

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: 08/2023

Last Revision Date: 08/2023

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 dean of enrollment and 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, a preliminary profile review is completed to ensure appropriate coursework is attached on the profile.
- B. Sends the profile to the appropriate academic school.
- C. Updates and activates the student profile, upon return from the academic school. This includes updating the catalog year, if deemed necessary by the academic school.
- D. One week prior to the scheduling advising period, emails the academic schools a listing of all reenrolls who are eligible to schedule in the upcoming semester.

IV. Academic School

- A. Reviews the preliminary profile upon receipt from the Registrar's Office to identify any additional course attachments and determine the student's most appropriate catalog year.
- B. Returns profile to the Registrar's Office to place onto the system.
- C. Assigns student an academic advisor who assists the student with scheduling.
- D. Schedules eligible students during scheduling week.

Revision History:

Date: 08/2023 Revised to update titles

Cross References:

Graduate Reenrollment Policy, [4.62](#)