



TO: Applicants for Readmission to the School of Biology Undergraduate Program

FROM: School of Biology Office of Undergraduate Academic Services

RE: SoB Readmission Process for students on *first drop* from Georgia Tech

Please read this full document. *Please note that students dropped twice from Georgia Tech will NOT be considered for readmission to the School of Biology.*

Wait Period: All dropped students seeking readmission to Biology must first sit out of Georgia Tech for one semester. This means if a student is dismissed at the end of the Fall semester, the student is not eligible for readmissions until the following Summer term, after sitting out of Georgia Tech for the Spring term. Students should use their time constructively during the wait period. Taking course work elsewhere and receiving a 3.0 GPA or higher is USUALLY the best indication to the advisor of a student's commitment to return and earn a degree, **but readmission is still not guaranteed.**

Competitive Readmissions: Readmission is competitive, and not every applicant is readmitted to the School of Biology. Through your readmissions application and interview we attempt to discern if you are a viable candidate for readmission. We only readmit students who are willing to be aggressive about their education and overcome the obstacles that stood in the way of performing well in the past.

Personal Assessment: As part of your readmission application, you must complete a personal assessment. Through this personal assessment you should analyze the reasons or the behaviors that caused you to be dropped as well as the reasons you should be readmitted. The personal assessment, which is on page 5 of this document, includes a list of questions that will help you analyze your situation and determine if you are ready to return to Georgia Tech. The personal assessment should show how committed you are to succeeding through the care you take in writing it. If your assessment fails to thoroughly address the questions, your application will be denied. Proofread your assessment carefully. Grammatical errors and typographical errors will count against you when the committee reads your assessment.

Course List: Prepare a typed list of courses that you would like to take if you are readmitted to Georgia Tech. Because you may not get into all the courses you want, include some alternative courses. Indicate on your list how many credits you think you should take, given the time commitments you expect to have. To determine what courses you will need for the bachelor of science degree in Biology, refer to the Biology required course sheet at <http://www.biology.gatech.edu/undergraduate-program/current-students/advising/requiredcourses.php> *Please note that if you are readmitted, you will be restricted to no more than 14 credits per semester while on the two-semester contract.*

Time Schedule: Fill out the semester time schedule worksheet on page 7 of this package to provide a written schedule that displays clearly how your time will be allocated during the semester you return (if readmitted). Using your list of ideal courses mentioned in the previous paragraph, account specifically for class time, study time, work (if applicable), sleep, commute time if significant, and other activities in which you will be involved regularly.

Optional Supporting Documentation: Students are encouraged, but not required, to submit any additional documentation that will strengthen their readmissions application. Examples would be letters of recommendation from employers and professors since dismissal from Tech, or other people who have worked closely with you. Letters should be on official school or company letterhead, sealed and signed across the seal, and included with your application materials, or mailed to the address below.

Dr. Chrissy Spencer
Georgia Tech School of Biology
Office of Undergraduate Academic Services
310 Ferst Drive
Atlanta, GA 30332-0230

Readmission Interview: If your application materials are determined to be compelling, you will be invited for an interview with Dr. Chrissy Spencer. This is a chance for Dr. Spencer to learn more about your experience and readiness to return, and determine if you have created an adequate plan to overcome past obstacles.

Academic Contract: If Dr. Spencer determines you are a strong candidate for readmission, she will recommend your acceptance to the GT Registrar's Office, which makes the final readmission decision. Typically, if a College/School supports a readmission application, it is approved by the registrar and the student is readmitted as a probation student on a two-semester "academic contract". This contract will outline the classes in which you will enroll during your first two to three semesters and list a pre-defined GPA that you must earn for each of the terms. If you do not meet the GPA listed on the contract, you will be dismissed from Georgia Tech permanently and not eligible for readmissions.

Advising Meetings: During your first semester on contract, you are required to meet with Dr. Spencer at least twice to discuss your academic performance. While on contract, you must notify Dr. Spencer of any problems that directly impact your ability to perform well in classes, including family emergencies, personal illness, conflict with a faculty member, difficulty in class, financial inability to purchase books, etc. You must respond to all emails from Dr. Spencer requesting updates and meetings.

