

REINSTATEMENT, RE-ENTRY AND RE-ADMITTANCE POLICY

Students must initiate formal contact whenever interested in returning to Bay Path University after withdrawal, administrative withdrawal, or dismissal. The process a student must follow to return varies based on their academic standing at exit, and the duration of their absence from the institution. The following table should be used as a guide to help identify the appropriate process based on the student's circumstances:

| Academic Standing Upon Exit | Exit Length Over 12 Months | Process for Returning |
|---|----------------------------|--|
| Good Academic Standing | Yes | Re-Admittance |
| | No | Re-Entry |
| Academic Dismissal, Probation, or Warning | Yes | Reinstatement & Re-Admittance (if/when reinstatement approved) |
| | No | Reinstatement |

Re-Admittance

Students who left the University in good academic standing or on academic warning - and have been away from the University for more than 12 months - need to complete a new application with the Office of Admissions to start the readmission process. These students should contact the Office of Admissions (graduate@baypath.edu) for next steps.

Students who were academically dismissed or on academic probation prior to leaving the University must first complete the reinstatement process outlined within this policy. If reinstatement is granted, students should consult their reinstatement notice from the Registrar's Office for next steps.

Re-admitted students are subject to meeting current policies and processes effective at the time of their return (defined by the first semester of re-enrollment), including any new or additional degree requirements required by their major in the academic catalog.

Re-Entry

Students who left the University in good academic standing or on academic warning - and have been away from the University for 12 months or fewer - must submit an Enrollment Status Form to the Registrar's Office requesting a return.

Concurrent with submission of the Enrollment Status Form, students seeking re-entry are also required to submit official transcripts of any academic work attempted or completed since leaving the University.

Reinstatement

Students who were academically dismissed once previously are required to seek reinstatement, regardless of the degree program they are pursuing or the duration of their exit from the University. Students who have been dismissed more than once are no longer eligible to appeal their dismissal or request reinstatement to Bay Path University. Eligible students wishing to appeal their academic dismissal should work closely with their academic advisor and must submit a typed appeal letter with supporting documentation to the Registrar's Office (via email to registrar@baypath.edu). The Registrar's Office will verify receipt of

the appeal letter and documentation by email and will forward these documents to the Academic Standards Committee.

In the appeal letter, the student must provide a typed response to the following question: "How has your situation changed that will allow you to meet all satisfactory academic progress standards in the future?" Appeal submissions must also include documentation that supports the student's ability to be academically successful in their next enrolled semester. In order for their appeal to be reviewed, students must provide document(s) that outline one or both of the following:

- Documentation of extenuating circumstances that resulted in the student's poor academic performance (which include but are not limited to: major medical issues of the student or family member, issues with living situation and/or employment that prevented the student from being academically successful)
- Documentation of recent changes in the student's situation that will allow them to be academically successful in their next enrolled semester (which include but are not limited to: confirmation of a new living situation/employment or changes to a medical situation that is more conducive to academic success)

Reinstatement requests will only be considered during specified appeal periods as set by the Academic Standards Committee, and appeals submitted without supporting documentation will not be reviewed or considered.

The Academic Standards Committee, chaired by the University Registrar, will convene and review the appeal letter and documentation submitted by the student. The committee will render a decision within two weeks after all required appeal documents have been submitted. The decision of the Academic Standards Committee is final.

Reinstatement is not automatic. In some cases, reinstatement is not a possibility based on the accreditation requirements of the individual degree program. Students may not be reinstated until at least one semester has elapsed since they exited the institution. Those who have been away from the University for more than 12 months must also initiate the readmission process by completing a new application with the Office of Admissions.

Students whose academic dismissal appeal is granted are placed on academic and financial aid probation for their next enrolled semester. A student on academic probation is required to schedule an appointment with their advisor or Program Director to complete an Academic Success Plan before registering for future coursework. A registration hold is placed on the student's record until this condition is met. Students who fail to complete an Academic Success Plan while on academic probation may not be able to continue in classes and/or may be dismissed from the University without the opportunity to return.

Changing Catalog Year

All students are subject to meeting current policies and processes effective at the time of reinstatement, re-entry or re-admittance. Those who are re-admitted or reinstated are also required to meet the degree requirements in the academic catalog in effect at the time of their return (defined by the first semester of re-enrollment).