

**Xavier University of Louisiana College of Pharmacy
Request for Readmission Form**

Instructions: Please download the form and complete the Student Information section of this form. Use sections 2 and 3 as a guide to prepare your *Request for Readmission letter*. Once you have completed your letter, please sign the form and submit both documents to the College of Pharmacy (Rm. 100) Attn: Assistant Dean for Professionalism. Please note that your letter and the form must be typed.

Section 1: Student Information

Name: (Last, first)		Student ID:	
Address City, State Zip Code		Phone #:	
Xavier email:		Alternate email:	
Last Semester Enrolled:		Anticipated Readmission Date:	

Below are guidelines on how to prepare your Request for Readmission Letter. Please review and compose letter with each required section below.

Section 1: Explanation of Extenuating Circumstances: -

Please provide a concise explanation of the extenuating circumstances (those personal events beyond your control) which have directly impacted your academic performance. These may include a physical illness, a psychological challenge, domestic or family problems, or an unusual academic event.

Please be sure to explain the connection between the extenuating circumstance and your academic performance. In your explanation, please discuss when the particular event(s) occurred, how long you were affected, and what work in your courses was affected. Also, please outline what steps you took to deal with the extenuating circumstances during or after their occurrence (e.g., consultation with a health care professional or personal counselor, participation in the Academic Enrichment Program, meeting with course coordinator or course instructor).

Section 2: Future Plan:

A request for readmission should normally include a plan for achieving academic success should your request be granted. Please confer with your advisor as you develop your plan.

Your plan should include a discussion of the personal **adjustments you will make** in order for you to succeed in your future studies (e.g., take a lighter course load, regular meetings with a medical professional or personal counselor, etc.). Also, please specify how your future plans will support your academic goals.

Make sure your letter for readmission:

- is concise;
- clearly explains the connection between your circumstances and your grades;
- explains how you resolved the problem;
- states that you have conferred with your advisor, counseling center and/or any other individual, department or agency that can attest to your readiness to return to the COP; and
- states your plan of action to ensure academic success.

Print Name

Date

Student Signature

Date

Rcvd by:
