

## Lewis & Clark Graduate School of Education and Counseling

### READMISSION REQUEST INSTRUCTIONS

We welcome your interest in returning to Lewis & Clark Graduate School of Education and Counseling. Readmission to the graduate school is required if you meet **one** of the following definitions:

1. Admitted and enrolled at Lewis & Clark Graduate School of Education and Counseling as a degree, endorsement, license, or certificate seeking student and left the graduate school for more than three consecutive semesters **without** being granted a Leave of Absence; **or**
2. Did not return to the graduate school at the end of an approved Leave of Absence.

#### APPLICATION REQUIREMENTS

1. Submit Graduate Readmission Request form. (see next page.)
2. Brief statement requesting consideration for readmission
3. Professional and Personal Fitness form (available from the admissions office)

When you have completed your Graduate Readmission Request form, it will be reviewed by the Graduate Registrar's Office and the appropriate academic department. You may be required to submit additional documentation and meet with a faculty advisor. *Readmission is not guaranteed.*

If your request is approved you will receive a notification that you are eligible to re-enroll and may be expected to follow your program's curriculum and requirements *as outlined in the Graduate School Catalog at the time of readmission.*

#### IMPORTANT INFORMATION

- Students may only be readmitted into the same graduate program. If you wish to change programs, you must

submit an application and all admission requirements for the new program.

- Students dismissed from the graduate school for academic or conduct reasons may not use the graduate school's Readmission process and must reapply to the graduate school.
- Students have a total of five years from the date of matriculation to complete their programs. Leaves of absence will be included in the five year total. (Students enrolled in Educational Leadership programs may have more time to complete their programs. See program advisor for information.) Students may request an extension. New or revised requirements, as outlined in the current graduate catalog, may be applicable to students who are readmitted.
- Applicants are responsible for clearing all financial and administrative holds on their records prior to readmission.
- International students may be required to submit an updated financial verification form.

Submit the Graduate Readmission Request form and all supporting documentation to:

#### Graduate Admissions Office

Lewis & Clark Graduate School of Education and Counseling  
0615 SW Palatine Hill Road, MSC 87  
Portland, OR 97219

[gseadmit@lclark.edu](mailto:gseadmit@lclark.edu)

503-768-6200

[graduate@lclark.edu](mailto:graduate@lclark.edu)