

# EMBRY-RIDDLE

## Aeronautical University

### Criteria for Readmission

Any student suspended from the University must file for readmission through the Office of the Registrar by submitting a complete readmission package. Once the complete readmission package is verified, the documents will be forwarded to the appropriate authority for review. The student will be notified of the approval or denial decision regarding their readmission. Students must be in good financial standing to return to ERAU. Once approved for readmission, the student must return in the term for which they are re-admitted, or the next available “standard” term, excluding summer.

In accordance with University Academic Standard APU-27, any student suspended for either poor academic standing and/or judicial suspension may petition to return to campus after twelve (12) calendar months have elapsed following the date of suspension and after completing a minimum of 15 semester hours of pre-approved courses from an institution with accreditation acceptable to ERAU with a CGPA of at least a 2.5. These courses may not necessarily be applicable to your degree requirements at Embry Riddle Aeronautical University, but are required to satisfy the Readmission criteria.

To accomplish this:

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**The following documentation must be submitted no later than approximately 90 days prior to the start of the semester/term you plan to attend which is no earlier than twelve (12) calendar months from the date of suspension:**

Please contact the Office of the Registrar for specific deadline dates.

1. **You must be in good financial status with ERAU, for the pre-approved course sheet to be processed.**
2. A copy of the “Pre-Approved Courses for Readmission Review” form, that was reviewed by your Program Coordinator and your Office of the Registrar Evaluator that was approved and signed by all prior to taking any off-campus courses. Also, all flight courses, despite student degree program, fall under the pre-approved course process without exception. Any courses taken without preapproval will neither be considered as a part of the reapplication package nor transferred in as credit should the student be admitted.
3. A completed “Application for Readmission after Suspension” form (2 pages).
4. A “Personal Petition”, typed, 11 font minimum, single spaced, two (2) pages maximum, stating: a) reasons leading up to your suspension, b) activities involved with after the suspension i.e. education, community services, and/or employment, c) academic career goals and d) what has now changed to allow you to be academically successful if readmitted to ERAU.
5. An official transcript sent directly to ERAU’s Office of the Registrar from each institution of higher education that you obtained pre-approval (see item 1 above). All courses associated with the minimum of 15 semester hours must be completed, not in-progress.
6. International students must comply with current USCIS regulations and provide ERAU with an updated scholarship award letter or an Affidavit of Financial Support. Credits taken outside the U.S. require a course-by-course evaluation in English by an independent credential evaluation service. To obtain an evaluation, please contact one of the following organizations:
  - [World Education Services](#)
  - [Educational Credential Evaluators](#)
  - [Joseph Silney & Associates](#)
7. A non-refundable application fee. [Make your payment now.](#)

The complete readmission package will be reviewed by the Campus’s Readmission Committee which is part of the Academic Standards and Admissions Committee. This committee’s recommendation will be forwarded to the Associate Provost’s Office who will render his/her approval or denial thirty days prior to the start of the proposed returning semester/term. This notification letter will come as an attachment within an email to the student’s email address identified on the “Application for Readmission after Suspension” form. **Simply applying does not guarantee your acceptance.**

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Please address all correspondence to the following address:

Embry-Riddle Aeronautical University

Office of the Registrar

Readmission Committee Liaison, Email: [dbrradmn@erau.edu](mailto:dbrradmn@erau.edu)

1 Aerospace Blvd., Daytona Beach, FL 32114-3900 Phone: 386-226-6339, Fax: 386-226-6335



# EMBRY-RIDDLE

## Aeronautical University

Application For Readmission After Suspension  
Office of the Registrar, Daytona Beach Campus  
Readmission Committee Liaison  
1 Aerospace Blvd., Daytona Beach, FL 32114-3900  
Phone: 386-226-6339, Fax: 386-226-6335, Email: [dbrradmn@erau.edu](mailto:dbrradmn@erau.edu)

### Student Information

**Deadline for submission (approximately 90 days prior to start of term)**

Please contact the Office of the Registrar for specific deadline dates.

Student ID Number: \_\_\_\_\_ Date of Birth (mo./day/yr.): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Maiden/Former

Permanent/Mailing Address: \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_ City State Country Zip

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Admission Information

Indicate your desired major: \_\_\_\_\_ Date of Suspension: \_\_\_\_\_

First Choice: \_\_\_\_\_ Indicate the term you wish to return: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Campus you wish to attend: \_\_\_\_\_

Are you a permanent resident of the U.S.? Yes No

Are you a citizen of the U.S.? Yes No

If not a U.S. citizen, indicate country of citizenship: \_\_\_\_\_

### Educational Information

List below all colleges/universities you have attended while away from ERAU:

Name of School	Location	Dates of Attendance	Hours Earned
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_____	_____	_____	_____
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### Flight Information

List all flight training, certificates or ratings earned while away from ERAU:

Name of School	Location	Dates of Attendance	Ratings/Certificate Earned
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# EMBRY-RIDDLE

## Aeronautical University

### Application (Continued)

List the last two (2) positions held (if any) while away from ERAU starting with the most recent or current position.

### Community Service Information (if any)

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Community Service Organization	Position Held
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Dates of Community Service	Hours Worked Per Week
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Community Service Organization	Position Held
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Dates of Community Service	Hours Worked Per Week
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### Employment Information (if any)

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Employer	Position Held
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Dates Of Employment	Hours Worked Per Week
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Employer	Position Held
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Dates Of Employment	Hours Worked Per Week
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**I certify that to the best of my knowledge all of the above information is correct. If approved for re-admittance as a student at Embry-Riddle Aeronautical University (ERAU), I agree that as a student, I will abide by all of the rules, regulations, practices and policies of ERAU as applicable at the time of my readmission and/or as they may be at the time of admission or as they may be changed during my continuance as a student. ERAU adheres to the principle of equal education and employment opportunity without regard to race, handicap, sex, color, creed or nation. This policy extends to all programs and activities involving or supported by the University.**

**I certify that I have met all the eligibility requirements necessary to apply for re-admittance to the University through the Readmissions Committee. I understand that simply applying for re-admittance does not guarantee my approval for readmission to ERAU.**

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Student's Signature

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Date