

Readmission/Re-Enrollment Policies and Procedures

1. Former Chapman students who wish to be readmitted to the University for a new or additional degree program should contact the Office of Admission.
2. Re-Enrollment is required for all graduate students who have broken enrollment for a period of more than one semester/trimester without receiving an approved Leave of Absence. On the Orange Campus, interterm and summer sessions do not constitute a semester for graduate programs that are not on a 12-month calendar.
3. Please send re-enrollment questions and completed forms to reenroll@chapman.edu.
4. To be eligible for re-enrollment, you must have a cumulative 3.000 GPA and no grade below a "C" in Chapman University graduate coursework.
5. Re-enrollment must be approved by the program of study.
6. All students are held to the admission regulations and requirements in effect at the time of their return. For example, students cannot fulfill programmatic degree requirements in effect for one graduate catalog and admission or prerequisite requirements in effect for a different graduate catalog. (See section on leave of absence for more information regarding this policy.)
7. Re-enrollment does not void the seven-year limitation for completion of all degree requirements.
8. Veterans receiving an honorable discharge, who left in order to perform military services, will be readmitted with the same academic status he or she had when last in attendance at Chapman University. The length of absence from Chapman University cannot exceed five years. Veterans returning to Chapman may select their academic program so long as:
 - o The program or credential is still being offered by Chapman University.
 - o The program or credential is not an impacted program calling for selective admission.
 - o The program or credential has not had significant changes due to regulatory requirements

Last Name	First Name	M.I.	Student ID (or last 4 of SSN if ID not known)
Address (include apt. no)			Date of Birth
City	State	Zip Code	Phone Number
Name While Attending Chapman			Email Address
Original Catalog Year: _____			
Original Program: _____			
Signature _____			Date _____

Department Response

Signing this form indicates department **approval** for the student to re-enroll in the program of study indicated above. Graduate re-enrollment students resume coursework under the current catalog year, unless otherwise specified by the department.

By checking this box, the graduate program director acknowledges that the student meets the requirements listed above to re-enroll in good standing per university policy.

Dept.	Graduate Program Director Signature	Date
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