

APPLICATION FOR READMISSION INSTRUCTIONS

Students returning to CCS after an absence of more than two consecutive academic years or students who seek readmission after suspension, must complete the Application for Readmission. This application along with a \$50 nonrefundable readmission fee should be submitted to the Academic Advising and Registration Office by the deadline listed below.

Deadlines:

Fall re-entry: Return form by **July 1**
Winter re-entry: Return form by **October 1**

INTERNATIONAL STUDENTS: The Office of International Student Services cannot process immigration paperwork until the readmission has been fully approved. This application should be submitted one month earlier than the deadlines above to allow for additional processing.

INSTRUCTIONS:

1. Review the Readmission policy located in the College's catalog.
2. Complete the Application for Readmission available at www.bb.collegeforcreativestudies.edu, campus offices, academic advising and registration, forms.
3. If applicable, resolve any outstanding balances or holds on your student account.
4. Students who were suspended must address the problems that led to the academic or conduct suspension and put forth the case for the student's success upon returning to CCS. This information should be provided in the "Student Explanation" section of the Application for Readmission.
5. If you attended another institution during your absence from CCS, request an official copy of your transcript from that institution.
6. If applicable, include a digital portfolio of any current course or professional work completed during your absence from CCS.
7. Submit the Application for Readmission, all required documentation, and the \$50 Readmission Fee to the Academic Advising and Registration Office.

College for Creative Studies
Attn: Karen LaDucer, Assistant Registrar
Academic Advising and Registration
201 E. Kirby
Detroit, MI 48202
Phone: (313) 664-7671
kladucer@collegeforcreativestudies.edu

The Academic Advising and Registration Office will notify you by mail of the decision on your request to be readmitted to the CCS.

APPLICATION FOR READMISSION

TO THE APPLICANT: All applicants should read the readmission policy before completing this application. A \$50 Readmission Fee must accompany this application along with supporting documentation and must be received by the Office of Academic Advising and Registration by the deadline listed below.

Deadlines:

Fall re-entry: Return form by **July 1**
 Winter re-entry: Return form by **October 1**

INTERNATIONAL STUDENTS: The Office of International Student Services cannot process immigration paperwork until the readmission has been fully approved. This application should be submitted one month earlier than the deadlines above to allow for additional processing.

Student Name: _____ CCS ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____ Email: _____ Phone: _____

Under what circumstances did you leave CCS?

- | | |
|---------------------------------|------------------------|
| _____ Personal Leave of Absence | _____ Military Service |
| _____ Academic Suspension | _____ Other |
| _____ Conduct Dismissal | _____ |

Last term of attendance: _____ Readmission Term: Fall _____ Winter _____ Year: _____

Undergraduate _____ Graduate _____ Intended Major/Program: _____

Colleges attended since leaving CCS:

College Name	Location	Dates Attended	Degree Earned

Student Explanation (attach additional sheet if necessary):

Student Signature: _____ Date: _____

Please sign and return this readmission application along with the nonrefundable \$50 readmission fee to:

College for Creative Studies
 Attn: Karen LaDucer, Assistant Registrar
 Academic Advising and Registration
 201 E. Kirby
 Detroit, MI 48202
 Phone: (313) 664-7671
 Fax: (313) 664-7649

For Office Use Only

Date Received _____ Date Processed _____ Initials: _____

Portfolio Requested: _____ Portfolio Rec'd _____ Portfolio Reviewed _____

Readmitted: _____ Readmitted on Acad. Warning: _____ Denied Readmission: _____

 Dept. Chair/CAP Chair/Dean of Students Signature Date

 Director of Academic Advising and Registration Signature Date

CS: 4.0 – 3.4 = 5 3.39 – 3.0 = 4 2.99 – 2.5 = 3 2.49 – 2.0 = 2 1.99 – 0.0 = 0