



**POLICY TITLE**

**Re-Admissions Requirements for Former Students**

**POLICY NUMBER**

**2-001**

<b>Responsible Unit:</b> Office of Admissions and Recruitment	<b>Effective Date:</b> 05/24/2019
<b>Responsible Official:</b> Vice Chancellor for Student Affairs and Enrollment Services	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> Enrollment Management	<b>Origination Date:</b> 05/10/2019

**I. POLICY STATEMENT AND RATIONALE**

Whenever there is a gap in a student's attendance, regardless of the reason, the student must complete an application for re-admission. Former students returning after missing two consecutive semesters of non-attendance, two consecutive semesters fall and summer (excluding the summer term), are required to submit an application for readmission. The intent of this policy is to allow students who have not enrolled for a semester, the ability to continue their studies without having to re-apply, unless their period of absence exceeds two consecutive semesters fall and spring (excluding the summer term).

**II. POLICY SCOPE AND AUDIENCE**

These procedures are applicable to all former SUSLA student.

**III. POLICY COMPLIANCE**

It will be the responsibility of the Office of Admissions to verify student eligibility for readmissions, if the non-enrollment periods exceeds a year. If the student's absence exceeds a year, two consecutive semesters fall and summer (excluding the summer term) and they attempt to register, they will be referred to the admissions office to re-apply for admissions.

## **POLICY DEFINITION**

### **Definition:** Former Student

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is not required to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Southern University at Shreveport will be required to provide an official transcript from that College if they wish to receive credit from the previous institution. (See requirements for transfer students)

## **IV. POLICY IMPLEMENTATION PROCEDURES**

### **Procedures:**

Former students who have applied for admission, submitted required college transcripts if applicable, paid appropriate application fee, and satisfied immunization requirements (shot records or waiver) will be granted acceptance to SUSLA.

Eligibility for readmission depends on individual circumstances and the requirements of the specific academic program. Readmission in limited-enrollment programs is offered on a space-available basis. Readmitted students must complete the admission requirements and the program's graduation requirements effective at the time of readmission.

## **V. POLICY RELATED INFORMATION**

Not applicable

## **VI. POLICY HISTORY AND REVIEW CYCLE**

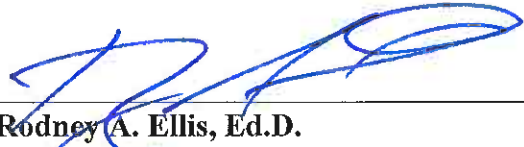
This policy is an update to an existing policy under the 2015 online academic catalog. This updated policy shall be deemed effective upon the date of Board approval. This policy is subject to the five-year policy approval cycle.

## **VII. POLICY URL**

[http://www.susla.edu/assets/susla/documents/academics/CurrentCatalog/2015\\_Catalog\\_UniversityAdmissions.pdf](http://www.susla.edu/assets/susla/documents/academics/CurrentCatalog/2015_Catalog_UniversityAdmissions.pdf).

**VIII. POLICY APPROVAL**

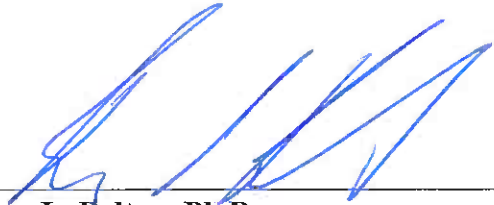
This section identifies the appropriate approval official(s).



**Rodney A. Ellis, Ed.D.**  
Chancellor - Southern University at Shreveport

5-24-19

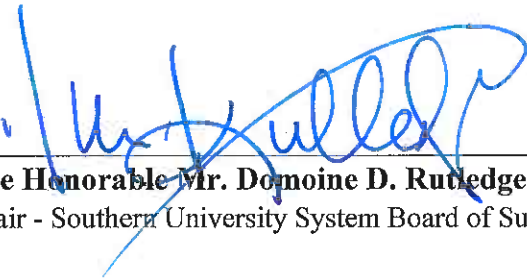
**Effective Date of Policy**



**Ray L. Belton, Ph.D.**  
President - Chancellor, Southern University and A&M College System

5-24-19

**Effective Date of Policy**



**The Honorable Mr. Domino D. Rutledge, Esq.**  
Chair - Southern University System Board of Supervisors

5/24/19

**Effective Date of Policy**