

# Pennsylvania College of Technology

## Policy Statement

**Title:** Graduate Reenrollment

**Number:** P 4.62

**Approved by:**

Presidential Action

**Approved Date:** 8/2021

**Implementation Date:** 8/2021

**Last Review Date:** 08/2023

**Last Revision Date:** 08/2023

**Persons/Departments Affected:**

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

**Responsible Department:**

Admissions Office

**Definitions:**

Graduate Reenrolled Student – A student who has previously attended Penn College as a graduate student and had a break in enrollment. The student graduated with a master's degree; voluntarily withdrew; was administratively withdrawn; or was suspended, dismissed, or expelled from a graduate major; and now has returned to Penn College for a graduate program.

Break in enrollment – While the College defines a “break in enrollment” as a period of at least one semester, excluding summer, without being registered for classes, a program running year-round may stipulate additional expectations for continued enrollment during the summer term. Program manuals will articulate such expectations.

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.

**Policy:**

- I. Graduate reenrollment is done through the Admissions Office; students are not required to pay a tuition deposit. Only students in good standing with the College may reenroll.
- II. In accordance with the College's Graduate Admissions Policy, [P 4.61](#), the College reserves the right to deny admission or readmission or to rescind an acceptance to any student if, in the opinion of the College authorities, their admission is not in the best interest of the student or the College.

- III. A student reenrolling in the same graduate major in which they were last enrolled, less than two years after last attending the College, is allowed to meet the graduation requirements in effect at the time of the original enrollment.
- IV. A student reenrolling in the same graduate major in which they were last enrolled, two or more years after last attending the College, must meet current graduation requirements. All coursework previously completed will be reviewed on a course-by-course basis to determine whether it meets current graduation requirements. All courses completed will remain on the student's transcript. Only credits for courses that meet the current requirements will be used in calculating the student's graduation grade-point average moving forward.
- V. Students returning in pursuit of a different graduate major will be required to meet the admission requirements (if applicable) and graduation requirements for the new major in effect at the time of reenrollment. Each course previously taken will be evaluated to determine whether it meets the requirements of the new major. While all courses taken remain on the official student transcript, only credits for courses that meet the requirements for the current major will be used in calculating the student's graduation grade-point average.
- VI. Students returning for a graduate major with selective admission requirements must meet those requirements and be selected into the major through the competitive ranking process, as applicable. Exceptions may be granted by the dean of nursing and health sciences in special circumstances.
- VII. If deemed academically appropriate, coursework that is more than ten years old may need to be repeated. This will be determined on a case-by-case basis by the academic school.
- VIII. Special circumstances must be appealed to the Vice President for Academic Affairs and Provost or designee.

**Revision History:**

- Date: 08/2023 Added language to definition of "break in enrollment" to explain that some programs may have year-round requirements.  
Date: 11/2021 Revised definition of Graduate Reenrolled Student

**Cross References:**

Graduate Reenrollment Procedure, [PR 4.62](#)