

Carthage College Institutional Readmission Form

Students who wish to return to Carthage College at a later date must fill out the *Institutional Readmission* form. This form must be completed three weeks prior to the fall and spring semester, and four week prior to J-term for consideration. All request for readmission will be considered by the Subcommittee for Academic Review and Recommendation (SARR), and decisions are final. Students withdrawing after November 1st with medical or personal crises are only eligible to reenroll for the beginning of spring or fall semester (not J-Term).

Last Name	First	M.I.	I.D. Number	Date
Sex: M F TR	Year at Carthage		1 2 3 4	

Email Address: _____

Intended Housing Status: (Circle) Residential Commuter Off-Campus

Anticipated Year and Term of Readmission: Year _____ Term (Circle): Fall J-Term Spring

(Please be aware that Carthage College has a residency requirement that all students must reside on campus until they reach senior academic standing. Visit to learn more about the residency requirement and to request the appropriate housing or related paperwork please visit <https://www.carthage.edu/residence-life/residency-requirement/>.)

Have the issues/concerns which contributed to your original withdrawal from Carthage been resolved?

(Circle) YES NO

Please describe how the issues/concerns have been resolved.

Personal Statement

Please attach a statement outlining your plan to be successful at Carthage upon return, based upon the unique circumstances of your original departure. Also, please attach any supporting documentation (letters from appropriate medical professionals, employers, or others as appropriate).

Note: No student withdrawn from Carthage will be permitted to register for classes without an approved *Institutional Readmission Form*.

College Course Work

Have you taken any college course work since you have been away from Carthage?

Circle: YES NO If YES, please list below:

Institution:	Date of Attendance:	Number of credits completed:

Please submit an official transcript for all courses taken at the institutions listed above. Transfer credit will not be awarded until all official documents have been received. Coursework still in progress should be submitted upon completion of the course(s). Transcripts must be sent directly from the institution, or delivered in a sealed envelope marked by the transfer school as "official documents" for consideration.

By signing below, you attest that the information you provided in this document is accurate and true:

Student Signature

Date

For Office use only:

Registrar: No Concerns Concerns (See provided information)

Office of Student Accounts: No Concerns Concerns (See provided information)

Division of Student Affairs: No Concerns Concerns (See provided information)

Decision of the SARR Committee:

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