Policy Id:
Reg.012 – Readmission

Contact:
Office of Registrar

Last Modified:
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READMISSION

READMISSION GENERAL POLICY

All undergraduate and graduate students who have not registered for one or more semesters are required to file for readmission. Graduate students who are completing their externship and have not registered for any courses for one or more semesters must also file for readmission in order to apply for graduation. The fee for readmission is a non-refundable ten dollars. If accepted for readmission, the fee is charged along with registration of courses. Students who are currently in military services may receive the readmission fee waiver. Students who have attended other institutions while away from John Jay College must also submit student transcripts from previously attended institutions for review. Students who do not attend the semester in which readmission was approved are required to file for readmission for the subsequent semester the student wishes to attend.

Depending on the student’s cumulative grade point average at the College, there is readmission above academic standard and below academic standard.

Undergraduate Students

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>1.500</td>
</tr>
<tr>
<td>13-24</td>
<td>1.750</td>
</tr>
<tr>
<td>25 and above</td>
<td>2.000</td>
</tr>
</tbody>
</table>

Graduate Students

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 and above</td>
<td>3.000</td>
</tr>
</tbody>
</table>

Students may generally register from the date and time of their appointment through the end of the regular registration process. The Registrar’s Office reserves the right to adjust appointment times and dates based on non-registration or cancellation of registration for non-payment.

READMISSION IN GOOD ACADEMIC STANDING

Policy

Undergraduate Students

Undergraduate students with cumulative grade point averages of 2.00 or higher in a 4.00 scale are automatically processed for readmission provided they do not have disciplinary stops and must be skills proficient in all areas of Math, Reading, and Writing. These issues must be resolved prior to readmission. Applications with all other stops are processed and students will be notified that they have institutional stops which must be resolved prior to registration. Some academic and monetary stops may not prevent students’ eligibility for readmission; however, may affect students’ eligibility for registration.

Undergraduate students who are ESL students in good academic standing and are skills proficient in Math, but not skills proficient in Reading and Writing have two years to do so. ESL students who have not exhausted the two years (four semesters) may be readmitted if they are skills proficient in Math and have a cumulative grade point average of 2.00 or higher. ESL students who do not meet the skills proficient requirement after the two years may risk dismissal from the College. The two years includes all semesters attempted in any CUNY Colleges.
Students in the SEEK program who are not skills proficient have one year (two semesters) to do so in Reading and Writing and two years (four semesters) to do so in Math. Students who are in the SEEK program and continue to maintain eligibility in the SEEK program at the time of applying for readmission may be readmitted if they have not exhausted the one year (Reading and Writing) and two years (Math) and have a cumulative grade point average of 2.00 or higher. SEEK students who do not meet the skills proficient requirement after the one or two years, depending on the skill, may risk dismissal from the College. The two years or one year, depending on the skill, includes all semesters attempted in any CUNY Colleges.

Graduate Students
All graduate students with cumulative grade point averages of 3.00 or higher in a 4.00 scale are automatically processed for readmission provided they do not have disciplinary stops. These issues must be resolved prior to readmission. Applications with all other stops are processed and students will be notified that they have institutional stops which must be resolved prior to registration. Some academic and monetary stops may not prevent students’ eligibility for readmission; however, may affect students’ eligibility for registration.

Procedure
Undergraduate Students
Undergraduate readmission application is available in person at the Jay Express Services Counter and online on the Jay Stop website. All fields on the application must be completed.

For approved readmission applications, the registration appointment date and time will be available on eSIMS. Registration will also be available on eSIMS by the student’s appointment date and time. Students must resolve all the stops on their account prior to registration. Students who have earned less than 30 credits at the College must receive counseling from the Office of Academic Advisement prior to registration.

Graduate Students
Graduate readmissions application is available in person at the Jay Express Services Counter and online on the Jay Stop website. All fields on the application must be completed.

For approved readmission applications, the registration appointment date and time will be available on eSIMS. Registration will also be available on eSIMS by the student’s appointment date and time. Students must resolve all the stops on their account prior to registration.

