



Application for Readmission following a Withdrawal

Student Section (Please Print)

Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Semester and Year of Intended Return: _____ Part-Time Full-time Residential Commuter

Intended Major: _____ Previous Academic Advisor: _____

Reason for your Withdrawal: Medical Financial Academic Dismissal Other _____

Any undergraduate student seeking to return to the College after a Withdrawal may initiate the readmission process beginning on May 1st and no later than August 1st for a fall semester return, and beginning on November 15th and no later than January 1st for a spring semester return by contacting the Office of Academic Advising (academicadvising@mville.edu). To be considered for readmission, students must complete the following items:

1.) Provide a detailed statement requesting readmission which addresses all of the following: the reason for leaving the College; how the student spent his or her time while away from the College (i.e. course work at another institution, employment, volunteer work, etc.), and the student's reason for wanting to resume his or her studies at Manhattanville. **The statement may be sent via e-mail to academicadvising@mville.edu or by regular mail sent to the Office of Academic Advising.**

2.) Students who are requesting a return to the College following a withdrawal for medical reasons must submit Manhattanville's Provider Evaluation form, completed by his or her licensed medical provider, to the College's Counseling and Wellness Center and/or Campus Health Center (as applicable). Following the submission of this completed form, an on-campus appointment will be scheduled. The Office of Academic Advising will be informed once the student is cleared by the Campus Counseling or Health Center for readmission. The Academic Advising Office will provide a link to the Provider form.

3.) Provide an official transcript for any course work undertaken while away from the College and/or provide a letter of recommendation from an employer if time away has included employment or volunteer work. Official transcripts and/or letters from employers in support of a student's reinstatement should be sent directly to the Office of Academic Advising. **Students who are seeking readmission following an academic dismissal MUST submit an official transcript of work completed while away from the College (as well as a letter of recommendation from an employer, if the time away included employment), and any other readmission requirements that were included in the student's dismissal letter.**

4.) Contact Financial Aid to confirm receipt of any necessary financial aid documentation (FAFSA, tax returns, verification worksheet, etc.) to allow for the calculation of any applicable financial aid package if the student's request for readmission is approved.

5.) Contact Student Accounts to confirm that no outstanding balance is owed. Should a student owe a balance to the College, it must be resolved before a student's readmission can be confirmed.

6.) Contact the Office of Residence Life if seeking on-campus housing in the semester of intended readmission. Students are encouraged to be in touch with Residence Life when requesting readmission to ensure that they are aware of Residence Life's specific deadlines and availability of housing. ****Please note that contacting Residence Life DOES NOT guarantee a student will receive a housing assignment if approved for readmission.**

Once a student has submitted the statement requesting readmission and provides all applicable documentation and clearances, the request for readmission is considered in consultation with various academic and student life offices. When academic, financial, and student life clearances have been confirmed through the Office of Academic Advising, the student will be officially readmitted to the College and provided with instructions for course registration.

I have read the guidelines on this form and would like to be considered for readmission to Manhattanville College:

Student's Signature: _____

Date: _____