



Undergraduate Admissions Policy on Readmission

Responsible Official: Vice President for Student
Life and Enrollment

Responsible Office: Admissions

Policy Purpose

This policy specifies the readmission process to East Tennessee State University for previously admitted degree-seeking undergraduate students.

Policy Statement

The Office of Admissions will consider an application from a previously admitted degree-seeking undergraduate student for readmission as an undergraduate to East Tennessee State University (ETSU). The Office of Admissions will issue a written Notice of Decision after reviewing a prospective student's application and required supporting documentation as described hereinbelow. Readmission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee.

I. Readmission.

A student who completed one or more Regular Terms at ETSU and then subsequently missed a Regular Term must apply for readmission to ETSU.

A. No Attendance at Another Higher Education Institution during Absence from ETSU.

If a student has not attended another regionally accredited organization during the individual's absence from ETSU, then the Office of Admissions will consider the student for readmission if the individual meets the institution's retention standards or has served the appropriate academic suspension period to be eligible for re-enrollment.

B. Attendance at Another Higher Education Institution during Absence from ETSU.

If a student has attended another regionally accredited organization during the individual's absence from ETSU, the Office of Admissions will consider the student for

readmission as Transfer Student if: (1) the individual meets all transfer admission requirements listed in the Undergraduate Admissions Policy for Transfer Applicants; and (2) the individual meets the institution's retention standards or has served the appropriate academic suspension period to be eligible for readmission.

II. Accommodations.

To the extent possible and subject to the approval of the Director of Admissions or designee and the applicable department chair or their designee, the Office of Admissions may grant accommodations and other academic adjustments when necessary.

III. Discrimination.

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

IV. Appeals.

If a prospective student is denied readmission to ETSU, the individual may qualify to file an appeal. The written Notification of Decision will detail the process by which the prospective student may appeal the decision. The appeals process is governed by the Undergraduate Admission Appeals Policy.

V. Residency.

A student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: Focus Act, TCA 49-8-101 et. al.

Defined Terms

A defined term has a special meaning within the context of this policy

Notice of Decision A written communication from the Office of Admissions to a prospective student notifying of admission or denial to ETSU.

Regular Term Fall or Spring semester.

Transfer Student An individual who: (1) is not an International Applicant; (2) previously was admitted as an undergraduate degree-seeking student to a

regionally accredited organization; and (3) attempted credits at that institution acceptable toward the degree or certificate in progress by the student.

Policy History

Effective Date: March 24, 2017

Revised Date: January 25, 2018
June 30, 2021

Procedures

Students seeking readmission should review the Office of Admissions website before applying. The procedures for the application process, review process, and notification process are as follows:

I. Procedure for Applying for Readmission.

The procedure for a student to apply for readmission is as follows:

- A. submit a completed admission application;
- B. pay the application fee (if required); and
- C. submit supporting documentation (as applicable under this policy).

II. Procedure for Review of Applications.

After a student has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation (if applicable under this policy), a member of the admissions team will review the application and required documentation. A member of the admissions team will decide based on the requirements for readmission under the policy (and if applicable the Undergraduate Transfer Policy) whether to readmit a student.

III. Procedure for Notification of Decision.

The Office of Admissions will send a Notification of Decision to the student within five (5) business days after a decision is made.

Procedure History

Effective Date: March 24, 2017

Revised Date: January 25, 2018
June 30, 2021

Related Form(s)

N/A

Scope and Applicability

Primary: Academics

Secondary: Students