



Guidelines Regarding the

Application for Readmission

An Application for Readmission to The College of Wooster must be completed by all persons who have withdrawn from The College of Wooster and who wish to be considered for readmission. The deadline for completed applications, including any necessary transcripts, references and/or medical statements, is **April 15** for Semester I and **November 15** for Semester II. If your withdrawal was for academic reasons, the Committee on Academic Standards will review your application at a meeting following each deadline. Therefore, it is imperative that all your materials are submitted and received *prior* to the appropriate due date. An interview on campus, or by phone may be required.

Please read the instructions carefully and answer *all* questions as completely as possible. Additional information about readmission is contained in the College *Catalogue*, which is available on-line at www.wooster.edu/Academics/Course-Catalogue. If you are readmitted to The College of Wooster, you should understand that you are bound by the provisions of the Code of Academic Integrity and the Code of Social Responsibility.

In addition to this application, you will be required to submit the following information in order for your request for readmission to be considered.

Admission Standards

If you withdrew from Wooster for personal or medical reasons, you are expected to have been in good social and academic standing prior to your withdrawal from Wooster and to be in good standing at your institution attended during your absence from Wooster. If you were withdrawn for academic reasons, you are expected to have completed a minimum of four full courses at another accredited institution, to have a grade of "C" (2.0) in each course completed, and to have earned at least a 3.0 cumulative average for those courses. You must also have been in good social standing at the institution attended.

Dean's Reference

If you attended another academic institution, complete the front side of the sheet entitled Personal Record for Students Seeking Readmission and give the form to the appropriate person (e.g., Dean of Students, Vice President of Student Affairs) from the college you are now attending or last attended. It should be returned to the Office of the Dean of Students, The College of Wooster, Galpin Hall, Wooster, Ohio 44691-2363.

Transcripts

Official transcripts of all college-level course work taken elsewhere should be sent directly to the Dean of Students Office. If you are currently enrolled in courses for which a transcript is not yet available, each course instructor should be requested to complete an Academic Statement, available from the Office of the Dean of Students. The information is used by the Committee on Academic Standards to evaluate your application until the official transcript is available.

Transfer of Credit

1. Only courses **equivalent to courses offered at Wooster** and in which a grade of "C" or better has been earned will transfer. Any exception to this policy may be made only by The College of Wooster Registrar.
2. Pass-fail or un-graded courses will transfer with written support for "C" or better performance.
3. One course at Wooster is equivalent to four semester hours or six quarter hours.
4. Academic course credit received will be transferred, but only work earned at The College of Wooster will be counted toward the Wooster grade point average.

Financial Aid

If you are a candidate for need-based financial aid, you should file the two required aid applications: the FAFSA and the Wooster Application for Need-Based Financial Aid. The FAFSA may be obtained from high school guidance offices, college financial aid offices, or on line: www.fafsa.ed.gov. Call the Wooster Office of Financial Aid for a copy of the institutional aid application: 1/800-877-3688. The application is also available on line: <http://www.wooster.edu/Admissions-and-Financial-Aid>. Merit scholarships are renewed, up to a maximum of eight semesters, without special application, provided that you have met the minimum academic requirements for maintaining your award.

Acceptance Deposit

A \$350 enrollment/damage deposit is required to confirm a place in the class. The deposit is payable on or before the date specified in the Letter of Readmission. This deposit is applied to College tuition charges and will be deducted from your enrollment deposit. If your readmission application is not approved, the \$350.00 will be refunded to you.

Submission of Application for Readmission

The completed application, all support documents, and the \$350.00 application fee should be mailed to:

Office of the Dean of Students
The College of Wooster
Galpin Hall
Wooster, Ohio 44691-2363

Questions?

Please contact the Office of the Dean of Students, 330/263-2545.

