

# Admissions

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## Traditional Undergraduate Readmission

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Students who have taken a break of less than one calendar year and who have not attended another college should apply through the Office of the Registrar.

Students who wish to return to Albertus Magnus College after a break of one calendar year or who have attended another college must apply for readmission through the Office of Admission.

Students seeking readmission will be held to the same priority processing deadlines as all new student applicants regardless of status: full-time, part-time or non-degree seeking.

Readmission to Albertus Magnus College is not guaranteed. The College seeks to readmit only those students who can demonstrate the ability to remain in good academic standing and complete degree requirements within a reasonable period of time.

As part of the readmission process, students who wish to return to Albertus Magnus College after a break of one calendar year or who have attended another college must write a letter to the readmission committee explaining why they left the College, why they are seeking re-admittance and why their re-admittance should be approved.

Students who have attended the College in one program and who are seeking admission in another will have their application reviewed by the readmission committee.

Students who have been denied readmission in one program, but seek admission in another program must write a letter to the readmission committee explaining why they should be readmitted.

Academic, disciplinary and financial status restrictions will be checked by the readmission committee. The committee may consult with faculty or other pertinent persons concerning the advisability of readmitting the student. There is no appeal for decisions of the readmission committee.

The readmission committee for the Traditional Undergraduate Program consists of the Associate Dean, Traditional Undergraduate Program, Director of Academic Advisement and Student Success, Dean for Student Affairs and the Director of Admissions.

Information which may be reviewed by the readmission committee includes, but is not limited to:

1. The readmission application includes any supplemental materials.
2. Documents specifically requested by academic affairs, student services or health services.
3. Academic history while at Albertus Magnus College.
4. Social or disciplinary history while enrolled at Albertus Magnus College.
5. Current status of account with the Bursar's Office. Applications for readmission from students with an outstanding financial obligation to the College will not be reviewed by the readmission committee. If the outstanding debts are cleared, or acceptable

arrangements for payment have been made prior to the readmission application deadline, the application will be considered.

6. Official transcripts from each college attended after Albertus Magnus College will be required for readmission consideration. Resubmission of original official transcripts may be required if the absence prior to re-enrollment exceeds five years.

It is important that students notify the financial aid and housing offices regarding their interest in applying for readmission as soon as possible. Financial aid resources for readmitted students are limited. If a student is readmitted to Albertus Magnus College, the level of financial aid awarded may be different than that received when the student was first admitted.

International students (with an F-1 student visa) should also contact the Coordinator of International Admission before applying for readmission to discuss visa status and enrollment limitations.

Readmits will be notified by the Office of Admissions of the readmission decision or pending restrictions. Students may be readmitted with the understanding that certain conditions or expectations will be met once the student has returned.

Students returning after a break of five years or more, must follow the current catalog. Students who return within five years or fewer may choose to follow the curriculum that was in place at the time of the leave or the current curriculum.

The College reserves the right to deny readmission to any student and to deny and/or rescind readmission to any student who provides false or misleading information to the College.