An individual, who has withdrawn, taken an unauthorized leave of absence, failed to return from an authorized leave of absence as agreed, failed to enroll for courses (excluding summer term), or been dismissed, must apply for readmission. The student must submit an application, with the required application fee, and meet the admission and degree requirements at the time of readmission. The request for readmission must address the events associated with the lapse, a critical analysis of these events and a plan to ensure that similar actions will not reoccur should the individual be readmitted. The Admissions Committee will consider the merits of an application for readmission and make a recommendation to the vice president of enrollment.

Appeal of the outcomes of the readmission process must be in writing to the chief academic officer, whose decision is final. There is no obligation on the part of the university to readmit any individual to a program from which he/she has withdrawn or been dismissed, or who has voluntarily withdrawn from a university program.

For DC students who completed three or more terms, their enrollment status will be in accordance with the Council on Chiropractic Education (CCE) guidelines on advanced standing. If the student completed less than three terms, the Admissions Committee may determine, on the basis of the student's academic record that s/he is ineligible for advanced standing and therefore, must repeat all first-year coursework.

In order to be considered for readmission, the applicant must be free from financial obligations to the university and must meet the current admission requirements.

**Related Policies:**
- Policy 1221 – Incomplete (I) Grade and Required Coursework
- Policy 1233 – Academic Standing
- Policy 1239 – Leave of Absence and Withdrawal
- Policy 3804 – Satisfactory Academic Progress for Financial Aid Eligibility
- Policy 9022 – Student Appeal

**Keywords:** appeal, academic, application, dismissal, reinstatement