

## ELIZABETHTOWN COLLEGE

### READMIT PROCEDURES FOR STUDENTS IN GOOD ACADEMIC STANDING<sup>1</sup>

1. Complete the online **Application for Readmission Form** (<http://www.etown.edu/offices/registration-records/readmit.aspx> ).
  - If you were dismissed by an action of the **Academic Standing Committee<sup>1</sup> (ASC)**, you must petition the committee as part of your readmission application. The letter should briefly explain the issues that led to the academic difficulties that were experienced prior to your dismissal/withdrawal. More importantly, though, provide the Committee with a summary of what you have done since leaving Elizabethtown and a plan for being successful upon your return. Please submit your ASC appeal to [regandrec@etown.edu](mailto:regandrec@etown.edu).
  - If you were dismissed by an action of the **Dean of Students<sup>1</sup>**, please refer to the Elizabethtown College Student Handbook (<http://catalog.etown.edu> ) for written policies and procedures governing student conduct and resulting disciplinary actions. Please contact the Dean of Students Office, 717-361-1196, to discuss additional paperwork that may be required as part of your readmission application process.
  - If you exercised a **Medical Withdrawal**, prior to being considered for readmission by the College, the student must have his/her treatment provider submit the “**Medical Withdrawal Re-Entry Documentation Form**” to the Director of Student Wellness. Forms associated with Student Wellness are found online at: <http://www.etown.edu/offices/wellness/forms.aspx>. Any questions regarding this process should be directed to the Director of Student Wellness, 717-361-1405.
2. **Contact the Business Office to discuss payment of the \$300 readmission fee.** The number for the Business Office is 717-361-1417. Your admissions deposit may not have been returned to you when you left the College, check with the Business Office to see if it is still in your account. If so, then the readmit fee is waived.
3. **If you will be requesting financial aid,** be sure to contact the Financial Aid office at 717-361-1404.
4. **Email, JayWeb reinstatement will occur once your form and readmit fee have been received, approved, and processed.**
5. **Advisor Meeting and Scheduling Classes.** An Academic Advising HOLD will be placed on your student record. To schedule classes, you will work with an academic advisor, either the one assigned to you prior to your departure or someone from Academic Advising in the Center for Student Success, to discuss scheduling plans for degree completion. Once your advisor removes the advising hold on your record, you can schedule classes through JayWeb.
6. **On or Off-Campus Housing.** If you need on-campus housing for the semester you are returning, please contact Residence Life directly to let them know of your needs. Their number is 717-361-1197. Note: Residence Life cannot act on your request for housing until you have been officially readmitted to the college (i.e., readmission form and readmit fee are received and processed). On-campus housing is not guaranteed for readmitted students.
  - Please contact the Director of Disability Services if you would like to request residential or academic accommodations when you return to campus. It may be necessary to provide documentation from your health care provider supporting your request.

---

<sup>1</sup> ***Good standing*** means you had an overall GPA of at least 2.0 when last enrolled at Elizabethtown. *Students who left the college with less than a 2.0 overall GPA must petition the Academic Standing Committee for readmission.* Contact the Associate Academic Dean at 717-361-1409 for information on petitioning the Academic Standing Committee. *Students who were dismissed or suspended from the College must be cleared* by the office or department that dismissed/suspended them *before* proceeding with an application for readmission. Please contact the appropriate office to obtain clearance if this applies to you.