

## READMISSION POLICY: UNDERGRADUATE

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1. This policy does not apply to UK-only top-up degrees.
2. Undergraduates who have officially or unofficially withdrawn from the University, or who have been away from the University past the expiry date of an approved leave of absence, must apply to Registry Services for readmission, using the form at <http://www.richmond.ac.uk/request-re-admission/>.
3. Applications for re-entry to either full-time or part-time study must be made at least twelve weeks before the semester begins; additional material may be requested to inform the University's decision to re-admit.
4. Applications to be re-admitted carry a charge of £25.
5. Re-admission will only be considered within nine years of the first semester of courses registered for at the University.
6. Applications are only considered from students in good academic standing: a GPA of 2.0 for undergraduate programmes and a GPA of 3.0 for postgraduate programmes.
7. Students dismissed from the University on academic grounds, failure to meet financial obligations, or because of breach of the Student Code of Conduct are not normally granted re-admission.
8. An offer of re-admission from Registry Services is from an academic viewpoint only. Re-admission does not guarantee that students will meet their necessary financial and/or visa requirements.
9. Re-admitted students will be registered onto the programme requirements in place in their semester of re-admission, not the requirements of their last semester of study.
10. If a re-admitted student has previously been awarded an undergraduate Exit Award, the earlier award will be rescinded to be registered for a BA or BS.
11. Confirmation deposits are required for readmission.
12. Re-admitted students may register for classes with the assistance of Registry Services at any time after the re-admission is approved, financial obligations have been met and other requirements completed, provided this is after the Priority Registration period for the semester of entry.
13. Re-admitted students will be required to re-take any failing grades, and are not permitted to petition for incompletes from their final semester before they were officially or unofficially withdrawn.

## VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added does not apply to UK-only degrees.	August 2020	
003	Added a charge of £25 for readmission and amended the timeframe for readmission from 6 to 9 years.	May 2021	
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	