

ID NUMBER: _____
 RECEIVED: _____ SCANNED: _____ INDEXED: _____

REGIONAL CAMPUS ADMINISTRATION – APPEAL FOR READMISSION

Graduate students who have not been enrolled for two consecutive years or more must apply for readmission. Typically, students must comply with program requirements in effect at the time of readmission, unless waived by the program chair/director. The appeal for readmission will be reviewed by the appropriate Program Chair/Director and the Graduate Appeals Committee. Students who have been dismissed from La Verne for ethical or behavioral reasons will not be readmitted. Please return the completed form with the appropriate documentation to your **Academic Advisor**. Failure to complete all sections or obtain all signatures may prevent the appeal from being processed.

TO APPLY FOR READMISSION, SUBMIT THE FOLLOWING:

1. Complete appeal for readmission
2. New paper Application for Admission and readmission fee (\$50.00) (fee waived for University of La Verne alumni)
3. Statement that addresses the student's absence from the program and the reasons for returning.
4. Current Resume – required of all College of Business and Public Management students.
5. Transcripts for course work completed since leaving La Verne, and other documents as required by the department, if applicable.

Name: _____ Student ID#: _____ Date: _____
 Degree Program: _____ Credential Program: _____
 Location: _____ Academic Advisor: _____
Regional Campus

1. I request readmission to the program listed above. My last course enrollment with La Verne was: _____
2. My original five-year time limit expires or expired on: _____
3. I request an extension to complete my master's degree by (specify date): _____
4. I wish to follow: [___] degree requirements in effect at time of original admission or the [___] current degree requirements.
5. Following **(IN CHRONOLOGICAL ORDER)** are the courses that I have completed and would like to be accepted.
For courses completed more than 4 years ago (either at La Verne or transferred from another university), I have attached a separate page explaining why I believe my knowledge is still current, including documentation (work experience, related courses, staff development) for each course.

For RCA Office Use Only

Course Number	Title	S.H.	Term/Year Compl.	Course Equivalency	Dept. Approval
Total Hours			Total Hours Accepted:		

For Office Use Only

Courses Required for Degree Completion: _____
 Required Completion Date: _____
 Program Chair/Director Signature: _____ Date: _____
 Comments: _____

APPEAL COMMITTEE ACTION: _____ Approved _____ Denied _____ Pending _____ Date: _____