

REENTRY PETITION

POLICY: A former student who wishes to return to their original The Chicago School 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 (above the "For Office Use Only" section).

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 via email or fax. 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.

EMAIL: studentsupport@thechicagoschool.edu | **PHONE:** 800.595.6938 (Opt. 1) | **FAX:** 312.254.1442

STUDENT NAME: _____ **STUDENT ID#:** _____

SCHOOL EMAIL: _____ **PHONE #:** _____ **CAMPUS:** _____

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: No Yes

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

I – Registrar Review Denied Based on Academic & Financial Aid Standing

Academic & FA Standing: Good Standing Academic & FA Warning Academic & FA Probation Dismissal Exceed Maximum Time Frame

Student Account Balance: Yes No **Financial Aid Approval:** Yes No **The Chicago School Transcript Attached:** Yes No

Revised Graduation Date: _____ **LDA:** _____ **CGPA:** _____ **Credits Earned:** _____

Petition Approved Petition Denied

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

II – DSO Review (for International Students Only)

DSO Approval: Yes No

DSO Signature: _____ **Date:** _____

III – Program Review

Program Approval: Yes No

Comment: _____

Dept. Chair Signature: _____ **Date:** _____

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:

Notification given to: Academic Department Student Student Accounts DSO IT 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 Graduation Date:

STUDENT SIGNATURE: _____ DATE: _____