

# Pennsylvania College of Technology

## Policy Statement

**Title:** Undergraduate Reenrollment

**Number:** P 4.33

**Approved by:**

Presidential Action

**Implementation Date:** 04/1981

**Last Review Date:** 11/2021

**Last Revision Date:** 11/2021

**Persons/Departments Affected:**

Registrar's Office, Academic Schools, Undergraduate Students

**Responsible Department:**

Admissions Office

**Definitions:**

Undergraduate Reenrolled Student – A student who has previously attended Penn College as an undergraduate student and had a break in enrollment. The student graduated; voluntarily withdrew; was administratively withdrawn; or was suspended, dismissed, or expelled from an undergraduate major; and now has returned to Penn College for an undergraduate program.

Break in enrollment – A period of at least one semester, excluding summer, without being registered for classes

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. 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 Undergraduate Admissions Policy, [P 4.06](#), 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 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 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 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 major with selective admission requirements must meet those requirements and be selected in to 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: 11/2021 Revised definition of Undergraduate Reenrolled Student
- Date: 8/2021 Updated Persons/Departments Affected; Revised Title to clarify applicability to undergraduate students
- Date: 10/2020 Removed mention of application fee, which is no longer applicable; revised definition of break in enrollment to reflect current definition; added statement regarding College's right to rescind admission; clarified position responsible for consideration of appeals
- Date: 05/2017 Minor edit to add the need for a student to meet admission requirements (if applicable) if returning in pursuit of a different major; minor content edits for clarification.
- Date: 12/2016 Minor edit to clarify that the effect on graduation GPA does not include prior semesters; clarified requirement for application fee and tuition deposit.
- Date: 07/2011 Added policy for part-time students; reformatted subsections to Roman numerals; minor wording changes;
- Date: 05/2009 Removed reference to Policy 4.10 which has been deleted.
- Date: 11/2002; 09/2002; 11/1999; 04/1983

**Cross References:**

Undergraduate Reenrollment Procedure, [PR 4.33](#)