POLICY UPDATE

Reinstatement of admission
Clarify and differentiate reinstatement of admission to admission; review time limit for what point readmission becomes a new admission.

Reinstatement of Admission Request

Readmission
Definitions:
Admission – used for a student to apply to a graduate program

Readmission – used for a student to submit a new application for a graduate program to which they were previously admitted, but have been dropped as degree-seeking

A graduate student who is not registered and enrolled has not been in attendance for a minimum of six (6) credits at least one semester during the past in a 12 months period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies.

Eligibility for readmission:
• Must have graduate program approval (note: readmission is not guaranteed)
• Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate program at USF.
• Deadlines: The readmission application and all requirements must be submitted by the application deadline.

Additional Requirements
• Application: students must submit a Readmission Form and all corresponding requirements, including payment of the admission application fee.
• Test Scores: The Department may require new Test scores (GRE/GMAT/TOEFL) and transcripts.
• Prior Coursework: coursework taken prior to readmission may be accepted toward the degree requirements at the discretion of the Department. However, no courses used in a program of study can be older than five years for a Master’s or Ed.S. program or older than eight years for a doctoral program at the time of graduation. There is no time limitation for waived hours from a completed master's degree used toward a doctoral degree. Reference the Time Limitation policy for more information.
• **Enrollment:** Students must enroll for the semester in which their readmission is effective.

• **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy status at the discretion of the Department, College, and Graduate School. Students must file an approved request for Readmission to Doctoral Candidacy Form through Graduate School procedures. Once approved, the Candidacy date is effective as of the semester of readmission.

• **Dissertation Hours:** Students must enroll for two hours of dissertation per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

• **Graduation:** A graduate degree cannot be conferred earlier than 2 semesters following readmission.

The readmission reinstatement policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF may be required.

- must apply for Reinstatement of Admissions by contacting the Graduate Program Director of his/her degree-seeking program. Students may obtain the form at www.grad.usf.edu (Click on Graduate School Forms.) Requests for reinstatement must be received no later than the program’s admissions deadline date. Students requesting reinstatement must submit a completed Reinstatement of Admission Request Form and Residency Form directly to the program to which reinstatement is sought. An application and an application fee are NOT required when seeking a reinstatement.