

ADMISSION FOLLOWING WITHDRAWAL FROM WORCESTER STATE OR LEAVE OF ABSENCE

All reinstated students follow the degree, program, and graduation requirements from the catalog in effect at the time of their reactivation, not those in effect at the time of their withdrawal. Students need to attend Worcester State for at least one semester prior to graduation certification.

Matriculated students who fail to take a course during a calendar year will be administratively withdrawn from Worcester State. Students who wish to permanently withdraw from Worcester State or take a temporary leave of absence must complete appropriate forms in the Academic Success Center. If the withdrawal or leave of absence is filed prior to the last day to withdraw from courses for the term, "W" will be recorded on the student's record. Students who file for leave of absence or withdrawal after the last day to withdraw from courses for the term may petition if they feel circumstances warrant the recording of "W" for all courses enrolled for that term. Normally, a leave of absence is for one semester; however, a student may have up to one year to return to Worcester State. Failure to return at the specified time will result in an administrative withdrawal from Worcester State.

Re-activation of Degree Status

There are two procedures in which students can reactivate their matriculation status at Worcester State after withdrawal/non-continuous attendance/dismissal: readmission and reinstatement.

Readmission

If students have accumulated any undergraduate, college-level credits at a regionally accredited college/university prior to seeking reactivation of the degree status and are not applying for the Nursing and Occupational Studies majors, they should apply for readmission through the Admissions Office. Applications are available in the Admissions Office (Administration Building, Room 248) and online at <http://www.worcester.edu/apply>.

Reinstatement

If students have not accumulated any undergraduate, college-level credits at a regionally accredited college/university prior to seeking reactivation of their degree status and are not applying for Nursing and Occupational Studies majors, they should apply for reinstatement directly through the Registrar's Office (Administration Building, Room 107). Deadline for Fall-August 1; Spring-January 1; Summer-April 1. It is each student's responsibility to supply and update the following documents if not already on file.

- final high school transcript
- completed proof of residency form
- official transcript of all courses completed at each post-secondary institution attended (excluding Worcester State).

Upon completion of any missing data, the student's file will be reviewed and a plan for academic persistence and success will be developed. Students then must meet with an advisor in the declared major to register for classes.

Academic Progress after reinstatement/ readmission

It is expected that students must attain a minimum GPA of 2.0 for each semester following their return. Failure to maintain a 2.0 overall average will result in a second separation from Worcester State not subject to appeal.