



An individual who previously attended University of Western States without completing their program of study for reasons of dismissal, administrative withdrawal, program withdrawal, or university withdrawal may apply for readmission.

An individual previously expelled from University of Western States is ineligible for subsequent enrollment in any university academic program.

To be considered for readmission, the applicant must not have financial obligations to the university and must meet the current admission requirements.

The university has no obligation to readmit an individual to any program.

Non-Degree Seeking Students

A non-degree seeking student who was withdrawn from the university may re-enroll in courses up to one year past the most recent date of enrollment without going through the readmission process by [contacting the office of the registrar](#).

A non-degree seeking student whose most recent date of enrollment was greater than one year ago must reapply via the office of admissions to return to enrollment.

Readmission Application and Decision

The applicant must submit a readmission application, a readmission application fee, and the following supporting materials:

- A narrative explaining the events associated with the lapse in enrollment, a critical analysis of those events, and an explanation for how those events have been resolved;
- Official transcripts from any institution not already on file; and
- Other materials as requested by the readmission committee.

A readmission committee, comprised of program faculty member(s), program chair and/or director, and the dean of the college in which the program is housed, considers the merits of an application for readmission, and normally renders a decision within fifteen (15) business days of receipt of a complete readmission application. The decision is communicated to the applicant by email and/or mail.

The communication includes the following components:

- Readmission decision;
- The academic catalog under which the student is readmitted, if different from the academic catalog in place at the time of readmission;
- The date from which maximum enrollment time is calculated, if different from the date of readmission;
- Readmission expectations or conditions, if applicable;

Policy 2006 Readmission

Established: 10/26/1977

Revision History: 01/24/2025, 11/06/2024, 06/14/2024, 06/21/2023, 04/01/2022, 01/18/2022, 12/03/2019, 10/25/2018, 02/15/2013, 08/30/2012, 10/01/1987



- Recommended strategies for academic success; and
- Start date of the earliest term when the applicant may return, if applicable.

Readmission Options and Restrictions

First program exit: A student is eligible to apply for readmission and, at the recommendation of the readmission committee, be readmitted, regardless of their academic standing at the time they left the university.

Second program exit: A student who exited from their academic program after readmission is eligible to apply for readmission and, at the recommendation of the readmission committee, be readmitted a second time if they can demonstrate a change in circumstances that indicates potential for a positive outcome on return to the program.

Students are not granted a third opportunity to reapply if denied on second readmission request or if the student is academically dismissed after a second readmission is granted.

Academic Standing Upon Readmission

A readmitted student returns with the academic standing status they held prior to separating from the academic program, unless the student is readmitted following dismissal for failure to meet the first term minimum GPA requirement, in which case the student returns with the status of academic and financial aid warning.

A student readmitted under the status of academic probation/financial aid suspension or academic and financial aid probation may have their satisfactory academic progress (SAP) plan revised upon readmission, at the discretion of the college dean.

See [Policy 1218 Academic Standing and Satisfactory Academic Progress](#) for more information about academic standing, satisfactory academic progress, and SAP plans.

Academic Catalog and Maximum Enrollment Time

A readmitted student is subject to the requirements and provisions of the academic catalog current with their readmission date, not their original matriculation date, unless otherwise noted in the readmission communication.

The maximum enrollment time for a readmitted student is calculated from the date of readmittance, unless otherwise noted in the readmission communication. See [the academic catalog](#) for more information about maximum enrollment time.

Financial Aid and Military Benefits Eligibility Upon Readmission

The determination of financial aid and/or military benefit eligibility for a readmitted student is independent of the readmission decision. The decision to readmit a student does not necessarily mean a student is eligible for financial aid and/or military benefits.

It is the responsibility of the readmitted student to consult with the office of financial aid and/or the

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Department of Veteran's Affairs to determine eligibility.

See [Policy 1218 Academic Standing and Satisfactory Academic Progress](#) for more information about financial aid eligibility.

Appeal of Readmission Decision

An individual may submit a written appeal of a readmission decision to the vice president for academic affairs (VPAA) within five (5) business days of when the individual was notified. Readmission decisions may be reconsidered if the applicant demonstrates that the decision process was inconsistent with UWS policies, or if the applicant provides substantive new evidence (not restatement of existing evidence) for consideration that was not known at the time of the initial readmission decision. Without evidence of errors in the readmission process or substantive new evidence, the VPAA upholds the original decision.

The VPAA normally renders a final decision within ten (10) business days. The final decision is communicated to the applicant by email and/or mail.

Related Policies: [Policy 1207 Grading System](#)
[Policy 1218 Academic Standing and Satisfactory Academic Progress](#)
[Policy 1239 Continuous Enrollment, Withdrawal, Dismissal and Expulsion](#)

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