

# Suffolk University Graduate Admissions

**Phone:**  
(617) 573-8302

**Fax :**  
(617) 305-1733

## Graduate Admission Re-Entry Form

### Readmission Requirements

Students registered in a program of study are expected to enroll continuously until the completion of the degree.

A student previously enrolled in a Suffolk University graduate degree program, who has not been officially enrolled for two or more semesters (fall/spring) or who did not comply with the terms of an approved leave of absence, must complete a Re-entry form. Previous admission to a graduate program does not guarantee automatic re-entry back into that program.

**You must meet the following criteria to be eligible for re-entry:**

- The student must have a minimum grade-point average of 3.00 on all graduate-level courses completed at Suffolk University.
- The student must have no "incomplete" marks on all graduate-level courses completed at Suffolk University.
- The student must have no outstanding financial balance with Suffolk University's Bursar/Student Accounts Office.

If there are any discrepancies with any of the above criteria, the student must contact either the Associate Dean of Academic Affairs, Sawyer Business School or student accounts to discuss and clarify these matters:

**Associate Dean of Academic Affairs**  
Sawyer Business School  
617-573-8088  
[mmcinnis@suffolk.edu](mailto:mmcinnis@suffolk.edu)

**Office of Student Accounts**  
617-573-8407  
[stdact@suffolk.edu](mailto:stdact@suffolk.edu)

Students who have attended universities elsewhere since their last attendance at Suffolk University must submit official transcripts of that study at the time of application for re-entry.

Students who have been away for more than 5 years must contact the Associate Dean of Academic Affairs at 617.573.8088.

**Return re-entry form to the Graduate Admissions Office:**

Suffolk University  
**Graduate Admissions Office**  
8 Ashburton Place  
Boston MA 02108

# Suffolk University Graduate Admissions

Phone:  
(617) 573-8302

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## Graduate Admission Re-Entry Form

### Application Form

**PLEASE READ FIRST:** The Graduate Admission Office cannot re-enter students with a cumulative GPA below 3.0 or students who have financial obligations to the University. Students who are on an official leave of absence should contact the Registrar's Office and should not use this form.

#### Personal

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Email: *(required)* \_\_\_\_\_

Are you an International Student?

Yes

No

#### Academic

I was last enrolled at Suffolk:

Fall \_\_\_\_\_  
Year

Spring \_\_\_\_\_  
Year

Summer \_\_\_\_\_  
Year

The graduate degree program I will re-enter is: \_\_\_\_\_

Re-entering Semester/Year: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Re-entering Division:

Full Time

Part Time

Please list any other college or university you have attended since leaving Suffolk. You must have an official transcript sent directly to Suffolk.

Name of Other College or University (since leaving Suffolk University)

**Briefly list your activities since you left Suffolk**

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do not write below this line**

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OFFICE USE: AD \_\_\_\_\_ CN \_\_\_\_\_ DN \_\_\_\_\_ By \_\_\_\_\_

ID# \_\_\_\_\_ STACCTS: \_\_\_\_\_ GPA: \_\_\_\_\_ TRANSCRIPT RC'D \_\_\_\_\_