

Academic Catalog 2014-2016 Addendum

Addenda noted within this document were made as of [Spring 2015](#) following original publication.

General Addendum for Re-Enrollment & Reinstatement

The Re-Enrollment & Reinstatement addendum is applicable throughout all four Academic 2014-2016 PDF Catalog documents. Former Dominican students who have left the university, or have been academically dismissed, may apply to return under one of two categories:

- Re-enrollment - for those who left Dominican in good standing
- Reinstatement - for those who left Dominican not in good standing

Each has a separate protocol, see [pages 2-3](#) of this Addendum document for detailed explanations.

General Information and General Academic Policies & Procedures 2014-2016 PDF

Sustainability Coursework — noted in [blue](#) on pages 7-14

Course Attendance — noted in [blue](#) on page 33

Credit Hour Policy — noted in [blue](#) on page 35

Academic Standing > Appeals/Reinstatement — noted in [blue](#) on page 46-47

Transfer Credit Policies — noted in [blue](#) on page 52

Advanced Placement Tests (AP) table — noted in [blue](#) on page 53

College Level Examination Program (CLEP Examinations) table — noted in [blue](#) on page 55-56

Undergraduate Education 2014-2016 PDF

General Requirements for a Baccalaureate Degree>Credit Hour Policy — noted in [blue](#) on page 19

Taking General Education Courses Off Campus — noted in [blue](#) on page 55

General Biology Emphasis for the Biological Sciences Major (BA, BS) Requirements — noted in [blue](#) on pages 87-90

Leadership Studies Minor Requirements>Category 2 through Category 6 — noted in [blue](#) on pages 221-226

Graduate Education 2014-2016 PDF

Credit Hour Policy — noted in [blue](#) on page 9

MBA Course Description for MBA 5996 Graduate Internship — noted in [blue](#) on page 23

Adult Degree Completion Program 2014-2016 PDF

Credit Hour Policy — noted in [blue](#) on page 8

Adult Degree Completion Program (ADC) General Education Overview — noted in [blue](#) on page 12

General Addendum for Re-Enrollment & Reinstatement Explanations

Re-Enrolling at Dominican University of CA

Former Dominican students who seek to complete an unfinished degree are welcome to apply for re-enrollment. This applies to students who were previously admitted and enrolled in a degree program and left the university in good academic, financial, and disciplinary standing.

*For information and instructions about appealing for **reinstatement** after having left, or been dismissed from, the university not in good standing, please see section entitled: *Reinstatement in Dominican University of California*.*

In most cases, re-enrolling does not require returning students to go through the admission process a second time.* Instead, approval of the Academic Advisor, Program Director, and the Registrar are all that is needed. Business Services and the Financial Aid Office also play a role in providing verification that the returning student is in good fiscal standing and is well-informed of all financial facts, options, benefits, and responsibilities. Compiling various documents that may be required when applying for re-enrollment can take some time, so several weeks should be allowed for the full process.

The Application for Re-enrollment is available at this link:

<http://www.dominican.edu/academics/resources/registrar/forms/re-enrollment-or-reinstatement>

All instructions are included on page 2 of the re-enrollment application. Please review them carefully. Once all required documents have been submitted to the Registrar, and all approvals have been granted, students will receive notification of their new enrollment status. Please allow 5-10 working days for processing.

Please contact the Registrar's Office at (415) 485-3233, or by email to registrar@dominican.edu, and say that you need help with re-enrollment, so we can help you with any questions you may have.

Please note: *During the student's absence, policies regarding matriculation, degree requirements, and graduation may have changed. Requirements in effect at the time of re-enrollment will apply, unless an exception has been specifically requested and approved on the re-enrollment application. University catalogs from 2006 through 2016 are available at: <http://www.dominican.edu/academics/resources/catalog>. Students who had previously applied to graduate will be asked to complete a new graduation application at the time of re-enrollment.*

*In some cases, a student may have been away from Dominican for a long enough period that the original admission documents and official transcripts from other schools no longer exist in our files. We generally hold paper files for seven years after the last term of enrollment. In these cases, a student may be asked to reapply through Admissions and/or to re-submit any missing documents needed for their record. This will be determined by the Registrar when the re-enrollment application and required documents have been submitted and reviewed.

Reinstatement in Dominican University of CA

Former students who were enrolled in a degree program at Dominican, but who left, or were dismissed from, the university not-in-good-academic standing, and now seek to complete a degree, may apply for reinstatement. Students who were dismissed from a specific program, rather than from the university, follow a different process. See more information on this in the "**Note**" section below.

Reinstatement in the university is generally granted if the former student has raised his/her cumulative GPA to the required minimum through subsequent transferable work at a regionally accredited college or university, presents compelling evidence that the conditions that led to his/her earlier unsatisfactory performance will no longer affect her/his studies, and has the approval of the academic advisor and the Program Director/Chairperson. Students reinstated under this policy will return with a standing of Academic Probation and must maintain good academic standing in the first semester.

Applicants for reinstatement must:

- Have the approval of their academic advisor and Program Director/Chairperson to return
- Be in good financial and disciplinary standing
- Have raised their overall cumulative GPA to the required minimum, through transferable coursework
- Complete and sign the Application for Re-enrollment or Reinstatement available online at this link: <http://www.dominican.edu/academics/resources/registrar/forms/re-enrollment-or-reinstatement>
- Submit an appeal letter citing evidence of having identified and overcome previous academic difficulties
- Send official transcripts to the Dominican Registrar's Office for all academic coursework taken at any college or university during their absence from Dominican
- Obtain an updated degree checklist from their academic advisor, including the advisor's allocation of any newly transferred credit in the major, minor, or concentration
- Submit a new Graduation Application, if a graduation application had been before leaving Dominican
- Receive clearance from the Registrar to re-enroll under current or previous catalog requirements
- Obtain prior authorization from the Registrar if any courses are to be taken at another institution

Once all required documents have been submitted to the Registrar, and all approvals have been granted, students will receive notification of their new enrollment status. Please allow 10 working days for processing, once all materials have been received.

Note: Dismissal from an undergraduate academic program, such as Nursing or Health Sciences/Pre-Occupational Therapy, does not necessarily constitute Academic Dismissal from the University. A student who is otherwise in clear academic standing may be eligible to re-enroll in a different major. Dismissal from an academic program is not subject to the same appeal process as Academic Dismissal from the University and must be addressed directly with the Program Chair and the Dean of the School, rather than with the Registrar, the Academic Petition Committee or the Appeals Committee.