Readmission below Academic Standards

Policy
Undergraduate Students
Undergraduate students who have earned a cumulative grade point average less than 2.000 in a 4.000 scale but are skills proficient in all areas of Math, Reading, and Writing must have their academic records reviewed for readmission consideration. The Undergraduate Readmission Committee reviews all records for undergraduate students who have applied for readmission to the College and whose cumulative grade point average is less than 2.000 in a 4.000 scale. The Readmission Committee is chaired by the Vice President for Enrollment Management and consists of the Executive Associate to the Vice President for Enrollment Management, the Registrar, a SEEK Counselor, and an academic counselor.

The Undergraduate Readmission Committee reviews each applicant and decides on each applicant’s readmission eligibility. If the Committee is in favor to a student’s eligibility for readmission, the students
are either referred to an academic counselor (non-SEEK students) or a SEEK counselor (SEEK students). Students will be notified by mail to schedule a mandatory readmission interview where the course schedule for the subsequent semester is discussed along with academic and personal planning.

Undergraduate students who are ESL students and are skills proficient in Math, but not skills proficient in Reading and Writing have two years to do so. ESL students who have not exhausted the two years (four semesters) and have a cumulative grade point average of less than 2.00 may submit a readmission application if they are skills proficient in Math. The Undergraduate Readmission Committee will review each applicant and decide on each applicant’s readmission eligibility. ESL students who do not meet the skills proficient requirement after the two years may risk dismissal from the College. The two years includes all semesters attempted in any CUNY Colleges.

Students in the SEEK program who are not skills proficient have one year (two semesters) to do so in Reading and Writing and two years (four semesters) to do so in Math. Students with a cumulative grade point average of less than 2.00 who are in the SEEK program and continues to maintain eligibility in the SEEK program at the time of applying for readmission may submit a readmission application if they have not exhausted the one year (Reading and Writing) and two years (Math). The Undergraduate Readmission Committee will review each applicant and decide on each applicant’s readmission eligibility. SEEK students who do not meet the skills proficient requirement after the one or two years, depending on the skills, may risk dismissal from the College. The two years or one year, depending on the skill, includes all semesters attempted in any CUNY Colleges.

**Graduate Students**

Graduate students who have earned a cumulative grade point average less than 3.000 in a 4.000 scale must have their academic records reviewed for readmission consideration. All graduate readmission below academic standards are reviewed by the Dean of Graduate Studies.

For approved readmission applications, the registration appointment date and time will be available on eSIMS. Registration will be available on eSIMS by the student’s appointment date and time. Graduate students allowed for readmission must adhere to the academic requirements set by the Dean of Graduate Studies. Students must resolve all the stops on their account prior to registration.

Graduate programs must be completed within 8 years from the time of admission to the program. Students who apply for readmission beyond the 8 years must contact the Dean of Graduate Studies for permission to readmit to the program.

**Procedure**

**Undergraduate Students**

Students who are readmitted below academic standards will be notified by mail of the readmission status. The undergraduate readmission application is available in person at the Jay Express Services Counter and online on the Jay Stop website. These applications will be forwarded to the Undergraduate Readmission Committee for review. Student will be notified of the status of their readmission and registration date.

For approved readmission applications, the registration appointment date and time will be available on eSIMS. Registration will be available on eSIMS by the student’s appointment date and time. Course registration must be courses selected during the readmission interview. Other academic requirements must be adhered to as advised by the counselor. Students must resolve all the stops on their account prior to registration.

**Graduate Students**
Graduate readmissions application is available in person at the Jay Express Services Counter and online on the Jay Stop website. Completed applications with appropriate fee in cash check or money can be submitted to the Jay Express Services Counter. Graduate readmission applications below academic standards are forwarded to and reviewed by the Dean of Graduate Studies. Students who readmit below academic standards will be notified by mail of the readmission status.

Graduate programs must be completed within 8 years from the time of admission to the program. Students who apply for readmission beyond the 8 years must contact the Dean of Graduate Studies for permission to readmit to the program.

**READMISSION APPEALS**

Students who are denied readmission to the College and wish to appeal the decision must do so in writing. Students must provide a personal statement indicating the basis of appeal and submit photocopies of all supporting documents to substantiate the appeal. Students must submit all documents to the Office of Student Affairs by the deadline indicated in the readmission notification. Incomplete and late readmission appeals packages will not be reviewed.