

REENTRY PETITION

POLICY: A former student who wishes to return to their original TCSPP degree program 364 or fewer days after the date of withdrawal may submit this Reentry Petition form. The reentry student will be required to complete all degree program requirements in effect at the time of withdrawal. Previous academic performance, the letter of intent, and the expected date of graduation will be reviewed by the Department Chair to determine reentry eligibility. All holds must be resolved prior to registering for courses. Reentry is not guaranteed. See the Registration and Reentry policies in the Student Handbook for more information.

STUDENT INSTRUCTIONS: Complete this form in its entirety.

1. Include a letter of intent (see page 2 of this petition) indicating the reasons you withdrew from the institution and the changes that have occurred since to prepare you to return to your course of study. Also state the expected date of graduation for your program of study.
2. Submit this petition with the letter of intent to your Student Support Counselor. The Student Support Counselor will forward your documents to the Office of the Registrar for review. You will be notified of the status of your petition by the Office of the Registrar.

CHICAGO/TCSPP@XULA 800.595.6938 (phone) 312.488.6301 (fax) Chistudentsupport@thechicagoschool.edu	ONLINE 800.595.6938 (phone) 312.254.1442 (fax) Onlinestudentsupport@thechicagoschool.edu	DALLAS 800.595.6938 (phone) 214.575.9090 (fax) dalstudentsupport@thechicagoschool.edu	SOUTHERN CALIFORNIA 800.595.6938 (phone) 213.615.7286 (fax) Castudentsupport@thechicagoschool.edu	WASHINGTON, D.C. 800.595.6938 (phone) 202.706.5199 (fax) Dcstudentsupport@thechicagoschool.edu
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STUDENT NAME: _____ **STUDENT ID#:** _____

TCSPP E-MAIL: _____ **PHONE#:** _____ **DATE OF REQUEST** _____

START TERM/SEMESTER & YEAR: _____ **DEGREE LEVEL:** _____ **PROGRAM:** _____

CONCENTRATION: _____ **DESIRED TERM/SEMESTER OF REENTRY:** _____

ARE YOU AN INTERNATIONAL STUDENT? No Yes, (If yes, contact your DSO.)

ARE YOU A MILITARY SERVICE MEMBER? Yes No

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

I –Registrar Review

Academic & FA Standing: Good Standing Denied based on Academic & Financial Aid Standing
 Academic & FA Warning Academic & FA Probation Dismissal Exceed Maximum Time Frame

Student Account Balance: Yes No Petition Denied Approved to Petition

Financial Aid Approval: Yes No **Revised Graduation Date:** _____ **LDA:** _____

TCSPP Transcript Attached: Yes No **CGPA:** _____ **Credits Earned:** _____

Registrar's Signature: _____ **Date:** _____

II DSO Review (for International Student Only)

DSO Approval: Yes No, comment: _____

DSO Signature: _____ **Date:** _____

III – Program Review

Approved Denied **Department Chair Signature:** _____ **Date:** _____

Comment: _____

IV – Admissions Contingency Review

Student Admission File Complete Yes No, please specify below:

Student Admission File Missing: Official Transcript LOR Criminal Background Check Pre-requisite Course(s) GRE Other:

Comment: _____

V –Registrar's Re-entry Process Status:

- | | | |
|--|--|---|
| <input type="checkbox"/> Notification to Academic Department | <input type="checkbox"/> Notification to Student | <input type="checkbox"/> Notification to Student Accounts |
| <input type="checkbox"/> Notification to DSO | <input type="checkbox"/> Notification to IT | <input type="checkbox"/> Notification to Financial Aid |

REENTRY LETTER OF INTENT

STUDENT INSTRUCTIONS: Attach this Letter of Intent to your Reentry Petition. Your petition will not be considered without an accompanying Letter of Intent.

STUDENT NAME: _____

Use additional sheet ,if necessary

Reason for Withdrawal	
Changes that have occurred since withdrawal that will allow for a successful return to school.	
Expected date of graduation	

STUDENT SIGNATURE: _____ **DATE:** _____