

**APPLICATION FOR UNDERGRADUATE READMISSION  
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA**

**PART 1** (to be filled out by applicant):

---

Name: \_\_\_\_\_ SU ID No. \_\_\_\_\_

Last, First

Female  Male Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal resident of Pennsylvania?  Yes  No If yes, county of residence: \_\_\_\_\_

United States citizen?  Yes  No If no, country of citizenship and visa status: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Other names used while attending SU: \_\_\_\_\_

When did you last attend Shippensburg University? Year: \_\_\_\_\_  Fall  Spring  Summer  Winter

Major and minor when last enrolled: \_\_\_\_\_

When do you intend to return to Shippensburg? Year: \_\_\_\_\_  Fall  Spring  Summer  Winter

Major and minor requested: \_\_\_\_\_

(This is your intended program of study-see attached List of Programs for selection)

Intended enrollment status:  Full-time  Part-time  Summer ONLY  Winter ONLY

Intended housing status:  Residence hall  Off-campus (town)  Commute from home

Are you applying for readmission under Academic Forgiveness?  Yes  No

***\*See Academic Forgiveness Disclaimer on instructions page.***

List all colleges attended after leaving Shippensburg: \_\_\_\_\_ Dates attended (month/year to month/year): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List all work or related educational experiences since leaving Shippensburg (including dates involved):

\_\_\_\_\_  
\_\_\_\_\_

Please provide justification for readmission consideration. Attach additional sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2 (for official use only):**

---

Transcripts Received:

1. \_\_\_\_\_ Date: \_\_\_\_\_
  2. \_\_\_\_\_ Date: \_\_\_\_\_
  3. \_\_\_\_\_ Date: \_\_\_\_\_
- 

QPA at time of departure: \_\_\_\_\_  Good Standing  Probation  Dismissed (NPR)

Credits earned at time of departure: \_\_\_\_\_ Eligible for Academic Forgiveness?  Yes  No

---

**ACTION BY ACADEMIC DEAN:**

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied \_\_\_\_\_ Academic Dean's Signature

**REQUIRED**-Catalog YearSem for determining degree requirements (i.e. 201460): \_\_\_\_\_

Comments or probationary conditions (if any):

---

---

---

Application reviewed by Academic Review Committee \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied \_\_\_\_\_ Associate Provost's Signature

---

**REGISTRAR'S OFFICE USE:**

Application Fee Received: \_\_\_\_\_

No Holds Verified: \_\_\_\_\_

Dean of Students Approval: \_\_\_\_\_

Application Forwarded to Dean's Office: \_\_\_\_\_

Admission Letter: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Data Office Notified: \_\_\_\_\_

Notice to Dean to Schedule: \_\_\_\_\_

Confirmation Letter: \_\_\_\_\_

Dormitory Information to Dean of Students: \_\_\_\_\_

Notes or Comments: \_\_\_\_\_

---

# APPLICATION FOR UNDERGRADUATE READMISSION SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

## Who Should Use This Form

If you would like to return to Shippensburg University and you were not on an approved leave of absence, were dismissed for academic reasons, or withdrew for any reason, you must file a formal application for readmission.

## Deadlines and Fees

This application should be submitted to the Registrar's Office by one of the following dates: **May 1** if requesting readmission for summer terms; **July 15** for the fall semester; **November 1** for winter term; or **December 1** for the spring semester.

A non-refundable fee of **\$45.00** (payable to Shippensburg University) must accompany the application.

## Completing the Form

Please print carefully and complete all items on the form. Visit [www.ship.edu/Academics/Programs/Undergraduate\\_Programs/](http://www.ship.edu/Academics/Programs/Undergraduate_Programs/) to select your intended program of study. **You should apply to the same program of study in which you were last enrolled.** Upon your return to the university, you may apply to change your major.

You must submit official transcripts from any college you attended after leaving Shippensburg University. Transcripts should be mailed to your academic dean's office.

## Dismissed Students

If you were dismissed or withdrew for academic reasons, you may not apply for readmission for at least one calendar year following your dismissal or withdrawal. **You must apply for readmission into the major you had when you were last enrolled.** After being readmitted and meeting the necessary requirements, you may apply for a major change.

If you were dismissed twice for academic reasons, you are ineligible for readmission.

## Academic Forgiveness

If you have an unacceptable QPA for readmission and you have been withdrawn from the university for at least five years, you may request that your previous record not be calculated in your QPA for subsequent course work at Shippensburg.

Under Academic Forgiveness, previous course work at Shippensburg in which you received at least a "C" and which is appropriate in meeting current requirements will be treated as transfer credit. If you are approved for readmission under this program, you will be considered as newly matriculating and you will be subject to all policies and requirements in effect at the time of your new matriculation.

To apply for Academic Forgiveness, check the appropriate box on the application form.

***\*Disclaimer: Electing Academic Forgiveness at Shippensburg University does not guarantee that other institutions or employers will accept the standards of this policy. Many graduate and professional degree programs disregard undergraduate institutional policies and compute the undergraduate GPA utilizing all hours attempted when determining admission. Shippensburg University makes no guarantees as to how employers, certifying agencies, higher education institutions, or other offices will interpret the transcript of a student who elects Academic Forgiveness at Shippensburg University. It is the student's responsibility to determine the implications of Academic Forgiveness for each institution's admissions process.***

Please note that being granted Academic Forgiveness does not apply to the review of your academic progress in determining eligibility for federal financial aid. For more information, please view the Satisfactory Academic Progress (SAP) Policy at [http://www.ship.edu/financial\\_aid/sap/](http://www.ship.edu/financial_aid/sap/).

## Notification and Deposits

After review by the academic dean and the Academic Review Committee, you will be notified by mail if your application was approved or denied. If approved, you will be notified of any specific conditions imposed with your readmission. You will be instructed to return a deposit in order to confirm your readmission. An additional amount is required for residence hall students. If this deposit is not received by the specified deadline, your readmission will be canceled.

Once your deposit is received, you will be sent a letter of confirmation and your academic dean will be notified in order to arrange a class schedule. Your bill for tuition and fees will be generated at the regular time.

## Returning the Form

Return the completed application form, with the required **\$45.00** application fee to Shippensburg University, Registrar's Office, 1871 Old Main Drive, Shippensburg, PA 17257

## Sending Transcripts

Have official transcripts from any college or university you attended sent directly to Shippensburg University, Registrar's Office, 1871 Old Main Drive, Shippensburg, PA 17257