POLICY TITLE: Undergraduate Readmission Application Window
POLICY NUMBER: 
POLICY ADDRESS: 
POLICY PURPOSE: Undergraduate students.
APPLIES TO: 
CONTENTS: Proposed Change: Change Undergraduate Readmission/Re-enrollment window from four to two years.

Submitted on November 25, 2013, by: Marla Herron, University Registrar, and Melissa Gorbandt, Director of Undergraduate Admissions

POLICY STATEMENT
1.0 Overview:

CURRENT POLICY: NKU students are allowed to enroll within a four-year window from their last enrollment without reapplying or updating personal information.

2.0 Scope: Policy applies to undergraduate students.

3.0 Policy: Confidentiality – N/A

4.0 Enforcement: - N/A

5.0 Policy Amendments: Change Undergraduate Readmission/Re-enrollment window from four to two years.

Rationale: In order to execute communication plans, assist students in staying on-track to graduate, and deploy important information, it is necessary to update our student’s contact information on a more regular basis.

PROPOSED POLICY: Effective Fall 2014 – An undergraduate student who has not been enrolled for two years at NKU must re-apply for admission. The student will be held to the admission and program requirements at the time of re-admission. The application fee will be waived. (This application fee waiver request will be submitted for consideration to the Budget Office and the Office of the Provost.)

The University reserves the right to change the policies, information, requirements and procedures, announced in this policy, at any time. Changes required by University contractual commitments shall be effective and binding to individuals upon execution of any such contract by the University. An individual shall be deemed to have accepted and be bound by any change in University policies, information, requirements or procedures, announced in this policy, at any time following announcement or publication of such change.

EXCLUSIONS OR
<table>
<thead>
<tr>
<th>School</th>
<th>Time Limit</th>
<th>Fee</th>
<th>Application</th>
<th>Catalog</th>
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<tbody>
<tr>
<td>University of Kentucky</td>
<td>1 semester</td>
<td>Yes</td>
<td>Yes</td>
<td>Original if returning in same academic year</td>
</tr>
<tr>
<td>Western Ky Univ</td>
<td>1 year</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Morehead State</td>
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<td></td>
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<tr>
<td>Murray State</td>
<td>2 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Original catalog</td>
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<tr>
<td>University of Louisville</td>
<td>2 years</td>
<td>*Yes/No</td>
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<td></td>
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<tr>
<td>Eastern Ky Univ</td>
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<td>*Yes/No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Univ of Cincinnati</td>
<td>1 semester if they attended elsewhere</td>
<td>*Yes/No</td>
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<tr>
<td>NKU</td>
<td>4 years</td>
<td>Yes</td>
<td>Yes</td>
<td>New catalog</td>
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</table>

*Fee if attended elsewhere
Admissions and Academic Policies Committee  
Approval Documentation

Policy (Attached): Undergraduate Readmission Application Window

See attached policy.

Date of Committee Approval: November 25, 2013

Approvals:

Committee Chair  J. Patrick Moynahan  Date: 3/14/14

Vice President  Peter Gitau  Date: 3/20/14
 Student Affairs  [Signature]

Provost  Sue Ott Rowlands  Date: 3/17/14

Implementation Responsibility: Registrar

Distribution:  J. Patrick Moynahan  
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Kim Turner  
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Department Chairs