**REINSTATEMENT AND READMISSION POLICIES**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in inactive status (refer to the Continuous Enrollment Policy for more information). Students who wish to continue their studies must be reinstated or readmitted to the degree program. Both of these are at the discretion of the Program and are not guaranteed. These policies do not apply to students who have been academically dismissed from the University for Academic Dishonesty.

**Reinstatement:**

For students who are likely to complete their degree within their original time limit:

* Students must apply for reinstatement using the *Graduate Program Reinstatement Form.*
* Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
* Students who were in Doctoral Candidacy will remain at that status.
* Students who are reinstated may choose the original or any subsequent Graduate Catalog
* Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

For students who will exceed their time limit for degree completion, but will not be affected by course currency issues (i.e. will finish within ten years of initial admission date in the graduate degree program)

* Students must apply for reinstatement using the *Graduate Program Reinstatement Form* and also submit the *Time Limit Extension Request*, including benchmark information*.*
* Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
* Students who were in Doctoral Candidacy will remain at that status.
* Students who are reinstated may choose the original or any subsequent Graduate Catalog.
* Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

**Re-application for Admission:**

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e. ten years from their initial admission date in the graduate degree program) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of admission, including such elements as comprehensive exams, thesis/dissertation hours. The Program should evaluate the student’s transcript to determine if any of the previous coursework may be transferred in as part of the admission process (note: only structured courses may be considered for transfer – see Transfer of Credit Policy). This will require documentation of course currency through a syllabus-by-syllabus comparison.

To be admitted, the application and all supporting materials must be submitted by the Program’s posted application deadline as noted in the Graduate Catalog. These materials include:

* **Graduate Application:** to re-apply for admission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the program.
* **Admission Requirements:** Students must meet the Admission Requirements posted in the Graduate Catalog for the Program to which they are reapplying.
* **Catalog Year:** Students who are readmitted must meet the admission standards and degree requirements and policies in the Graduate Catalog in effect at the time of readmission.
* **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. Refer to the Course Currency Policy for time limits on coursework applied toward the degree. Students will be required to take new coursework.
* **Enrollment:** A decision to readmit is only applicable to the semester for which it was offered. Students who do not enroll for that term will have to resubmit an application for any future semester.
* **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy must retake the Qualifying Exam and be Admitted to Doctoral Candidacy.