

**READMISSIONS CHECKLIST FOR SUSPENDED STUDENT**  
(Incomplete files will not be reviewed.)

**A student suspended for academic deficiencies who desires to return cannot be readmitted unless approved by the University Admissions Committee.**

All of the following items are **REQUIRED** for the review by the Committee:

**1. Completed Readmission Form and Fee.**

**2. A concise, but thorough, typed letter explaining:**

- Your reasons for your former academic difficulty, including, if applicable, any extenuating or personal circumstances that may have affected your academic performance;
- The reason/s, in your own words, for your failure to succeed when you were enrolled at the university;
- The evidence you now have (such as additional DE or summer coursework at NCSU or elsewhere with grades of B or better, corrected work habits, etc.) that leads you to believe you are prepared to be successful academically in meeting the University's academic standards and complete all degree requirements within a reasonable length of time;
- Your academic goals when you entered the university, and the effect of your suspension have on these goals;
- How you and your goals have changed since your suspension from the institution.
- Also indicate in your letter to whom (name, department and email) you have given the advisor readmission recommendation form.

**3. Student Evaluation and Information Form:**

- Completed by the student's departmental academic adviser, the officially assigned academic adviser, or the Coordinator of Advising

**4. Plan of Study:**

- Plan of Study worksheet outlining the courses remaining to take in your current degree
- If it is your intention, if readmitted, to change to another major, then you must include the requirements for your intended degree and the "Intra-campus" transfer requirements. These can be found at the following site:  
[http://www.ncsu.edu/policies/academic\\_affairs/enrollment/reg\\_recs/REG02.65.3.php](http://www.ncsu.edu/policies/academic_affairs/enrollment/reg_recs/REG02.65.3.php)
- The courses you list in your Plan of Study must include all courses to be taken in each semester. There is also a minimum level of performance you must maintain to keep your academic standing current and not be suspended. Indicate in your Plan of Study what that minimum level of performance needed to keep you off suspension.

**5. Additional Documents**

- Coursework taken at another institution – transcripts
- Resume showing what you have been doing since suspended if you have been working
- Any other documents you consider that will help support your application for readmission

**NOTE: These materials should be mailed, faxed, or brought to the following address:**

**Readmissions Coordinator  
Department of Registration and Records  
NC State University  
Box 7313 1000 Harris Hall  
2831 Thurman Drive  
Raleigh, NC 27695-7313  
919-515-2572; 919.515.2376 (f)**

Student Evaluation Sheet for Readmittance Consideration  
 Department of Registration and Records  
 Box 7313, 1000 Harris Hall

NCSU, Raleigh, NC 27695-7313  
 919-515-2572  
 Fax: 919.515.2376

Instructions: This form is to be filled out by the student's departmental academic adviser, the officially assigned academic adviser, or the Coordinator of Advising. This person should complete, sign, and date the form and then submit it to the address above so that it may be included in the student's readmission packet for evaluation. Please type or print.

Student: \_\_\_\_\_ I.D.# \_\_\_\_\_

Adviser: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Campus Box: \_\_\_\_\_

5	4	3	2	1	N/A
Exceptional	Good	Average	Fair	Poor	No way to measure

I would rate this student's chance for success, if readmitted as \_\_\_\_\_ (Use a number from above).

My assessment of the student:

- The student is aware, if allowed return to campus, the academic status will be "Academic Probation" considered "not in good academic standing" Yes\_\_\_\_ No\_\_\_\_
- The student understands the academic requirements that must be maintained as a student reentering the university with the academic status of "Academic Probation"  
[http://www.ncsu.edu/policies/academic\\_affairs/enrollment/admissions/REG02.10.2.php](http://www.ncsu.edu/policies/academic_affairs/enrollment/admissions/REG02.10.2.php)  
 Yes\_\_\_\_ No\_\_\_\_
- The student will be able to put him/herself in good academic standing as a full-time student and to perform according to the academic guidelines within this document: Yes\_\_\_\_ No\_\_\_\_
- The student has provided evidence of academic improvement since being enrolled at NC State and provided transcripts of this work (e.g. taken courses in Summer School, through Distance Education/ DE, at a community college or another university) Yes\_\_\_\_ No\_\_\_\_
- The student was conscientious in the development of their plan of study. Yes\_\_\_\_ No\_\_\_\_
- If the student's intention, if readmitted, is to work toward a different degree, the degree the student would select is: \_\_\_\_\_
- The student understands the "Intra-campus transfer" requirements for their desired degree: Yes\_\_\_\_ No\_\_\_\_



# PROPOSED PLAN OF STUDY

1. List all courses required for completion of degree. Current total GPA: \_\_\_\_\_ and major GPA: \_\_\_\_\_

2. Tentative semester by semester schedule:

Year \_\_\_\_\_ Term \_\_\_\_\_

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Year \_\_\_\_\_ Term \_\_\_\_\_

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Year \_\_\_\_\_ Term \_\_\_\_\_

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Year \_\_\_\_\_ Term \_\_\_\_\_

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Year \_\_\_\_\_ Term \_\_\_\_\_

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Year \_\_\_\_\_ Term \_\_\_\_\_

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3. Anticipated graduation date \_\_\_\_\_