

**Approved by:**  
Presidential Action

**Implementation Date:** 09/1983

**Last Review Date:** 11/2024

**Last Revision Date:** 11/2024

**Persons/Departments Affected:**

Registrar's Office, Academic Schools, Undergraduate 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. Undergraduate: Completes an admissions application by August 1 for fall readmission or January 1 for spring readmission. No tuition deposit is required.
- B. The College reserves the right to extend these deadlines to no later than the first day of classes, upon appeal to the Director of Admissions in cases where personal hardship, military service, or home relocation reasonably prevents application before the deadline.
- C. Submits final, official transcripts for any college(s) attended during their break in enrolled status 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. 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 the 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 result of student information system conversion.

Date: 8/2021 Updated Persons/Departments Affected; revised Title to clarify applicability to undergraduate students; removed reference to graduate students, which is addressed in [PR4.62](#)

Date: 10/2020 Removed mention of application fee, which is no longer applicable; added graduate application deadline information; added content around communication from the Admissions Office; clarified process for review of profiles between Registrar's Office and academic schools, including updates to catalog year; clarified position responsible for consideration of appeals

Date: 05/2017 Updated application fee and tuition deposit requirements; clarified content on holds and scheduling

Date: 07/2011 Minor wording changes

**Cross References:**

Undergraduate Reenrollment Policy, [P4.33](#)