

CONTRACTUAL READMISSION APPLICATION

Department of Registration & Records, Campus Box 7313, 1000 Harris Hall.

- 1. Completed Readmission Application and the application processing fee. The application can be found at <https://studentservices.ncsu.edu/your-degree/readmission/>**
- 2. A 1 Paged letter explaining:**
 - The reasons for your former academic situation, including, if applicable, any extenuating circumstances that may have affected your academic performance
 - Evidence you now have that leads you to believe you are prepared to be successful in meeting the university's academic standards and can complete all degree requirements within a reasonable length of time such as courses taken at other institutions, corrected work habits, etc.
 - How you and your goals have changed since your suspension from the institution.
- 3. If moving to a new curriculum, a completed Contractual Readmission Plan Change Form**
 - This form can be found **online by clicking here**.
 - Please be aware that your Contractual Readmission appeal is only valid for your original program or the program indicated on the Contractual Readmission Plan Change Form
- 4. Application for Contractual Readmission Form (Page 2 of this document)**
 - Complete information at the top of the form and sign at the bottom
 - Signed and approved by the accepting department
 - Signed and approved by the Dean's office of the accepting college
- 5. Proposed Degree Plan (Page 3 of this Document)**
 - The Proposed Degree Plan is to be discussed and filled out in conjunction with a departmental academic advisor, or the Coordinator of Advising
 - The courses you list in your Proposed Degree Plan must include all courses to be taken in each semester
- 6. Any documentation required by the College Dean's office**
 - Please check with the College Dean's office as some colleges have additional requirements.
- 7. Supporting Documents (optional)**
 - Transcripts from other institutions, resume, or any other document you believe will support your application.

PROPOSED DEGREE PLAN

1. List all courses required for completion of degree.

2. Tentative semester by semester schedule:

Year _____ Term _____

Anticipated graduation date: _____