

**North Carolina State University Counseling Center**  
**Explanation of Procedures for Alternative Readmission Program**  
**For Students Under First Notice of Suspension**

Please read the following important information about the Alternative Readmission program BEFORE proceeding. It is important that you know your rights as well as the appropriate procedures before you invest your time in this program.

I. What is the Alternative Readmission Program and Who is Eligible to Use It?

The Alternative Readmission Program offered through the NCSU Counseling Center is a voluntary process and is *one* option for readmission to the university following a FIRST suspension for academic reasons. Students who have received a SECOND Notice of Academic Suspension ARE NOT eligible for the Alternative Readmission Process through the Counseling Center. These students may choose to go through the process of a petition through the Admissions Committee.

II. What are the Options Available?

ALL students who are under a First Notice for Academic Suspension MUST take a one-semester break from enrollment at NCSU. Students may take Distance Education or Summer School classes, with Academic Advisor approval, during this break. Following the notice of suspension, the student may choose to participate in the Alternative Readmission Program through the NCSU Counseling Center. Following the mandatory break, students may instead opt to submit a petition for readmission through the university Admission Committee instead of going through the process at the Counseling Center. For more information on the petition option, please contact the Registration and Records Office directly as this is a separate process from the one conducted through the Counseling Center. Before a student decides on the readmission process that he/she would like to use, we encourage all students who are applying for readmission following academic suspension to read the policy on “Readmission of Former and Academically Suspended Undergraduate Degree Students” located in the academic regulations which can be found through the Registration and Records website.

III. How Does the Alternative Readmission Program Work?

The Alternative Readmission Program is done through the NCSU Counseling Center. You will work with a counselor (who will be assigned to you when you call for an appointment) who will evaluate some information, much of it provided by you, and will perform a Psychoeducational Assessment (or this person will serve as a contact for an off campus provider to do this work, if you choose this option – more information follows in section VII). This generally means that the Counselor will work with you to gather data which may be important in looking at your past academic problems. Additionally, the Counselor will attempt to develop recommendations specifically for you that may help you increase your academic success when you return to school. The length of your appointment may vary depending on the complexity of your experiences and situation. Also, it may be recommended that you have specific assessments that could require a specialist within or outside of the Counseling Center (i.e., if a learning disability, an attention problem, a medical problem or a psychiatric problem is suspected). The Counseling

Center will provide referrals if possible. Following completion of any additional assessments, your results would then be forwarded to your Counselor, and then you would have a follow-up appointment with the Counselor to integrate those results with the other information collected. Therefore, you may have one, or more than one appointment, prior to the Counseling Center verifying your completion of this process. This is to ensure that we look at each student individually and do our best in offering a thorough assessment and recommendations.

#### IV. How Do I Use the Alternative Readmission Program if that is the Option I Choose?

This process entails several steps. First, download the Student Questionnaire form from our website, or call the Counseling Center (919-515-2423) to request the appropriate form. Second, you will need to complete the Student Questionnaire, which asks a variety of short answer questions to help the Counseling Center Counselor more efficiently determine areas that are most important in your particular case. This will help your appointment go more quickly and smoothly. Next, send your completed Student Questionnaire to the Counseling Center. You may drop these off in person between 8am and 5pm (2<sup>nd</sup> Floor, Room 2401, of the Student Health Services Building), or you may mail the forms to: NCSU Counseling Center, Box 7312, Raleigh, NC 27695, ATTN: Alternative Readmission Program, or you may fax them to the Center at 919-515-8525 ATTN: ARP. After allowing appropriate time for your paperwork to arrive (it generally takes up to 24 hours for your paperwork to be processed once it arrives at the Counseling Center), call the Counseling Center back to be scheduled with a counselor. You are responsible for following-up on your paperwork and scheduling your appointment. You may only make an appointment for your assessment **AFTER** your paperwork has been *received and processed* by the office. Your appointment date will depend on both your availability and the scheduling demands of the Counseling Center. *Immediate appointments are very rarely possible, so please send in your paperwork well before the deadline.* You will meet with your Counselor, and if additional appointments or assessments are needed they will be discussed with you at that time.

#### V. What are the Deadlines for the Alternative Readmission Program?

ALL first time suspended students must take a mandatory minimum one-semester break We encourage students interested in using the Alternative Readmission Program to begin the process as early as possible. For **Spring** semester readmission you must schedule your assessment with the Counseling Center prior to August 15 and the process must be completed by October 20 (the student would not be enrolled during the Fall semester - except, with approval from the Academic Advisor, in Distance Education classes). For **Fall** semester readmission you must schedule your assessment prior to May 1 and complete the process by July 15 (the student would not be enrolled during the Spring semester - except, with approval from the Academic Advisor, in Distance Education classes). Students who miss the deadlines should ask to speak to one of the program administrators (Dr. Jackson, Dr. Bachman or Dr. Salter) to determine their options, but it is possible that missing a deadline would result in the student having to wait an additional semester to re-enroll.

#### VI. What Happens After the Assessment is Completed?

When all required aspects of the assessment are completed, the Counselor will provide verification to the Registration and Records Office so that your readmission can be processed. In order for the Counseling Center to send this verification, you will need to sign a release that will

allow us to verify your compliance with the procedure. Registration and Records will require a readmission fee. When they have obtained your verification, fee, and readmission paperwork you will be able to receive your registration PIN number, **if** you are eligible to return the next semester (you have already remained out of school for the mandatory one semester break). You **MUST** meet with your Academic Advisor to work on your academic plan or Registration and Records may cancel your registration. All students readmitted through this program may register for **NO MORE** than 14 credit hours in any semester while they are under the Alternative Readmission Program. Additionally, students must obtain a minimum of 2.5 GPA in each semester of their return if their overall GPA is not high enough to be automatically eligible to continue enrolling.

#### VII. What About My Privacy/Confidentiality?

Except in rare situations (e.g., when someone is in danger), the personal information you supply the Counseling Center on your Questionnaire sheets and during your meeting(s) will remain confidential. The information that is released to Registration and Records is only about your compliance with and completion of the process, and is not detailed or of a personal nature. If you have any concerns about confidentiality or about what will be released to others, please discuss these with your Counselor during your meeting.

#### VIII. Can I have the Assessment Done Off-Campus?

If you would like to participate in the Alternative Readmission Program, but live far from Raleigh and it would be difficult for you to come to NCSU for the assessment(s), or you would prefer to have it done privately, you may be able to have the assessment done by a professional outside of the university (e.g., one who is closer to your current location or one who is already familiar with your circumstances). The person conducting the assessment must be a counselor, psychologist, or social worker who is licensed and is not related to you by blood or marriage. *This professional should contact the NCSU Counseling Center PRIOR to conducting the assessment to obtain the required information needed to complete the assessment adequately.* Once the professional completes the assessment and recommendations, the summary will need to be forwarded to the Counseling Center **by the deadline listed above in section V** for one of the program administrators to sign and submit to the appropriate person (this will require you to sign a release for us and for Registration and Records). If the NCSU Counseling Center is not satisfied with the assessment, needs further data, or feels alternative recommendations are important, you will be contacted, as may the professional who issued the assessment. Assessments conducted off-campus are subject to our approval. That is why it is very important that the professional performing an off-campus assessment obtains the necessary documents and instructions PRIOR to performing the assessment, so that we can do our best in expressing what is necessary for the assessment to be considered complete.

#### IX. Who Do I Call if I Have Questions?

If you have questions specifically about the Counseling Center Alternative Readmission Program then please contact one of the program administrators (Dr. Lee Salter, Dr. Mike Bachman, or Dr. Lari Jackson) at the Center (919-515-2423). If you have general questions about being readmitted to NCSU after being suspended, or about the application process through petition, please contact the Registration and Records Office at 919-515-2572.