

Capital University

APPLICATION FOR READMISSION AS A DEGREE CANDIDATE

Readmit Term (ex: 2013 fall) _____ ID or SS# _____

Name _____
Last First MI Maiden (If applicable)

Mailing Address _____
Address City State Zip Code County

Gender: Female ___ Male ___ Email Address _____

Telephone Numbers: Home _____ Cell _____ Office _____

Have you ever been convicted or pleaded guilty to a felony? Yes* ___ No ___
**If yes, please attach a statement of explanation.*

Year you last attended Capital _____ Did you graduate? Yes* ___ No ___
**If yes, are you seeking an additional degree? Yes ___ No ___*

Are you changing programs from Adult & Graduate Education to Traditional? Yes ___ No ___

Are you changing programs from Traditional to Adult & Graduate Education? Yes ___ No ___

Indicate name attended under when last at Capital _____

Your intended Major(s) _____

Requested Advisor(s) _____

Do you plan to live on campus? Yes ___ No ___ All traditional students must notify the Office of Residence Life of your intention to live off or on campus after your application has been approved.

Name of college(s) attended or are attending since leaving Capital: (Include all graduate and undergraduate colleges and universities.)

College/University _____ Dates of Attendance _____

College/University _____ Dates of Attendance _____

College/University _____ Dates of Attendance _____

Note: All official transcripts must be submitted to the Office of the Registrar or Adult and Graduate Education. To assure proper course scheduling, it is imperative that all transcripts be received, preferably before term of readmission, but not later than pre-registration for the subsequent term.

Are you planning to receive Financial Aid? Yes ___ No ___

If you would like to be considered for any need-based financial aid, you must file your FAFSA at www.fafsa.ed.gov. If you were not in good academic standing when you left Capital, you may need to appeal to receive your merit-based funds upon your return. Please check with the Financial Aid Office to determine if any additional documents are needed.

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Additional Information:

Any student previously on **academic probation** or **suspension** at the time of leaving Capital must include a statement with this application answering the following questions:

1. In what activities have you engaged since you last attended Capital?

2. Why do you feel you are now ready to continue your degree objectives and demonstrate academic progress?

Your readmission will be approved or disapproved by the Dean of the University. You will be notified accordingly. Any student dismissed from the University must appeal to the Provost of the University for consideration of reinstatement.

Once all required signatures are obtained, you will be notified on the decision are your readmission application.

I hereby certify the information supplied above is correct.

Student Signature

Date

Readmission Approvals:

Financial Aid Office _____

Date _____

Perkins/NSL _____

Date _____

Student Accounts _____

Date _____

Program Director* _____

Date _____

*(only if majoring in Nursing, Music, Education or Social Work)

After all the signatures above have been obtained, you must acquire the final approval signature.

Dean of Studies _____

Date _____

Office of the Registrar Use Only

Date Received: _____

by: _____