

READMISSIONS CHECKLIST FOR CONTRACTUAL READMISSION **(Incomplete files will not be reviewed.)**

All of the following items are **REQUIRED** in order to qualify for review by the Committee:

- 1. Completed Readmission Application and the application processing fee. The application can be found at <http://ncsu.edu/registrar/readmission/>.**
- 2. A 1-2 page typed letter explaining:**
 - Your reasons for your former academic difficulty, including, if applicable, any extenuating circumstances that may have affected your academic performance
 - The reasons, in your own words, for your failure to succeed when you were enrolled at the university
 - Evidence you now have that leads you to believe you are prepared to be successful in meeting the university's academic standards and complete all degree requirements within a reasonable length of time such as additional DE or summer coursework at NC State or elsewhere with grades of B or better, corrected work habits, etc.
 - Your academic goals when you entered the university, and the effect of your suspension on these goals
 - How you and your goals have changed since your suspension from the institution
- 3. If moving to a new curriculum, a completed Plan/Subplan Change form.**
 - The form can be found at http://www.ncsu.edu/registrar/forms/pdf/plan_subplan.pdf
 - Please be aware that your Contractual Readmission appeal is only valid for your original program or the program indicated on the Plan/Subplan Change form
- 4. Application for Contractual Readmission Form (Page 2 of this document):**
 - Application information should be completed at the top of the form by the student and then signed by the student
 - Approved and signed by the student's department
 - Approved and signed by the Dean's Office of the student's college
- 5. Proposed Degree Plan (Page 3 of this document):**
 - The Proposed Degree Plan is to be discussed and filled out in conjunction with the student's departmental academic advisor, the officially assigned academic advisor, or the Coordinator of Advising OR if moving to a new program, the Proposed Degree Plan must be completed in conjunction with the receiving department
 - The courses you list in your Proposed Degree Plan must include all courses to be taken in each semester
- 6. Any documentation required by the College Dean's Office**
 - Please check with your College Dean's Office as some colleges have additional, specific documents you must submit such as letters of support from your department or other items
- 7. Additional Recommended Documents**
 - Transcripts of coursework taken at other institutions
 - Resume showing what you have been doing since suspended if you have been working
 - Any other documents you believe will help support your application for readmission

NOTE: These materials should be mailed, faxed, or brought to the following address:

**Readmissions Coordinator
Department of Registration & Records
NC State University
1000 Harris Hall CB 7313
Raleigh, NC 27695-7313**

**Phone: 919-515-2572
Fax: 919.515.2376**

APPLICATION FOR CONTRACTUAL READMISSION
NORTH CAROLINA STATE UNIVERSITY
Department of Registration and Records
Box 7313, Raleigh, NC 27695-7313
(919) 515-2572

STUDENT NAME _____ STUDENT ID _____
Last First MI

INTENDED MAJOR _____ CLASS (circle) FR SO JR SR

A PROPOSED DEGREE PLAN AGREED TO BY THE STUDENT, THE DEPARTMENT HEAD OF THE INTENDED DEGREE PROGRAM, AND THE DEAN OF THE INTENDED DEGREE PROGRAM MUST BE COMPLETED. THE PROPOSED DEGREE PLAN IS INCLUDED AS PAGE 3 OF THIS DOCUMENT.

After not being enrolled at NC State University (excluding summer term sessions and Distance Education courses) for a continuous three-year period or longer, and having an academic record at NC State University that was such that I was academically suspended or would have been academically suspended under current policies, I am petitioning the University Admissions Committee for contractual readmission.

If a contractual readmission is approved, I understand that the following conditions will apply:

1. My entire academic record at NC State University will be recorded on any subsequent transcript, including a Cumulative Grade Point Average (Cumulative GPA) on all work attempted at NC State University.
2. For courses attempted prior to readmission, only work of "C-" or better will count toward fulfilling graduation requirements, providing that such courses meet current curriculum requirements.
3. For purposes of suspension and graduation, a second Cumulative GPA will be calculated based only on courses that are attempted after readmission. Total hours for graduation and suspension will be based on all work at NCSU after readmission plus former work of "C-" or better that is acceptable to the department plus hours transferred from other institutions.
4. I must maintain an overall Cumulative GPA of 2.0 or better on all courses attempted after readmission. This includes course work taken during summer term sessions and Distance Education courses.
5. If I fail to achieve an overall Cumulative GPA of 2.0 required in #4 above, I will lose contractual readmission status.
6. I may be readmitted under this option only once.

STUDENT SIGNATURE _____ DATE _____

DEPARTMENTAL APPROVAL _____ DATE _____

DEAN'S APPROVAL _____ DATE _____

The student must also submit a written appeal noting the productive use of the three or more intervening years, including evidence of motivation and achievement based on any academic work done during those three or more years.

Section of Admission Committee:

Approved _____ By _____

Not Approved _____ Date _____

PROPOSED DEGREE PLAN

1. List all courses required for completion of degree.

2. Tentative semester by semester schedule:

Year _____ Term _____

Year _____ Term _____

Year _____ Term _____

Year _____ Term _____

Year _____ Term _____

Year _____ Term _____

Anticipated graduation date: _____