Class Attendance and Academic Expectations: While on contract, you must also commit to attending all classes for each course, participating in the courses fully as outlined in the syllabi, arriving on time to class, submitting all assignments in a timely manner, and participating in academic success seminars if necessary. You also need to meet with your professors during office hours to assure you fully understand your academic performance. You should expect to study at least four hours per day, six days per week.

Working while on contract: Students on contract who want to attend school full-time are not permitted to work more than 20 hours per week. If you would like to apply for readmissions and need to work more than 20 hours per week, know that if you are accepted, you will only be approved to take between 3 to 9 credits per semester, depending on your work schedule. Dr. Spencer's goal is to help you return to academic good standing at Georgia Tech. Experience has shown that readmitted students who work more than 20 hours per week while also managing a full-time course load are usually unsuccessful. For some students it is best to take a few semesters off from school to work and save money to be able to return to Tech to complete the degree. The GT Office of Financial Aid often allows readmitted students to continue receiving financial aid since they are closely monitored by an advisor and have a higher likelihood of success since they created an academic plan.

How do you know if you are ready to apply? The students who are successful on contract are the students who make a commitment to changing their behavior or addressing the problems that kept them from succeeding at Georgia Tech. Most of our contract students progress from probation to good standing students, but some students chose not to address the problems that lead to their dismissal and are dropped a second time. After the second drop, a student may not reapply to the School of Biology. If you feel you are ready to commit to your academics and make your coursework your #1 priority, you are ready to apply for readmission.

Strengthening Your Application: As a student who has been dropped from GT because of poor grades, you are urged during your time away to evaluate carefully your interests, abilities, and goals. If you wish to return to GT, I recommend that you consider the following ways to strengthen your application:

- Evaluate your academic goals realistically; seek career counseling and testing if you are uncertain about your academic major.
- Complete at least 9 credit hours at another accredited institution and earn a 3.0 GPA or higher. Preferably these would be degree applicable credits. Remember that if you failed a class at GT, you cannot take it elsewhere.
- Improve time management and study skills.
- Work or volunteer with an organization or company that will help you determine your career path.

Deadlines: Readmission documents should first be submitted to Dr. Chrissy Spencer in the School of Biology, who will review them, possibly interview the student, decide whether or not to support the application, and then forward the readmission documents to the registrar for the final review and decision.

Readmission Term	Deadline for students to submit all readmissions documents to the SoB	Deadline for SoB to submit all readmissions documents to registrar for final decision
Fall	May 15	June 1
Summer	January 15	February 1
Spring	September 15	October 1

Applying for readmission: After completing the application materials, please send the completed documents to Dr. Chrissy Spencer, Georgia Tech School of Biology, Office of Undergraduate Academic Services, 310 Ferst Drive, Atlanta, GA 30332 or fax to 404-894-0519. If selected, you will be contacted to schedule a readmission interview.

Application checklist:

- School of Biology Readmission Biographic Sheet & Application Cover Sheet (page 4)
- School of Biology Personal Assessment (page 5)
- Ideal Course List for your first semester
- Semester Time Schedule (page 7)
- Complete online Georgia Tech Application for Readmission Form (print confirmation and include with packet): <http://www.registrar.gatech.edu/students/readmission.php>
- Petition to the Faculty Form (to request readmissions after 1st drop): <http://www.registrar.gatech.edu/students/formlanding/pettofac.php>
- Optional Supporting Documentation (see directions for submitting on page 2)
- Transcripts showing enrollment at another institution.

Readmission Biographic Sheet & Application Cover Sheet

APPLICANT INFORMATION

Full Name: _____ Date: _____
First Middle Last

GTID: _____ Gender: _____ Age: _____ Ethnicity: _____

CONTACT INFORMATION

GT Email: _____ Personal Email: _____

Cell Phone: _____ Home Phone: _____

Address: _____
Street Address Apartment/Unit #

City State Zip

READMISSION INFORMATION

1. Preferred Readmissions semester and year: _____
2. Semester and year of dismissal/drop: _____
3. Final GPA after last term at GT: _____

EXPERIENCES PRIOR TO RETURNING TO GEORGIA TECH

1. Please list all colleges you have attended or are attending while away from GT: Please enclose an unofficial transcript listing any courses attempted at the interim institutions.

