

Readmission

If you were away from Lehigh University for any reason, for any length of time, it is imperative that you submit the [readmission form](#) if you would like to return. Consult the categories below regarding process and timeline. Please be sure to read carefully all important information contained on this webpage. If you have any questions regarding the return process contact the director of graduate student life (610-758-3648) or your college coordinator.

Procedures to Return to Lehigh

Returning from a Requested Leave of Absence (Readmission Form)

When a leave of absence is requested, it is important to complete the readmission form the semester prior to returning. (See form below.) After completing the readmission form, students should contact their academic adviser, program director, or the graduate associate dean of their college for assistance with registration and to receive the alternate PIN.

Returning, official leave not requested (SOGS Petition)

Students who left campus without notifying Lehigh University of their plans to return must petition the Committee on the Standing of Graduate Students (SOGS) to be readmitted if they have not been registered within the last two semesters. Students should complete the SOGS Petition Form http://www.lehigh.edu/registrar/forms/Petition_to_SOGS.pdf. The petition should include a statement indicating why they left Lehigh, and reason for requesting to return. Students will be able to register for classes if their readmission is approved by the SOGS Committee. After the petition is approved, they should contact the academic adviser or the graduate associate dean of their college for assistance with registration.

Health Review (Readmission Form)

Students required to participate in a Health Review Process should contact the Dean of Students Office when ready to discuss their return. Students participate in the process two weeks prior to the start of the semester of their return. Students are not permitted to register until the process is complete and a readmission is granted. As soon as the Health Review Process is complete students should complete the readmission form. The Dean of Students will contact the registrar, the director of graduate student life, the graduate associate dean of the college, and the academic adviser upon readmission. Students should work directly with the academic adviser or graduate associate dean of the college for assistance with this process.

Disciplinary Suspension (Readmission Form)

Students suspended for disciplinary reasons may not register for courses until all sanctions are completed. Students should refer to the sanction letter. This indicates the date the suspension ends. After that date, students may complete the re-admission form, see below. Students should first contact the Office of Student Conduct and provide any documentation needed to show completion of the sanctions. After receiving documentation from the Office of Student Conduct that all sanctions have

been satisfactorily completed, the director of graduate student life will process the readmission form. At that point students can work with their academic adviser or the graduate associate dean of the college for assistance with registration.

Important for All Students Requesting Readmission

Registration:

You cannot register for classes until you complete the readmission process as outlined above. Except for cases of health review or suspension, you should be sure to complete the readmission process prior to the registration time period. So that we have plenty of time to activate your student status, please complete the process by October 15 for spring and March 15 for summer or fall. Although we will do all we can to help you as soon as possible, we cannot guarantee that you will have active status for registration if you miss that deadline. To access all registration information, you will need to access Banner by using your LIN and PIN through the secure log-in on the Registrar's web page <http://www.lehigh.edu/~inrgs>. You will not be able to use your portal account as you have in the past. You will, however, have access to everything you need.

Financial Status:

In all above situations, students' bursar account will be checked. If an outstanding balance exists, students must clear the account or arrange an acceptable payment schedule before being permitted to register. Before readmission is finalized, all students need to complete a Bursar Payment Worksheet and submit it to the Bursar's Office.

[Readmission Form](#)

<http://lehigh.edu/go/gradreadmit>