

# 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 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. 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.
2. A completed "Application for Readmission after Suspension" form (2 pages).
3. 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.
4. 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.
5. International students must comply with current USCIS regulations and provide ERAU with an updated scholarship award letter or an Affidavit of Financial Support.
6. A non-refundable application fee.

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 Chancellor'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**

**Sue LeCates, Readmission Committee Liaison**

**600 S. Clyde Morris Blvd., Daytona Beach, FL 32114-390 Phone: 386-226-6339, Fax: 386-226-6335, Email: [lecatess@erau.edu](mailto:lecatess@erau.edu)**

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### PRE-APPROVED COURSES FOR READMISSION REVIEW

Instructions:

1. The Student will complete the middle portion of this form including the name of the institution to attend, semester/term, institution's course designations and their ERAU equivalent course.
2. The Student will submit this form and a syllabus for each requested course to their Program Coordinator.
3. The Program Coordinator will review your transcript and assist you in this selection process.
4. Once approved, the Program Coordinate will sign this form and submit this form along with each course syllabus to your Evaluator in the Office of the Registrar.
5. The Evaluator will review these courses and determine if they are equivalent (Y) or not equivalent (N) for possible transfer credit and sign the form. The Evaluator will then email this to the student for his/her signature.
6. The Student will then email this signed form back to their Evaluator which will serve as the student's commitment.
7. The Evaluator will then record this for reference in ERAU's system which will be used to assess whether the Student satisfied the commitment or not at the time of the readmission request.
8. The Student will then take the courses, at the designated institution and semester/term identified on this form.

**NOTE:** Any changes to this commitment must be pre-approved. This form is required for each institution and each semester/term. The Student will request an official transcript to be sent to ERAU once each term is completed.

STUDENT NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ ERAU PROGRAM: \_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_ LOCATION (City, State) \_\_\_\_\_

SEMESTER/TERM: \_\_\_\_\_

	<u>REQUESTED COURSES</u>			<u>ERAU EQUIVALENT</u>		
COURSE	TITLE	CR HRS		COURSE	TITLE	CR HRS
_____	_____	_____	Y/N	_____	_____	_____
_____	_____	_____	Y/N	_____	_____	_____
_____	_____	_____	Y/N	_____	_____	_____
_____	_____	_____	Y/N	_____	_____	_____
_____	_____	_____	Y/N	_____	_____	_____

- Courses with unsatisfactory grades at ERAU should be repeated in residence. Repeating courses at another institution DOES NOT CHANGE THE ERAU GPA. **Grades of "F", "D" or courses not pre-approved are not transferrable.**

\_\_\_\_\_  
**PROGRAM COORDINATOR SIGNATURE**  
 (Indicates the student has been advised for pre-approved courses only.)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FLIGHT COORDINATOR SIGNATURE (Necessary for Flight Courses Only)**  
 (Indicates student is approved to take above flight courses off campus.)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Office of the Registrar ACADEMIC EVALUATOR SIGNATURE**  
 (Indicates Course equivalent determination only)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT SIGNATURE (Indicates acceptance of the above)**

\_\_\_\_\_  
**DATE**

**Comment:** \_\_\_\_\_

# EMBRY-RIDDLE

## Aeronautical University

### Application For Readmission After Suspension

Office of the Registrar, Daytona Beach Campus  
Sue LeCates, Readmission Committee Liaison  
600 S. Clyde Morris Blvd., Daytona Beach, FL 32114-3900  
Phone: 386-226-6339, Fax: 386-226-6335, Email: lecatess@erau.edu

#### Student Information

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

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: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### 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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NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE	HOURS EARNED
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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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NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE	RATINGS/CERTIFICATE EARNED
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# EMBRY-RIDDLE

## Aeronautical University

### Application (Continued)

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

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