

UNDERGRADUATE/GRADUATE READMISSION APPLICATION

INSTRUCTIONS:

1. Fill out (in Black or Blue ink) **ALL** portions of this application, any missing information will **DELAY** the processing and may result in the **RETURN** of your application.
2. This application **MUST** be turned into the Enrollment Services Center, located on the first floor of the West Quad building or mailed to Brooklyn College, 2900 Bedford Avenue, Brooklyn NY 11210 attn: Readmission-306WQ. We must receive the application, in our office, prior to the deadline.
3. Any changes to your academic record/GPA that occur after you have submitted the readmission application must be reported. We will not be responsible for any consequences if you negligent to reporting a change in your academic record/GPA.
4. If you attended another college during your absence from Brooklyn College, an official transcript for each college must be submitted to the Office of Transfer Evaluation, Brooklyn College, 2900 Bedford Avenue, Brooklyn NY 11210.

Undergraduate Students with GPA under 2.0:

- a. Readmission for students below 2.0 only occurs during the Fall and Spring semester through an appeal process.
- b. If at the time of your initial separation from the college your academic standing did not meet the college's standards for satisfactory academic progress, you are not eligible for automatic readmission. You are required to attend a mandatory workshop and petition for readmission through the Office of Academic Standing. Based on your GPA/ service indicators, you are required to schedule a readmission workshop using the "University Workshop Invitation Network" (UWIN) online scheduling tool. To register for the workshop, please log onto BC WebCentral portal at <http://portal.brooklyn.edu>. Once logged in, click on the eServices tab, go to the "Schedule an Appointment" channel and click on the "Academic Advisement (UWIN)" link. Please e-mail the office at AcademicStanding@brooklyn.cuny.edu for further information (please enter Undergraduate Readmission in the subject line).
- c. If you have been dismissed two or more times from the college for failure to meet college standards for satisfactory academic progress you are not eligible for readmission and have exhausted all your options for seeking readmission to Brooklyn College.

Graduate Students:

- Graduate students must maintain a GPA of 3.0 or higher for readmission. Students who have not maintained this required GPA must have their readmission approved by the program head or deputy chairperson of their graduate program. Without the signature approval below, this application will not be processed.
- If 2/(+) years have passed from your initial separation from the college, you are not eligible to for automatic readmission. Prior to processing your application, your chairperson or program head will need to approve your application below. Without the signature approval, this application will not be processed.
- A master's degree or advanced certificate must be completed within seven years, beginning with the student's initial registration in any graduate course. Students, who have been enrolled for seven years or more years, must submit an extension of time petition. Courses that were taken more than seven years ago must be evaluated and approved by the department and by CGAS. CGAS petitions must be submitted and approved prior to being readmitted to the college, applications should not be submitted prior to the approval.

If you fall into any of the categories below you cannot submit this Readmission Application. You need to apply for admission via the Office of Admissions:

1. Never attended Brooklyn College's Undergraduate or Graduate Division.
2. ONLY attended as a Visiting Student or E-permit Student.
3. ONLY attended as a High School student or Off Campus Student.
4. If you have earned a Bachelor's degree from another college after you separated from Brooklyn College and you wish to receive transfer credits towards your next degree.
5. If you have earned an undergraduate or graduate degree from Brooklyn College and wish to be classified as a Second Degree student.
6. If you attended Brooklyn College as a Graduate non-degree student.

Readmission Deadlines:

(These deadlines may change without notification)

Fall Semester.....	August 1 st
Winter Session.....	December 1 st
Spring Semester.....	January 1 st
Summer Semester 1.....	May 1 st
Summer Semester 2.....	June 1 st

Submission of this application does not automatically guarantee readmission to Brooklyn College.

☐ GRADUATE DIVISION ☐ UNDERGRADUATE DIVISION

DATE FIRST ATTENDED BC _____ DATE OF LAST ATTENDANCE AT BC _____

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DATE OF BIRTH

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TELEPHONE

[illegible]

OTHER NAMES USED, IF APPLICABLE:

[illegible]

MI

[illegible]

APT

[illegible]

ZIP CODE

[illegible]

I hereby certify that all information in this application is accurate and complete. I realize that failure to answer any section of this readmission application may delay the process.

APPLICANT'S SIGNATURE _____ DATE _____

SEEK STUDENTS ONLY:

Do you wish to return to the SEEK program YES ☐ NO ☐

Did you attend another university/college during your absence from Brooklyn College YES ☐ NO ☐
If so, please indicate in the space below the name of the university/college and the dates of attendance

Dates of Attendance

Please note: Your readmission must be approved by the SEEK department before the application is processed. If you are denied acceptance by the SEEK office, you will have the opportunity to appeal as non-SEEK.

SEEK DECISION TO READMIT STUDENT BACK INTO SEEK PROGRAM? YES ☐ NO ☐

Signature of SEEK Chair: _____ DATE _____

Service Indicator _____ Student Group Change _____ GPA _____

Address Change_____ Processed on CUNYFIRST_____ Approved _____

Letter _____ E-Mail _____ Phone _____ In Person _____

A: Graduate students must maintain a GPA of 3.0 or higher for readmission. Students who have not maintained this required GPA must have their readmission approved by the program head or deputy chairperson of their graduate program. Without the signature approval below, this application will not be processed.

B: If 2/(+) years have passed from your initial separation from the college, you are not eligible to for automatic readmission. Prior to processing your application, your chairperson or program head will need to approve your application below. Without the signature approval below, this application will not be processed.

☐ Approval

☐ Denial

Registration Restrictions: _____

Signature: _____ DATE _____

C: A master's degree or advanced certificate must be completed within seven years, beginning with the student's initial registration in any graduate course. Students, who have been enrolled for seven years or more years, must submit an extension of time petition. Courses that were taken more than seven years ago must be evaluated and approved by the department and by CGAS. CGAS petitions must be submitted and approved prior to being readmitted to the college, applications should not be submitted prior to the approval.

Please visit [Academic Standing](#) to learn about the process and how to begin your petition.

CGAS : ☐ Approval☐ Denial

Academic Standing Representative: _____ DATE _____

The \$20.00 Readmission Fee must be paid at the time of submission. The Readmission fee of \$20.00 is a non-refundable fee and cannot be transferred to another semester.

ACADEMIC STANDING:

☐

Approval

☐

Denial

Registration Credit Restriction: _____

Comment: _____

Academic Standing:

Advisor's Signature: _____

Date_____

Bursar's Proof of Payment Area

Amount Student Paid: _____

Initals _____