



Re-Admission of Ex-Students

This instruction applies to ex-students who have an academic dismissal either because of their voluntary resignation or as a consequence of an academic dismissal action initiated by Webb Institute. It does not apply to students who have been granted a Leave of Absence by the Institute. A Leave of Absence may be granted when a student, in good standing, incurs a temporary disruption in attendance at Webb due to circumstances beyond the student's control and not due to the student's own misadventure. Leave of Absence implicitly assumes resumption of studies upon resolution of the disruptive effects.

Policy (Board of Trustees):

"The general position of the Board of Trustees is that the re-admission or previously academic dismissed students is not to be encouraged. Consideration for re-admission is not appropriate for ex-students who have been disenrolled for disciplinary or behavioral reasons or for ex-students who have voluntarily left Webb to avoid potential dismissal by the Institute for academic or other inadequacies.

Re-admission of students, who have been dismissed for reasons other than the above and under honorable conditions, may be approved by the President. This authority may not be delegated. In all such cases, re-admission shall be in accordance with formal procedures, to be promulgated by the President, for providing the maximum practicable assurance that persons re-admitted will perform to the high Webb standards of ability, character, and motivation. The President may include appropriate conditions of performance as part of a re-admission approval action."

In accordance with the Board of Trustees Statement of Policy, re-admission will not be considered for ex-students who: a) were dismissed for disciplinary or behavioral reasons or b) who voluntarily left Webb to avoid potential dismissal by the Institute for academic or other inadequacies.

Final decisions on re-admission will be made by the President. Pursuant to arriving at those decisions, the President will utilize the following groups to carry out a comprehensive analysis of each re-admission application.

The following apply to Special Re-Admission Committees:

- a) Membership will be as follows:
 - Dean
 - Director of Admissions and Student Affairs
 - Faculty Members (designated by the President in consultation with the Dean) as appropriate to provide for representation from Faculty who have previously had the applicant in their classes as well as from Faculty who would have the applicant in their classes in the event re-admission was approved.
- b) The President will convene a Special Re-Admission Committee on a case basis upon the receipt of a re-admission application which merits such consideration.

The Director of Admissions and Student Affairs will prepare and maintain Re-Admission Application Forms and other administrative material required for adequate consideration of re-admission. In general, the information to be provided by the applicant should include the scope of documentation required for the standard Application for Admission, as well as comprehensive information on the performance of the applicant since dismissal from Webb and the applicant's written rationale for being re-admitted.

Each evaluation of a re-admission application should consider the following:

- a) The presence (or absence) of objective evidence regarding the applicant's demonstration of the essential attributes of ability, character and motivation.
- b) All aspects of the applicant's performance while at Webb, as well as during the period since dismissal.
- c) The potential effect on other classes/students.
- d) The nature and number of personal interviews required.
- e) Any special terms or conditions which would be appropriate as a part of an offer of re-admission (e.g.: in a

probationary period for some specific period).

- f) As a rule, a re-admitted student must re-take the last semester not successfully completed. In some cases, it may be appropriate to offer re-entry at an even earlier point (i.e.: requiring the re-taking of one or more semester earlier than the last one not successfully completed).

The President will include all relevant Re-Admission Actions in semi-annual written reports to the Board of Trustees.