

<b>Section:</b>	II.1.37	
<b>Title:</b>	Readmission - Conditional	
<b>Effective Date:</b>	March 7, 2002	
<b>Approved By:</b>	Board of Trustees	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>		
<b>History:</b>		
Version	Date	Notes
1.0	March 7, 2002	New policy; initial release

## **I. INTRODUCTION**

This policy seeks to establish the requirements and limitations a degree-seeking student who left The College of New Jersey has while attempting to regain a conditional readmission as established by The College.

## **II. DEFINITIONS**

N/A

## **III. POLICY**

Degree-seeking students who left The College of New Jersey with a grade point average below 2.0 (or below the required average for their intended program of study) may apply for readmission to TCNJ under the Conditional Readmission Policy. To be eligible for consideration under this policy, a student must not have been enrolled at TCNJ for a period of at least three years and must provide evidence that the problems responsible for his or her initial failure at TCNJ have been resolved. Applicants should apply to the Office of Admissions by March 1 for fall readmission and November 1 for spring readmission. The committee tasked to hear admissions appeals will review applications for Conditional Readmission. The Dean of the appropriate School to which the candidate seeks admission will also review and approve the application.

Those approved shall be conditionally admitted and allowed to take 24 semester hours under this status. The student will be assigned to the appropriate office for advisement, so that courses can be scheduled that will meet the internal transfer requirements of the intended major/program of study. At the completion of 24 semester hours, students will be re-reviewed

for full admission to TCNJ. For those granted full admission, no grades received for previous academic work prior to conditional readmission will be included in the calculation for current GPA, and only academic work with grades of C or better will be credited toward requirements for the present degree program. The student's historical transcript will remain intact, but grades from previous work prior to conditional readmission will not be factored into the student's grade-point average.

Students may utilize this policy one time. To receive a bachelor's degree, and any honors associated with it, under this policy, a student must complete a minimum of 42 semester hours at The College of New Jersey. Once the student has been re-evaluated and received full admission, the student must complete his or her degree in accordance with this policy.

### **For Students Applying to be Readmitted to TCNJ under this process**

1. Student application (including an essay) will be reviewed by a Readmission Committee. Those recommended for conditional readmission will be sent to the appropriate academic dean.
2. Deans will notify Admissions as to whether they approve or disapprove.
3. The Admissions Office will code as a Conditional Readmit and will send a letter to the applicant explaining the nature of conditional readmission. The letter will include a contract for the student to sign if he/she wishes to be readmitted under the terms of the conditional readmission policy.
4. Students who return a signed contract will be assigned a readmit code indicating that they are conditional readmits. Admissions will forward the contract to Records and Registration for imaging.
5. Records and Registration will do a Control Sheet for the readmit noting those classes that will be re-characterized after 24 hours should the student meet the terms of the Conditional Readmission Contract. The control sheet will be sent to the appropriate assistant dean for advising purposes.
6. Each semester, Records and Registration will run a tracking report to assess the progress of the Conditional Readmits and determine the students with a conditional readmit code who have completed 24 credit hours.
7. Records and Registration will determine those students who satisfy the terms of Conditional Readmission.
8. Those conditionally readmitted students who have earned 24 credit hours

with at least a 2.0 GPA (or 2.75 in the case of Teacher Certification) will have a notation added to their transcripts that they were conditionally readmitted and their transcripts will be recalculated per the terms of the policy.

**For Students Currently at TCNJ**

1. The student will submit a letter/petition to the appropriate academic dean.
2. If the dean approves, the student's petition is sent to the Admissions Office to be coded as a conditional readmit.
3. Students with fewer than 24 credit hours since returning to TCNJ will be handled as in steps 3-8 above. Records and Registration will be notified of students who have completed 24 credit hours with a GPA of at least 2.0, and step 8 above will go into effect.