

PROCEDURES FOR UNDERGRADUATE READMISSION

ACADEMIC ADVISING CENTER
EASTERN MICHIGAN UNIVERSITY

READ CAREFULLY:

Any undergraduate dismissed from Eastern Michigan University must remain out of EMU for one calendar year. If you have been dismissed only once (not counting reinstatements), you may then apply for readmission through the Academic Advising Center (you do not reapply through Admissions, nor do you re-enroll through Academic Records).

[Note: All financial obligations must be met in order to be eligible for enrollment. Students who have a Student Judicial Hold must contact that office prior to submitting a request for readmission. Students must report any past criminal conviction and will not be readmitted unless approved by the review committee. **All information submitted must be correct and complete; any evidence of dishonesty in the presentation of information will result in a revoking of readmission and the matter will be referred to Student Judicial Services for further action.**]

Carefully follow the instructions below (incomplete forms and documents will not be considered):

1. **Fill** out the information completely on the backside of this form.
2. **Fill** out and attach the re-enrollment form enclosed with these instructions (**Note:** if the instructions have been sent as an attachment, **download the re-enrollment form at:** <http://www.emich.edu/admissions/forms/>).
3. **Include** with these forms the following:
 - **Two letters of support/recommendation.** These letters should describe your work ethic and habits, including timely completion of tasks, reliability, efficiency and other relevant characteristics. You may have letters from work supervisors, present and former faculty, advisors, or other professionals who know you and can provide insightful information. These letters should be on letterhead whenever possible and must include telephone numbers for follow-up, if necessary.
 - **Transcripts for any course work completed since you last attended EMU.** This may be an unofficial transcript. In addition, a letter from each instructor for any **courses in progress**, indicating current grade performance, will be required.
4. **Put all of these materials together** and **fax** them to me at **734-487-6908** or put them in an envelope and **deliver or mail** them to:

Charles Fulford, Assistant Director for Academic Actions
Academic Advising Center
301 Pierce Hall
Ypsilanti, MI 48197

If you have any questions or concerns, please contact Mr. Fulford at 734-487-3148 or by e-mail at charles.fulford@emich.edu.

DEADLINES:

July 15 of the same year for any fall term
November 15 of the previous year for any winter term
April 15 of the same year for any spring or summer term

APPLICATION FOR READMISSION

(Please print)

NAME: (first, last)	STUDENT NO/SOC SEC #:
CURRENT ADDRESS (street, city, state, zip):	PHONE NO: ()
INTENDED MAJOR(s)/MINOR(s):	

Please answer the following:

1. Do you plan to attend: full time part time
2. Do you plan to: live on-campus live near campus commute
3. Do you plan to work: part-time full-time not at all

Describe briefly your academic plan/strategy for the coming term (include your ideas about time management, course load and other important considerations).

Please include any additional comments you wish to make:
