

READMISSION

A student who has officially withdrawn (not on leave of absence) or has been administratively withdrawn and plans to return to Concordia-Chicago should request a Readmission Application from Graduate Student Services. This form is to be completed at least seven days prior to the beginning of the semester. The Readmission Committee will take no action if satisfactory arrangements have not been made for the payment of any outstanding financial obligations. Readmitted students will return under the same academic status they had at their last date of attendance. Please visit this link (<https://catalog.cuchicago.edu/graduate/academic-information/continuous-enrollment/>) about policy related to readmission.

MA - Education Studies returners: Alumni who have completed an Education Studies degree at Concordia University Chicago who desire to earn an Illinois Professional Educator License (PEL) may attend Concordia University Chicago as a guest student to complete a current, approved licensure program in the area of concentration completed. Candidates will need to successfully complete all requirements, including the Student Teaching Internship. Alumni must receive faculty advising and permission to enter the program from the coordinator of the program in which they seek licensure. Note, all state requirements, tests, internships and program requirements, in force at the time of re-entry, must be met to be entitled. Schedule an appointment with the College of Education program coordinator for the full details and paperwork.

Readmission Policy for U.S. Military Service Members

A student who left the university due to deployment and plans to return to Concordia-Chicago should request a Readmission Application. This form must be completed at least seven days before the semester begins. In addition to the form, a student must submit an attestation of military service that prompted the absence from CUC, unless such operations were classified. Notification must be received within 3 years after completion of service, or within 2 years of recovery from illness or injury related to military service. A student who fails to meet these timelines will be subject to standard leave of absence and readmission policies at the university. The cumulative length of the absence and of all previous absences from any school(s) due to military service may not exceed 5 years.

A student who meets the criteria above will be readmitted:

- promptly or may return for a later term,
- under the same academic status he/she had at his/her last date of attendance,
- into the same academic program or most similar, unless the student selects another program,
- with the same enrollment status unless the student elects otherwise,
- with the same credit hours applied to the same program unless the student selects a different program,
- with the same academic standing the student previously had,
- with the same tuition rate and fees assessed from the time the student left, and
- if the student has no outstanding financial obligations or satisfactory arrangements for the payment of financial obligations have been made.

The university will make reasonable efforts to supply academic resources to help the student smoothly reenter and successfully progress through their program.

A returning student with a dishonorable or bad conduct discharge is not eligible for readmission under this policy. However, a returning student who received a dishonorable or bad conduct discharge may remain eligible for readmission although not entitled to the benefits outlined in this policy.