

7. READMISSION PROCEDURES

Readmission

Academic files for previously matriculated students are kept for five years.

Individuals who wish to return within a year of withdrawing or of taking a leave of absence may contact the following individuals to discuss re-admission:

- Charles River Campus – sswoss@bu.edu – 617-935-4688
- Off-Campus Programs – sswptp@bu.edu – 617-353-3766
- Online Programs – sswolp@bu.edu – 617-353-3766

Individuals who withdrew or took a leave of absence within one-to-five years should contact the Admissions & Financial Aid Office at 617-353-3750 and must submit the supplemental material described under “Reapplication” to Admissions & Financial Aid.

Those seeking readmission must meet any special requirements prescribed at the time when the student left the School. If you withdrew or took a leave of absence six or more years ago, you must reapply to the program by completing the full admission process. **In all cases, students must complete the MSW degree requirements within six years of the original enrollment date.**

Any student who left the School for reasons related to grade point average, incompletes, problem resolution, or status review will be referred to the Associate Dean for Academic Affairs. The Associate Dean will determine whether a status review should be convened to determine if the student should be allowed to re-enroll in the School.

Readmission Deadlines

Charles River Campus: If you intend to enter the Advanced Field Placement in the fall, you must submit all materials by **January 15** or risk the possibility that an appropriate field placement may not be available to you. If you intend to enter the Foundation Field Placement in the fall, all materials should be submitted by **March 2**.

Off-Campus & Online Programs: Students seeking readmission after a leave of absence must reapply at least one semester in advance of the intended readmission term: May for a fall start; September for a spring start; January for a summer start.