

REENROLLMENT PROCEDURES FOR STUDENTS FROM DISCIPLINARY SUSPENSION

Disciplinary suspension of the student from the University is assigned for a specified period of time that excludes the student from registration, class attendance, residence on campus, and use of University facilities. During the period of disciplinary suspension, the student will be prohibited from using or visiting University facilities unless special permission is obtained from the Associate Director, Division of Student Affairs or designee. During the period of the suspension a notation will appear on the student's official University transcript.

When the period of disciplinary suspension is completed, the student will be considered for registration in compliance with academic standards then in effect. Students must take the following steps in order to be reenrolled after suspension:

* Call Judicial Affairs (814) 949-5065 and ask to have the registration hold removed.

* Download a "Request for Reenrollment" form (found at http://www.registrar.psu.edu/student_forms/reenrollment.pdf). Include your full name, PSUID or social security number and last date of attendance. Either send or bring the letter

to the Registrar's Office in E130 Smith Building, Penn State Altoona.

REENROLLMENT PROCEDURES FOR STUDENTS FROM INDEFINITE EXPULSION

Indefinite expulsion is the withdrawal of a student's privilege of registration, class attendance, residence on campus, and use of facilities at any University location with no promise (implied or otherwise) that the student may return at any future time. A student is not permitted on any campus of the University unless specific permission is obtained from the Associate Director, Division of Student Affairs

An indefinite expulsion is recorded on the student's educational record, to be removed only if and when the student is reinstated. A student who has been indefinitely expelled is not eligible for reenrollment less than one year from the date of expulsion.

The following steps are to be taken by the student who wants to be considered for reenrollment:

At Penn State Altoona, all correspondence concerning a request for reenrollment should be sent to Dr. L. Jay Burlingame, Associate Director, Division of Student Affairs, 103 Slep Student Center, 3000

Ivyside Park, Penn State Altoona, Altoona, PA 16601-3760.

Letters of reference should be typed **ON LETTERHEAD** and mailed by the person providing the recommendations to this address. Letters written on behalf of the expelled student may not be submitted to our office by that student requesting reenrollment. If that should happen, the letters of reference **will not** be accepted.

Personal Letter of Application

A letter from the student on expulsion applying for reenrollment is required and should provide the following information:

1. Reasons why the student feels s/he should be reenrolled.
2. The nature of the individual's activities in detail since being expelled from the University.
3. Reasons why the individual believes s/he would be able to abide by the rules and regulations of the University if permitted to reenroll.
4. Attach a list of individuals including addresses and phone numbers who will send reference letters. Also include the period of time, by dates, that the reference person has known or had contact with the student

Community References

Two letters of recommendation should come from reputable persons in the individual's community, **not relatives**, preferably giving examples testifying to community involvement, e.g., community volunteer activities, church involvement, etc., since the date of expulsion. In the absence of community activities, two or more reputable persons in the individual's community, **not relatives**, must write letters stating personal experience with the individual's behavior since the date of expulsion.

Supervisory Report and Recommendations

Two letters written by individuals who had direct supervisory responsibilities for the former student are required. If the student has had more than one job, s/he must have at least one supervisory reference from each job. If the individual has been attending another college or university, there should also be a letter from her/his department head or dean and from the student affairs administrator. Instructors, advisors, and counselors may also be used for letters of reference, but only in addition to the required letters.

Probation Report

If the former student is under any form of probation or parole, a letter from the probation or parole officer is required.

The file review must be completed at least one month prior to registration. When the file is complete, it will be reviewed by the Associate Director, Division of Student Affairs for a decision. The Associate Director, Division of Student Affairs will notify the expelled student of the decision.

If you have been approved for reenrollment, download a "Request for Reenrollment" form (found at http://www.registrar.psu.edu/student_for_ms/reenrollment.pdf). Include full name, PSUID or social security number, and last date of attendance. Bring the letter to the Registrar's Office in E130 Smith Building.

Office of Judicial Affairs

Dr. L. Jay Burlingame
Associate Director, Division of Student
Affairs for Student Life, Judicial Affairs, and
International & Exchange Student Services
103 Slep Student Center
Penn State Altoona, Altoona College
3000 Ivyside Park
Altoona, PA 16601-3760

Email: ljb2@psu.edu
Phone: 814-949-5065
Fax: 814-949-5805

Website: <http://www.aa.psu.edu/judicial/>

PENNSSTATE



Altoona

JUDICIAL AFFAIRS DIVISION OF STUDENT AFFAIRS



REENROLLMENT PROCEDURES FROM DISCIPLINARY SUSPENSION AND INDEFINITE EXPULSION

***Dr. L. Jay Burlingame,
Associate Director, Division of
Student Affairs for Student Life,
Judicial Affairs and
International & Exchange
Student Services***