READMISSION
Following a Leave of Absence

The readmission process is a supportive process designed to assess your readiness to return to Swarthmore and to help ensure that you have good plans in place should you return to Swarthmore.

STEP 1
Check In e-form & Request for readmission letter – November 15 or July 1 deadline

Complete the brief, required Check In e-form in mySwarthmore student e-forms.

If you were on a *required* leave of absence, if you withdrew while a previous semester was underway, or if you were on academic probation prior to your leave of absence: you also must email a return request letter to Dean Liz Derickson (ederick1@swarthmore.edu) outlining your intent to return and proposed semester of return. Include the following:

- What led to any difficulties during previous semesters
- What you have done to address those difficulties
- What you have done while away (e.g. tend to health, job experience)
- What steps you will take to help ensure your success when you return
- Your progress in meeting any conditions of return that were provided to you when you went on a leave of absence.

After reviewing your Check In e-form and (if applicable) your return request email, Dean Derickson will tell you the next-steps. You are not permitted to return unless Dean Derickson has told you in-writing that you are approved to return.

**Deadlines**
- November 15 for Spring return
- July 1 for Fall return, but April 1 is recommended if possible
- Note: Incomplete grades should be resolved before you request re-admission.

**Communication is key.** You must regularly read and respond to your Swarthmore email account. Swarthmore email is our official mode of communication. If you have questions during this process, please contact Dean Liz Derickson: 610-328-8475, ederick1@swarthmore.edu. Please read the general information on our Taking Time Off website: http://www.swarthmore.edu/academic-advising-support/taking-time
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NEXT STEPS

Health re-entry conversation – If applicable and advised to do so: contact the Director of Counseling and Psychological Services (Dr. David Ramirez, CAPS – 610-328-8059) and/or the Director Student Health and Wellness Services (Alice Holland, 610-328-8058) to arrange a re-entry interview and provide documentation. The interview is often done by phone.

Request disability accommodations - If applicable: Contact Student Disability Services if you plan to request disability accommodations (studentdisabilityservices@swarthmore.edu).

Resolve incomplete grades – If you have unresolved grades of “INC” (Incomplete), “IP” (In Progress) or “NR” (Not Resolved) when you apply to return, your readmission will likely be conditional pending the resolution to those issues. If you have any grades of “INC” (Incomplete) or “IP” (In Progress) on your academic record, contact appropriate professors to discuss resolution of this issue. All coursework for INC classes must be submitted for review and the grade converted to a letter grade, which is sometimes a No Credit “NC” if major work is outstanding.

Transfer credit – If you are applying to earn Swarthmore credit for course completed during your time away, contact the Department Chair of any applicable academic department to discuss the process. Review the College’s policy on transfer credit and credit earned elsewhere, available on the Registrar’s website.

Write an academic plan & register for courses – Consult with your academic advisor(s) and register for courses via the process described on the Registrar’s website. Juniors and seniors: Write a plan for completing your graduation requirements, including divisional and writing requirements, PE requirement, academic major, etc. This plan should be submitted to Dean Derickson prior to your dean re-entry conversation.

Resolve conduct allegations - If applicable, resolve pending allegations through the student conduct process. Conduct allegations typically must be resolved before a readmission decision can be reached. If you have questions about student conduct concerns, please contact Dean Nathan Miller (nmiller2@swarthmore.edu).

Request housing and meal plan – Contact the Office of Student Engagement (Isaiah Thomas, Director for Residential Communities, ithomas1@swarthmore.edu) to request on-campus housing or to declare off-campus housing and meal plans.
READMISSION
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NEXT STEPS, continued

Seek advice specific to international, DACA or undocumented students – If applicable, contact the Director of the International Student Center (Jennifer Marks-Gold, jgold12@swarthmore.edu).

Request Financial Aid – Contact staff in the Financial Aid Office, if applicable, to discuss intended return and apply for aid (finaid@swarthmore.edu, 610-328-8358).

Resolve outstanding financial obligations – Students who have not satisfied their financial obligations will not be permitted to return to campus, to attend any classes, to live in campus housing, nor have a meal plan. If you have questions about student accounts, please contact Linda Weindel (Student Accounts Manager, lweinde1@swarthmore.edu).

DEAN RE-ENTRY CONVERSATION (typically the last step in the readmission process): If advised to do so, contact the appropriate deans to schedule a re-entry phone interview.

FINISHING THE READMISSION PROCESS You should complete the readmission process by August 1 for a Fall semester return and December 15 for a Spring semester return.

If you do not meet the conditions of readmission by the relevant deadlines, then any conditional readmission approval that you have received will likely be rescinded. You will be notified in writing of readmission decisions. If you wish to appeal a readmission decision, you must provide a written appeal to the Dean of Students (Jim Terhune, jterhun1@swarthmore.edu) within 5 business days of the decision. Replies to readmission appeals will be provided within 5 business days.