

GRADUATE STUDENT FILE REACTIVATION AND READMISSION PROCEDURES

The files of Graduate students who do not register for any courses in one to three consecutive semesters, (summer sessions are not included) are deactivated. In order for the graduate student to register in a current semester, it is necessary for the student's file to be reactivated.

If the Graduate student has failed to register for four or more consecutive semesters (summer sessions are not included), the student must file for readmission into this/her degree program.

Below are the procedures for Graduate students to reactivate their file or request readmission into their degree program.

REACTIVIATION OF STUDENT FILE PROCEDURE

To return his/her file to active status, the student must file a Graduate Reactivation and Readmission Form in order to continue to register for courses in his/her degree program. On the Reactivation Form, the student should *check the box labeled "File Reactivation."*

READMISSION PROCEDURE

On the Graduate Reactivation and Readmission Form, the student should *check the box labeled "Readmission."*

WHERE TO OBTAIN THE FORM

The Graduate Reactivation and Readmission Form is available in the main office of the College in which the student's graduate program is located or from his/her graduate program adviser. The Graduate Reactivation and Readmission form is also available on the website of the Graduate college program in which the student was registered.

HOW TO PROCESS THE FORM

The completed Graduate Reactivation and Readmission Form should be returned to the main office of the College in which the student's graduate program is located or to his/her graduate program adviser for processing.



Graduate File Reactivation and Readmission Form

Please check the box that best indicates your reason for file reactivation or readmission:

1. **File Reactivation:** Student has not registered for one or more courses over a period of one to four semesters, fall/spring (summer sessions not included). Please indicate last semester of attendance _____.
2. **Readmission:** Student has not registered for courses over four or more semesters, fall and/or spring (summer sessions not included).

Directions to applicant:

1. Submit form for file reactivation if you plan to reregister in the same program you had previously withdrawn from.
2. Submit final official transcripts from each university or college you have attended during your absence from Niagara University noting the name of the institution(s) and date(s) of attendance.
3. All information should be sent directly to the graduate college or department you are applying to at Niagara University, N.Y. 14109
 - a. College of Business, MBA Program
 - b. College of Education, Graduate Programs
 - c. College of Arts and Sciences, Criminal Justice Program

Name: _____ Social Security/Insurance No.: _____
Last First Middle or Maiden

Address: _____
Number Street City State Zip/Postal Code

Telephone: _____ E-mail: _____

Date of Birth: _____ Place of Birth: _____ Citizenship: _____
Month/Day/Year Country Country

Semester You Plan to Reregister: ____ Fall ____ Spring ____ Summer Year: _____

Course Load: ____ Full Time ____ Part Time

Program of Study: ____ Master's of Business Administration ____ Criminal Justice ____ Education (specify): _____

Housing: ____ Commuting ____ On Campus (if on campus, please contact student housing office for information)

Last Semester at Niagara University: ____ Fall ____ Spring ____ Summer Year: _____

NU Student ID #: _____ Reason for Absence: _____

Have you ever been convicted of a felony or misdemeanor (with the exception of a traffic violation)? ____ Yes ____ No

I certify that the information I have given is complete and true to the best of my knowledge. If reinstated as a student at Niagara University, I will comply with all the program and/or course requirements, rules and regulations in effect at the time of my reinstatement.

Signature: _____ Date: _____

Do Not Write Below This Line

The adviser or administrator of the appropriate college or program should complete the information requested below:

____ Application Received ____ Transcripts Received ____ File Complete ____ Student Account Checked

____ I-20 Application Sent (if required) ____ Reactivate Status Form Sent ____ Reinstatement Letter Sent

Colleague Updated: ____ Other: _____

NOTES: _____

Reinstatement: ____ Approved ____ Denied Comments: _____

File Reviewed and Decision By: _____ Date: _____