

Chatham University Readmission Policies

Students with “Active, Not Attending” status

When a student does not complete the Withdrawal from the University form, that student will remain in an “active not attending” status for one academic year (see: <https://chatham.edu/catalog/2022-2023/page.cfm?name=withdrawal-from-the-university&p=701>). Students with this status do not need to reapply, and may register for classes at the normal time appropriate for their class standing, subject to any outstanding account holds.

If the student does not register for courses for an upcoming semester within a year, the University will administratively withdraw the student, and the withdrawal from the University action will be recorded on the student’s transcript. Once this withdrawal occurs, students should follow the procedure for “readmission after Student-initiated withdrawal.”

Readmission after Student-initiated withdrawal

Students in withdrawal status who left the University in good standing (not under academic suspension, academic integrity procedures or disciplinary action, or under medical leave conditions) should contact the Office of Admissions to begin the process of readmission. The readmission form is linked here: <https://www.chatham.edu/admission-and-aid/next-steps/apply.html>. Clearances from the following offices will be requested by Admissions: the Office of Student Affairs, the Office of Academic Integrity, the Office of Student Accounts, Health Center, the Office of International Affairs (if relevant) and the Office of the appropriate Academic Dean (of the student’s major at the time of departure; SASB (School of Arts, Science, and Business) for undeclared students). Any outstanding account holds must be resolved before students can register for the next semester. Graduate students must be reaccepted by their program prior to returning. Students must submit official transcripts from any colleges or universities attended while away for transfer evaluation.

Students who submitted a withdrawal form with active disciplinary actions (student honor code or academic integrity) must resolve the outstanding requirements and be cleared by the appropriate offices before a readmission will be considered.

Return after medical withdrawal

Procedures for returning after medical withdrawal are detailed in the Catalog under the section on Medical Schedule Cancellation/Withdraw: <https://chatham.edu/catalog/2022-2023/page.cfm?name=medical-schedule-cancel-withdraw&p=774>.

Returning after University-Initiated Leaves

(See Non-Academic Leaves: <https://chatham.edu/catalog/2022-2023/page.cfm?name=non-academic-university-initiated-leaves&p=699> and Academic Suspensions <https://chatham.edu/catalog/2022-2023/page.cfm?name=academic-suspension-and-dismissal&p=697>)

When a student who has been required to take a semester off decides to return to the University, the student must apply in writing to the Vice President of Student Affairs/Dean of Students at least one month in advance of the return. The student will not be permitted to return to the University until the appropriate staff members provide validation.

When a student who is in withdrawal status due to academic suspension wishes to return to the University, the student must apply in writing to the Vice President of Student Affairs/Dean of Students at least one month in advance of the return. The student will not be permitted to return to the University until cleared by the appropriate offices.

If the student is approved to return, staff members may make recommendations to the University regarding conditions of return and/or continued enrollment. Students who received an academic suspension will be automatically placed on academic probation prior to the start of their next semester.

Students must resolve any outstanding holds on their accounts before they may register for classes.