2. What is your GPA (or projected GPA if currently enrolled) at the interim college: _____
3. How many semester hours (credits) are included in this GPA? _____
4. Please list any work or volunteer experiences you completed while away from GT:

5. Please list any other activities that you have participated in while away from GT:

I certify that the information provided in the application materials is true to the best of my knowledge, and I understand that any omission or misrepresentation of facts or failure to furnish information to the Undergraduate Readmissions Committee will automatically invalidate consideration of this application and/or readmission to the GT School of Biology.

Applicant's signature: _____ Date: _____

Personal Assessment for Readmitted or Probation Students School of Biology at Georgia Tech

Student Name: _____ **Student ID:** _____

Directions: Prepare a typed statement detailing the following six objectives. Please be honest and thorough in your responses. See page 6 for guidance on completing this form.

1. Assess the issues you confronted at Georgia Tech which led to your dismissal.
2. Describe any other circumstances that impacted your ability to perform well in school.
3. Describe specifically how these issues and circumstances have been addressed.
4. Identify several reasons you want to be readmitted to the School of Biology specifically, instead of pursuing an alternate major at Tech or attending another university.
5. Give an honest assessment of challenges you might face if readmitted to Georgia Tech.
6. Detail a plan for how you will address these challenges.

Directions for School of Biology Personal Assessment

The personal assessment should show how highly motivated you are through the care you take in writing it, so please be honest, thorough, and specific. The School of Biology has worked with students who have experienced concerns related to family and personal relationships, financial resources, residential situations, drug and alcohol use, personal trauma, sexual orientation, college transition, disabilities, time management and study skills, psychological or physical illnesses, and many other concerns. It is important that you convey all issues that contributed to your dismissal in your assessment.

These are questions you should consider while completing the SoB personal assessment:

- What are some reasons you did not perform well at Tech?
- What were the biggest obstacles to your success?
- What personal issues lead you to avoid investing time in academics?
- How often did you visit your professors' office hours?
- How often did you see your advisors?
- Were you studying every day? If so, how many hours per day? Describe your study skills.
- What is your current time management system?
- Do you think you had an accurate perception of how you were performing in class before you received your final grades?
- Do you think you understood what the professors' expectations were for the classes?
- Which clubs and organizations were you involved in?
- Did you enjoy your time at Georgia Tech before you were dropped?
- Do you feel like you made some good friends at Tech?
- Where do you plan to live during your first semester? How will this affect your ability to study?
- How will you set up your study environment?
- What are some of the assignments that were toughest for you in class?
- Why the Biology major and not another major?
- What are some ways you want to change to perform better?

Our expectations of readmitted students:

- That you will commit to visiting with your advisor 2 times during your first semester back at Tech and reach out for help if you experience difficulty.
- That you will fully participate in class.
- That you will seek time management assistance if lack of those skills affected your grades.
- That you will reach out for help to TAs and professors if having difficulty in class.
- That you will meet with professors to assess your perceptions of grades/performance.
- That you understand which resources on campus can help you if you have any difficulties.
- That you will seek study skill seminars if the lack of study skills was affecting your performance.
- That you will create a study environment that is conducive to studying effectively.

Important notes to students about the contract:

- Your contract will mandate that you receive a certain GPA during your first two semesters. If you do not meet this GPA, you will be dismissed permanently.
- If you make a commitment to change behaviors and/or confront issues that led to being dropped the first time, you will succeed at Tech.
- You must see your advisor if you experience ANY difficulties, even if they are not academic. During your probationary period on contract, the department must know if you are sick, must miss class for an extended period of time, or have other hardships (death in family, financial problems) that could affect your academic performance.

Semester Time Schedule

Total Class Hours per week _____ Total Study Hours per week _____ Total Work Hours per week _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00-6:00 am							
6:00-7:00 am							
7:00-8:00 am							
8:00-9:00 am							
9:00 -10:00 am							
10:00-11:00 am							
11:00 -12:00 pm							
12:00-1:00 pm							
1:00-2:00 pm							
2:00-3:00 pm							
3:00-4:00 pm							
4:00-5:00 pm							
5:00-6:00 pm							
6:00-7:00 pm							
7:00-8:00 pm							
8:00-9:00 pm							
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10:00-11:00 pm							
11:00-12:00 am							
12:00-1:00 am							
1:00-2:00 am							
2:00-3:00 am							
3:00-4:00 am							
4:00-5:00 am							