

EMBRY-RIDDLE

Aeronautical University

Records & Registration
Daytona Beach Campus
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114-3900
386-226-6030; Fax 386-226-6335
www.Erau.edu/dbrecords

CRITERIA FOR READMISSION

Any student suspended from the University must file for readmission through the Office of Records and Registration on the campus from which they were suspended by completing a readmission package. Once completed, the documents will be forwarded to the appropriate authority for review. The student will be notified of the approval or denial of their application for readmission. Students must be in good financial standing and international students must comply with current regulations and provide ERAU with an updated scholarship award letter or an Affidavit of Financial Support.

Any student suspended for poor academics may petition to return to the campus:

1. After 12 calendar months have elapsed following the date of suspension **AND**
2. After **Completing** a minimum of fifteen (15) semester hours of pre-approved courses from an institution with accreditation acceptable to ERAU with a CGPA of 2.5 or higher.

The following documentation must be submitted no later than 90 days prior to the start of the semester you plan to attend:

Please contact the Office of Records and Registration for specific deadline dates.

1. A completed application for Readmission after Academic Suspension form.
2. A petition, two (2) pages maximum, preferably typed stating academic and career goals, and activities in which the student has been involved, such as education, community services, and/or employment, during the absence from the University.
3. A copy of the Pre-Approved Courses for Readmission form.
4. A **final**, official transcript sent directly to ERAU from each institution of higher education that you have attended since you left. (All courses must be completed, not in-progress)
5. A completed Employment information form.
6. International students must comply with current regulations and provide ERAU with an updated scholarship award letter or an Affidavit of Financial Support.
7. A copy of the Bursar's clearance form.
8. A non-refundable application fee.

This readmission package will be reviewed by the Campus's Readmission Committee which is part of the Academic Standards and Admissions Committee. This committee will render its approval or denial thirty days prior to the start of the student's proposed returning term. The notification letter will be attached in an email to the student's email address identified on the Application for Readmission after Academic Suspension form.

Simply applying DOES NOT guarantee your acceptance.

Please address all correspondence to the address listed below:

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
OFFICE OF RECORDS & REGISTRATION
Sue LeCates, Readmission Committee Liaison
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114-390**

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PRE-APPROVED COURSES FOR READMISSIONS REVIEW

STUDENT NAME: _____

STUDENT #: _____

STUDENT ADDRESS: _____

PROGRAM: _____

NAME OF INSTITUTION: _____

LOCATION (City & State): _____

In accordance with University Academic Standard APU-27, the following courses have been pre-approved as appropriate in content and equivalency to meet requirements for review by the Daytona Beach Campus Re-admissions Committee. When you have **COMPLETED BOTH** of the required conditions and are eligible, you may apply to the University through the Readmissions Committee. Simply applying **DOES NOT** guarantee your acceptance.

<u>COURSE</u>	<u>REQUESTED COURSES</u> <u>TITLE</u>	<u>CR HRS</u>		<u>COURSE</u>	<u>ERAU EQUIVALENT</u> <u>TITLE</u>	<u>CR HRS</u>
_____	_____	_____	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" and "D" are not transferrable.

STUDENT SIGNATURE

DATE

ACADEMIC EVALUATOR SIGNATURE
(Course equivalent determination)

DATE

PROGRAM COORDINATOR SIGNATURE
(Authorization to take courses)

Approved _____ Denied _____

DATE

Comments

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Application For Readmission After Academic Suspension
Office of Records & Registration, Daytona Beach Campus
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114-3900
Phone: 386-226-6339; Fax: 386-226-6335

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

Student Information

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:

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, indicate country of citizenship: _____

Education 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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List all flight training and licenses earned while away from ERAU:

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Employment Information

List all positions held while away from ERAU starting with the most recent or current position:

EMPLOYER POSITION HELD

DATES OF EMPLOYMENT HOURS WORKED PER WEEK

EMPLOYER POSITION HELD

DATES OF EMPLOYMENT HOURS WORKED PER WEEK

I certify that all of the above information is correct to the best of my knowledge. If accepted as a student at Embry-Riddle Aeronautical University (ERAU), I agree that during such time as I may be enrolled as a student, I will abide by all of the rules, regulations, practices and policies of ERAU 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 completed at least one of the conditions required and am eligible to reapply to the University through the Readmissions Committee. I understand that simply applying DOES NOT guarantee my acceptance.

STUDENT'S SIGNATURE DATE

