



# Undergraduate Application for Readmission or Reinstatement

Name: \_\_\_\_\_  
Last First M.I. Banner ID or NetID

Former Names, if any: \_\_\_\_\_

Sex: M F Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ New York State Resident? Yes \_\_\_ No \_\_\_ County: \_\_\_\_\_

Local Address: \_\_\_\_\_  
No. & Street City State Zip Code

My local address is effective until: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
No. & Street City State Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a U.S. Citizen or Permanent Resident of the U.S.? Yes \_\_\_ \*No \_\_\_ \*If "No," current visa status \_\_\_\_\_

Application Status: Full-time \_\_\_ Part-time \_\_\_ Campus to which you are applying: Main Campus \_\_\_ Branch Campus \_\_\_

Semester to which you are applying: Fall \_\_\_ Spring \_\_\_ Year \_\_\_\_\_

*SUNY Plattsburgh can only matriculate students for the Fall and Spring semesters. To take coursework during the Winter or Summer session prior to your matriculation, you must complete and submit a Non-Matriculated Student Application to the Registrar's Office.*

Major to which you are applying: \_\_\_\_\_ Study Option (if any): \_\_\_\_\_

Previous major at Plattsburgh: \_\_\_\_\_ Study Option (if any): \_\_\_\_\_

Did you graduate from Plattsburgh? Yes \_\_\_ Date of Graduation \_\_\_\_\_ No \_\_\_

Dates of attendance at Plattsburgh (semester and year): From: \_\_\_\_\_ To \_\_\_\_\_

Were you enrolled in Plattsburgh's Educational Opportunity Program? Yes \_\_\_ No \_\_\_

**\*FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE, YOU MUST ANSWER THE FOLLOWING TWO QUESTIONS.**

Since your departure/dismissal from SUNY Plattsburgh...

1) Have you been convicted of a felony? Yes \_\_\_ No \_\_\_

2) Have you been expelled and/or dismissed from a college for disciplinary reasons? Yes \_\_\_ No \_\_\_

*See back page for additional information.*

List all of the college courses you have taken since leaving Plattsburgh. \*Include a separate page with a list of courses in progress. Please use additional paper if you need more room. *See back page for additional information.*

College Attended	Dates of Attendance	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*To complete the review of your application, please note that mid-term grades may be requested for courses currently in progress.*

**\*FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE, YOU MUST RESPOND TO THIS SECTION.**

Briefly explain your activities since you were last enrolled at SUNY Plattsburgh (for all times when you were not enrolled in college).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

over, please

**\*All sections MUST be completed in order for your application to be eligible for review.**

Your request for readmission/reinstatement will be reviewed upon our receipt of all required information. The outcome of this review will be mailed to you at the address you have indicated on this form. Should you have any questions, please contact the Admissions Office at (518) 564-2040. **No application fee is required.**

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please mail or FAX this form to:

Admissions, SUNY Plattsburgh, 101 Broad Street, Plattsburgh, New York 12901  
FAX: (518) 564-2045

## Information and Instructions for Students Applying for Readmission or Reinstatement

### Application Deadlines

Applications received before these dates will be given first consideration:

Fall Semester:	July 1
Spring Semester:	November 1

The deadline indicates the date by which a completed application must be received by the Admissions Office. **Students applying after the deadline will be considered on a space-available basis.** It is extremely important that you indicate both your present curriculum interest (and study option) and your previous major at Plattsburgh. If you have any prior financial debts to the college, you must clear them before your application can be considered.

### Special Requirements and Considerations

Students seeking readmission or reinstatement to **Education** (all programs), **Business** (all programs), **Nursing**, **Communication Disorders and Sciences**, **Human Development and Family Relations** (all programs), or **Social Work** may do so only if they were enrolled previously in the same program and/or if they meet the grade point average required of students applying for transfer admission to these programs.

Students applying for readmission to Plattsburgh State after **an absence of seven years or more** may request to be considered for admission under the **Special Consideration Readmission Policy**. Please be aware that candidates must request this special readmission policy prior to the start of classes. Please refer to the college catalog for eligibility requirements ([plattsburgh.edu/academics/catalog](http://plattsburgh.edu/academics/catalog)).

### Required Transcripts

If you have attended another institution since leaving Plattsburgh, you must forward to the Admissions Office an official transcript of your course work, bearing the seal and/or signature of an appropriate school official.

### Felony/Dismissal Information

A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a SUNY Plattsburgh committee to insure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

### Medical Leave

Students who have been granted a **Medical Leave of Absence** must submit evidence of their treatment and of their recovery from the medical problem that had prevented them from continuing in college. A letter from the attending physician must be sent to Dr. Kathleen Camelo, Director, Center for Student Health and Psychological Services. **This letter must contain the following information:** 1) Diagnosis; 2) Treatment (with inclusive dates); 3) Degree of recovery; 4) Prognosis; and 5) Recommendations for treatment while at college and your ability to resume full-time studies. The letter will be kept as part of the student's medical record; it is not included in the academic record.