THE COLLEGE OF
WOOSTER

Wooster, Ohio 44691-2363

Application Fee
\$350.00

For information call
(330) 263-2545

Application for Readmission

PERSONAL INFORMATION

Date _____

LEGAL NAME: Last _____ Middle _____ First _____

PREFERRED TERM OF ENTRY (Check One): _____ Semester I (August) _____ Semester II (January)
_____ Summer Session (May)

MAILING ADDRESS IF DIFFERENT FROM HOME ADDRESS (where all readmission correspondence should be sent):

Number and Street _____

City _____ State _____ Postal Code _____

Cell Phone _____ E-mail Address _____

EDUCATIONAL DATA

SCHOOL/COLLEGE YOU CURRENTLY ATTEND: _____

Address _____

City _____ State _____ Postal Code _____

Courses

Hours of Credit

Dates Enrolled

Courses	Hours of Credit	Dates Enrolled

(Official transcripts showing all completed academic work must be submitted.)

EMPLOYMENT DATA

BUSINESS _____ POSITION/DUTIES _____

Address _____

Supervisor's Name _____ Phone (____) _____

Dates of Employment _____

OTHER BUSINESS _____ POSITION/DUTIES _____

Address _____

Supervisor's Name _____ Phone (____) _____

Dates of Employment _____

Indicate below your reason for withdrawal from Wooster and follow the appropriate instructions:

€ Academic

€ Community Codes Violation

€ Personal

€ Medical

IF YOUR WITHDRAWAL WAS FOR **ACADEMIC REASONS**, please write a statement which indicates what you have been doing since you left Wooster and what makes you believe you are now able and willing to assume responsibility for the caliber of work required for your graduation from the College. What are your academic goals and aspirations? In what department or program do you plan to major? **Since the reason for your withdrawal was academic, it will be necessary for your application to receive approval from the Committee on Academic Standards.** If you have had any significant medical problems during your absence from Wooster, you are urged to submit to the Dean of Students a statement from your physician or professional counselor assessing your medical readiness to return to the College.

IF YOU WERE **SUSPENDED for violating the Code of Social Responsibility and/or the Code of Academic Integrity**, please write a statement that indicates what you have been doing during your absence and what makes you believe that you are now ready to resume your academic work at Wooster. If stipulations were mandated for your return, please include support documents verifying those stipulations have been met. Please sign the appropriate releases, including the one listed below, permitting the College to contact the professionals with whom you had contact. Since the reason for your withdrawal was judicial, it will be necessary for your application for readmission to the College to be reviewed by the Committee to Readmit Students Suspended for Violating the Code of Social Responsibility and/or The Code of Academic Integrity. The Committee is responsible for reviewing each student's application for readmission to the College and for advising the Dean of Students as to whether the terms of readmission have been met appropriately and completely.

IF YOUR WITHDRAWAL WAS FOR **PERSONAL REASONS**, please write a statement which indicates why you left Wooster; what you have been doing during your absence and what makes you believe you are now ready to resume your academic work here. What are your academic goals and aspirations? In what department or program do you plan to major? If you have had any significant medical problems during your absence from Wooster, please ask your physician or professional counselor to submit to the Dean of Students a statement assessing your medical readiness to return to the College.

IF YOUR WITHDRAWAL WAS FOR **MEDICAL OR EMOTIONAL REASONS**, please write a statement which indicates what you have been doing during your absence. Also indicate your academic goals and aspirations. In what department or program do you wish to major? In addition, it will be necessary for you to ask your physician or professional counselor to submit a written assessment of your medical readiness to return to The College of Wooster at the time you are applying for readmission. This statement should be in the form of a letter to the Dean of Students at The College of Wooster, Wooster, Ohio 44691-2363. Your application for readmission will be considered only after a statement has been received from your physician or counselor.

Name of Physician/Counselor _____

Address _____

Telephone Number _____

I hereby authorize The College of Wooster Physician and/or Counselor to make contact with the above named physician/counselor to discuss my situation.

Applicant's Signature

Printed Name

Date

Please submit the completed application, support documents, and a check for \$350.00 to:

Office of the Dean of Students
The College of Wooster
Galpin Hall
Wooster, Ohio 44691-2363