

# Application for Readmission or Reinstatement

The Graduate School has a policy of [continuous enrollment](https://www.mtu.edu/gradschool/policies-procedures/academic/registration/#enroll) during the academic year from the time of first enrollment until all degree requirements are met. Students who were suspended must enroll the first fall or spring after their suspension expires.

Complete the form and submit to the Graduate School via email as a Word document to [gradschool@mtu.edu](mailto:gradschool@mtu.edu). Master’s, PhD, and Certificate seeking students must submit this form at least four weeks before the semester begins.

## Provide information about you and your program

Complete the information requested below.

Name Last or Family Name, First Name or FNU

M-Number (M12345678) M

Select degree type Choose an item.

Graduate program Select graduate program

Select degree option Choose an item.

Select campus Choose an item.

Advisor Name(s) Enter the name(s) of your advisor(s)

Current Mailing Address Click or tap here to enter text.

Current off-campus email Click or tap here to enter text.

Phone number Click or tap here to enter text.

Semester of enrollment Choose an item.

Year of enrollment Click or tap here to enter text.

Semester degree expected Choose an item.

Year degree expected Click or tap here to enter text.

By checking this box, and submitting this form to the Graduate School, I certify that I am the person named I the form, and that the information I have provided is accurate.

Have you ever been convicted of or plead guilty or no contest to a crime other than a traffic violation? Or are you presently under arrest for a felony, or do you currently have charges pending against you? (check one)

Yes

No

If you answered yes to the above question, you must submit a detailed statement of explanation below. If an answer of "no" changes to "yes" after this application is submitted, you must send a letter to the Graduate School detailing relevant facts within seven business days. (2000 character limit)

Click or tap here to enter text.

## Please provide the following information

Briefly describe why you did not continuously enroll or are returning from leave. (500 characters)

Click or tap here to enter text.

Briefly describe why you wish to return to your studies. (500 character limit)

Click or tap here to enter text.

Briefly describe your plan to complete your degree, including courses you will register for (1000 character limit)

Click or tap here to enter text.

List courses you plan to take (if known)

Click or tap here to enter text.

## Medical withdrawal

If you have an approved medical withdrawal, please provide medical documentation supporting your return and answer the question below.

Provide medical documentation by completing our secure [Return from Withdrawal form](https://cm.maxient.com/reportingform.php?MichiganTech&layout_id=35). The documentation must be on letterhead from the medical provider and in English.

Please describe how your medical issues have been resolved so that you will make progress toward your degree. (1000 character limit)

Click or tap here to enter text.

## Graduate School Use Only

Graduate School Comments

Is form complete?

Yes (continue with next steps)

No (return to student and request additional information)

Non-degree seeking student?

No (continue with next steps)

Yes (go to Final steps at the end)

Returning from Leave of absence (GL hold on SOAHOLD)?

No (continue with next steps)

Yes (complete leave of absence; forward to Graduate Student Services)

### Leave of Absence procedure

Research plan received from graduate program director?

Yes or Coursework (continue with next steps in leave of absence procedure)

No (Request documents. Date: Graduate School Comments)

Does research plan support return?

Yes or Coursework (continue with next steps in leave of absence procedure)

No – communicate with student (Notes: Graduate School Comments)

Next steps for approved returns from leave

Remove GL hold on SOAHOLD

Provide research plan to students and update research section below (if applicable)

Update Maxient – remove tag from case and close case

Return form to Graduate Degree Services for next steps

Returning from Medical withdrawal (MD hold on SOAHOLD)?

No (continue with next steps)

Yes (complete medical withdrawal procedure; forward to Graduate Student Services)

### Medical withdrawal procedure

Medical documentation received?

Yes (continue with next steps in medical procedure)

No (Request documents. Date: Graduate School Comments)

Does medical documentation support return?

Yes (continue with next steps in medical procedure)

No (Notes: Graduate School Comments)

Medical return approved?

Yes (remove MD hold on SOAHOLD; return to Graduate Degree Services for next steps)

No (Notes: Graduate School Comments)

Suspended student returning?

No (continue with next steps)

Yes - Review Maxient record for any additional tasks Graduate School Comments

International student?

No (continue with next steps)

Yes (Ask IPS about current I-20 status; make notes and proceed. Graduate School Comments)

Beyond time limit?

No (continue with next steps)

Yes (complete time limit procedure)

### Time limit extension procedure

Request time limit extension from advisor. Date: Graduate School Comments

Time limit extension approved?

No (notify student that application not accepted)

Yes (Update time limit term on SZAGDGR; remove GT hold on SOAHOLD; continue with next steps)

Is student changing from research to coursework?

No (continue with next steps)

Yes (review academic standing; research probation (10, 11) can be changed to good standing (01) if GPA ≥ 3.0; continue with next steps)

Does student have a research degree option (PhD, thesis, report) or were they inactive (GI hold)?

No (continue with next steps)

Yes (complete approval procedure)

### Approval procedure

Request approval from advisor (research option) or grad prog director. Date: Graduate School Comments

Approval granted to work with research advisor?

No (send to graduate program director to identify a new advisor)

Yes or coursework student (continue with next steps)

Approval granted from graduate program?

No (notify student that application not accepted)

Yes (continue with next steps)

Check withdrawal date from last enrolled semester

If the student withdrew during days 1-3 of the previous semester, no tuition was charged. A readmission fee is due. (Continue to next step)

If the student withdrew after day 3 of a previous semester, but did not enroll for the next fall/spring semester, a readmission fee is due. (Continue to next step)

If the student is returning from an approved leave of absence or medical leave, a readmission fee is not due. (Continue with Final steps)

If the student did not enroll for the previous fall or spring semester and was not on an approved leave, a readmission fee is due. (Continue to next step)

If the student withdrew after day 3 of the previous fall/spring semester, tuition was charged to the student. No readmission fee is due (continue with Final steps)

Is a readmission fee due?

No (continue with Final steps)

Yes (bill for fees on TZAGFEE and proceed to final steps when payment has been received)

**Final steps**

Graduate School Comments

Remove holds: GI and/or GA (as applicable)

Create SGASTDN record

* Student Type = L/Readmit Doctoral or O/Re-admit Masters or X/Re-admit non-degree
* Admission Type = R

Update graduation term on SGASTDN and SZAGDGR

SZAGDGR – Review Degree Progress and “uncheck” Workspace Cleanout form as needed.

Change academic standing (GS ⇒ RG or 30 ⇒ 50 for suspended students on SHAINST for term of last enrollment

Change or verify that student status is AS for return semester on SGASTDN

Select the appropriate option to retain documentation

Add form and supporting documentation to EFC on Maxient; ping Graduate Student Services for review of case (suspensions, leave of absence, medical withdrawal)

Image form to student record for inactive students (non-leave, non-suspensions, non-medical)

Email student; copy ioffice@mtu.edu for international students (include Mnumber)