

## APPLICATION FOR READMISSION TO WESLEYAN UNIVERSITY

Office of Student Affairs / Deans' Office  
Middletown, Connecticut 06459

### INSTRUCTIONS:

An application for readmission must be submitted by any student seeking to return to Wesleyan who has been Required to Resign or voluntarily withdrawn from the University. **Notification of intent to apply must be made to the former class dean by May 1 for the fall semester and November 1 for the spring semester. The deadline for receipt of all readmission materials is June 1 for the fall semester and December 1 for the spring semester.** Note: A student who has voluntarily withdrawn must have been away from Wesleyan for a minimum of one **full** semester after the semester in which the student withdrew.

As part of the application process, a student seeking readmission should contact the Office of Residential Life and the Office of Financial Aid (if applicable) for forms and information well in advance of the application deadline. An application for financial aid or housing will be considered tentative until the Deans' Office has notified those offices that the student has been readmitted. A student applying for readmission is not eligible to participate in the housing lottery during the spring semester. A readmitted student will not be permitted to enroll in the University until all financial responsibilities have been cleared by the Office of Student Accounts.

Please complete the attached application and return it to the former class dean. The application and all necessary supporting materials listed below **must** be received before readmission will be considered.

1. A personal letter:

- a.) If the student was required to resign, the letter should address, in detail, the issues that impeded the student's satisfactory progress while at Wesleyan and what the student has done to address them; what the student has done while away; why the student wants to return to Wesleyan; and what the student will specifically do differently to ensure his/her success.
- b.) If the student voluntarily withdrew, the letter should explain the reasons for leaving and, if appropriate, what he/she has done to address them; how the student has spent the intervening time away from Wesleyan; why the student wants to return to Wesleyan; and the steps the student will take to ensure his/her success.

2. Plan of Study: A proposed plan of study for the semester for which the student is applying to return must be approved, in writing, by the faculty advisor. If the student would be a senior, then the plan of study must include two semesters. A junior or senior's plan of study should include courses that will fulfill major requirements. The faculty advisor needs to be contacted well in advance to provide time for an in-depth discussion.

3. An interview (by phone or in person) with the student's former class dean.

4. Transfer Credit: If the condition(s) of return requires the student to transfer credits earned elsewhere, then pre-approved Permission to Transfer Credit forms and official transcripts must be received by the Deans' Office **before** a readmission decision will be finalized.

- a.) Transfer courses/credit must be pre-approved by the corresponding department chair at Wesleyan **prior to** enrolling in them. The student should know the amount of credit for which the course has been pre-approved and any additional stipulations for posting credit that might be required by the department chair. Permission to Transfer Credit forms are available from the Deans' Office or at [www.wesleyan.edu/deans/ptc.pdf](http://www.wesleyan.edu/deans/ptc.pdf).
- b.) Transcripts must be received in a sealed envelope sent directly from the institution(s) attended. *If the student is currently enrolled in courses for which the official transcript (with grades) is not available, preliminary grade evaluations on college letterhead must be provided by the instructors directly to the class dean so that a preliminary assessment can be made.*

5. Major Acceptance Card/Senior Concentration Form: A student seeking readmission to the junior class must provide a signed Major Acceptance Card. A student seeking readmission to the senior class must submit an approved Senior Concentration Form.

6. A non-refundable fifty dollar (\$50.00) application fee, payable to Wesleyan University.

7. The student's Student Account must be clear.

Please note that an applicant may be requested to supply additional information to support his/her decision to return to Wesleyan.

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PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION & RETURN THIS FORM TO YOUR FORMER CLASS DEAN

NAME: \_\_\_\_\_ WESID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL : \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Semester Applying for Readmission: \_\_\_\_\_ Former Class Year: \_\_\_\_\_

Reason for Leaving: Voluntary Withdrawal \_\_\_\_\_ Required Resignation \_\_\_\_\_ Other \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Supporting Application Materials:

1. \_\_\_\_\_ Letter indicating preparedness to return
2. \_\_\_\_\_ Proposed plan of study with faculty advisor approval
3. \_\_\_\_\_ Interview with the former class dean
4. \_\_\_\_\_ Permission to Transfer Credit forms for the courses listed below
5. \_\_\_\_\_ Official transcript(s) from school(s) listed below

<u>Name of School(s) Attended/Attending</u>	<u>Date of Attendance</u>	<u>Courses</u>	<u>Pre-approved Credit Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. \_\_\_\_\_ Declaration of Major Form, if necessary
7. \_\_\_\_\_ Senior Concentration form, if a senior
8. \_\_\_\_\_ \$50 non-refundable application fee
9. \_\_\_\_\_ Student Account cleared
10. \_\_\_\_\_ Additional information requested to support the student's return to Wesleyan

Signature \_\_\_\_\_ Date \_\_\_\_\_