



APPLICATION FOR READMISSION TO TRINITY COLLEGE
FOR STUDENTS PLACED ON REQUIRED WITHDRAWAL

INSTRUCTIONS:

A student who has been required to withdraw from the College must initiate a request for readmission to the Academic Affairs Committee. Readmission petitions are due **no later than March 1 for readmission for the fall semester, and by October 1 for the spring semester.** Submit this Application for Readmission and all supporting materials directly to the Registrar's Office; your petition will then be prepared for the Academic Affairs Committee for review.

As part of the readmission process, students should contact the Student Accounts Office, the Office of Residential Life, and the Financial Aid Office (if applicable) for forms and information well in advance of the application deadline. An application for financial aid or housing will be considered tentative until the Registrar has notified those offices that a favorable readmission decision has been reached by the Academic Affairs Committee. **A readmitted student will not be permitted to enroll in the College until all financial responsibilities have been cleared with the Student Financial Services Office.**

In addition to this Application (page 2 of this document), the supporting materials listed below are required as part of your readmission packet. Only complete application packets will be reviewed by the Academic Affairs Committee.

1. A personal letter explaining the circumstances surrounding your required withdrawal. Your letter should address, in detail, **a)** a thorough understanding of the reasons for your required withdrawal, **b)** describe the steps you have taken to address the issues at hand, and **c)** provide evidence of your preparedness to return to Trinity College.
2. A proposed class schedule (with alternate courses) for your first semester following readmission, and semester by semester plan of study for how you will complete your degree requirements. Your plan should incorporate those courses which you know will be approved and required by your major department (or intended major department) at Trinity. Students need to contact their academic advisor or the department chair of their major program to discuss their proposed courses and their academic program. Since regaining good standing is critical, students returning from required withdrawal **should not enroll in more than 4.0 credits** in the first semester back, and **not take more than two courses in any given department**. If you plan to repeat a course for which you have already earned credit, you will not earn credit for the second attempt. Therefore, plan your schedule accordingly so that you can earn four credits this first semester back. If you are a junior or senior and have not yet declared a major, you must be prepared to do so as a condition of your return.
3. A completed Notification of Intention to Return form signed by you. (The Office of the Registrar will obtain signatures from Trinity's administrators). This form is available on the Registrar's Office forms page.
4. If you enrolled at another accredited college during your period of Required Withdrawal, and if you wish this work credited at Trinity, your application for readmission must include a copy of your approved Application for Transfer Credit and a copy of the other college's transcript. If your work is still in progress, you must submit a letter from each instructor indicating your progress to date. If you have not yet completed an application for transfer credit, you must complete the form, obtain your advisor's approval (an e-mail will be sufficient if you cannot obtain a signature) and attach copies of course descriptions for all courses. Please be aware that, should the Committee decide to readmit you on the basis of incomplete work, your readmission will be provisional pending evidence of the successful completion of your courses. The Application for Transfer Credit form and detailed instructions are available on the Registrar's Office forms page.

The Registrar's Office Forms Page can be found here: <http://www.trincoll.edu/registrar/forms>

(PLEASE COMPLETE THE REVERSE SIDE)

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

NAME: _____ **STUDENT ID #:** _____

PERMANENT ADDRESS: _____

CELL PHONE: _____ **ALTERNATE PHONE:** _____

E-MAIL ADDRESS (list an address currently in use, if your Trinity e-mail is no longer active):

1. When are you expecting to resume full-time study at Trinity? Fall 20_____ Spring 20_____

2. When did you last attend Trinity College? _____

3. When did you enter Trinity? Fall 20_____ Spring 20_____

4. To which Class Year did you belong? _____

5. Name of faculty advisor? _____

6. Did the College attach any conditions to your return to full-time study? Yes _____ No _____

If yes, what were they? _____

7. Have those conditions been fully met? (Please provide documentation showing how any conditions have been met.)

8. What is your intended major program? _____

Have you submitted an approved Major Declaration Form to the Registrar? Yes _____ No _____

If you are a Senior, have you filed a Degree Application with the Registrar? Yes _____ No _____

Have you contacted your advisor to discuss your course selection and degree completion plan? Yes _____ No _____

9. If your reapplication includes the transfer of credit, please complete the following and see #4 on the reverse side:

Name of School(s) Attended/Attending

Term/Yr Attended

Courses

Signature _____ **Date** _____