

RE-ENTRY REQUEST FORM

This form is for students who wish to re-enter their previous program after withdrawing within 365 days of their last day of attendance.

INSTRUCTIONS: Please fill out this form, send the form to the Department Chair of your previous program for signature approval. If approved, the chair will send the form to registrar@saybrook.edu. Please be aware that you may also need to submit an Academic Recovery Plan if you withdrew while on Academic Probation. Students, please note that re-entry is **not guaranteed or official** until you have been notified by the Registrar's Office that your request has been processed.

SECTION I: TO BE COMPLETED BY STUDENT

(Please leave any non-relevant fields blank.)

Student Name (Legal Name on student record):			
Personal Email Address:		Phone:	
Degree or Certificate Program:			
Last Semester of Enrollment:		Semester/Year You Intend to Return:	
Student Signature:		Date:	

SECTION II: TO BE COMPLETED BY DEPARTMENT CHAIR

(Signature must be obtained before submitting to the Registrar's Office.)

<input type="checkbox"/> Student is approved to re-enter, please forward form to Registrar's Office <input type="checkbox"/> Student is NOT approved to re-enter and Department Chair will communicate this to the student		
Department Chair	Name	Date
By signing, I confirm that I have reviewed this student's re-entry request		

In the table below, please include the courses the student will register for upon re-entry. The form will not be processed without course registration.

<p>1. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p> <p>2. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p> <p>3. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p>	Program Prefix	Course Number	Section	Crs					Program Prefix	Course Number	Section	Crs					Program Prefix	Course Number	Section	Crs					<p>4. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p> <p>5. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p> <p>6. <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%; border-bottom: 1px solid black;">Program Prefix</td><td style="width: 30%; border-bottom: 1px solid black;">Course Number</td><td style="width: 10%; border-bottom: 1px solid black;">Section</td><td style="width: 40%; border-bottom: 1px solid black;">Crs</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr></table></p>	Program Prefix	Course Number	Section	Crs					Program Prefix	Course Number	Section	Crs					Program Prefix	Course Number	Section	Crs				
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SECTION III: TO BE COMPLETED BY REGISTRAR'S OFFICE

FOR OFFICE USE ONLY				
Academic Holds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hold Type:	
Financial Hold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Balance:	
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reason if No:	
Last Day of Attendance:			Updated Grad Date:	
Registrar Processed:			Date Processed:	
<input type="checkbox"/> Notification to Academic Department		<input type="checkbox"/> Notification to Academic Advising <input type="checkbox"/> Notification to DSO		<input type="checkbox"/> Notification to IT <input type="checkbox"/> Notification to Student