For All Returning Students: It is strongly advised that you submit your application by the end of March for the fall semester and by the end of October for the spring semester. If you have any holds on your account or owe money to the college or another SUNY school, these must be cleared before your application for readmission can be reviewed.

For Students Seeking Readmission to the Crane School of Music: You must also be cleared by the School of Music administration, which may delay the readmission process. Details about readmission to Crane can be found in the Crane Student Handbook ("Procedure for Readmission"). For students who have sat out more than two full semesters or who have failed out of a music degree program, additional steps may be required, as explained in the Handbook.

Please complete the following (Please Print):

<table>
<thead>
<tr>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
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<tr>
<th>Potsdam ID No.</th>
<th>Date of Birth</th>
<th>Telephone Number</th>
<th>Email Address</th>
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<tr>
<th>Address</th>
<th>City, State</th>
<th>Zip Code</th>
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1st Degree Graduation Date (Month/Year) | Degree (BA, BM, BS) | Major(s) |
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List all Colleges you have attended since leaving Potsdam along with the dates you attended.

If you have attended another institution since leaving Potsdam, you must forward an official transcript of your course work, bearing seal and/or signature of an appropriate school official to the Admissions Office (44 Pierrepont Avenue, Potsdam, NY 13676). Please Note: A decision regarding your application for readmission to SUNY Potsdam may be delayed until we have received all official transcripts from the above schools.

I am requesting readmission for the following semester (check one):

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<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Winterim</th>
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Year: __________________
I plan to complete a:

Second Degree* (Matriculated)

| 2nd Degree (BA, BM, BS) | Major(s) | Proposed Completion Date |

OR

Non-Matriculated** (check the appropriate box)

| 2nd Major | Minor only | Teacher Certification | Graduate Pre-requisites |

I certify that this form has been completed by the student named on this form. Additionally, I certify that the information in this application to be true and complete to the best of my knowledge. Falsification of information on this application could jeopardize my enrollment. I further agree to send official transcripts for all colleges I have attended since leaving SUNY Potsdam.

Readmission to SUNY Potsdam is based on the qualifications of the individual, without regard to sexual orientation, race, age, color, creed, national origin, disability or handicap. The College reserves the right to deny readmission to any student who does not meet established standards, or if evidence exists that readmission may constitute a threat to the health and/or safety of the student or to any member(s) of the College community.

*Second Degree
- The second degree major must be completely different from the first major.
- The second degree major cannot be a previous degree minor.
- You will need to complete 30 additional hours (beyond the first degree) and 15 of those 30 hours must be upper division in the major and in residence at SUNY Potsdam.
- A minimum 2.0 cumulative grade point average is required for completion of the second degree program.
- You may be required to complete certain general education requirements depending on when you earned your first degree.
- You will be enrolled as a matriculated student and will be eligible to apply for financial aid.
- Readmission is a privilege and the Registrar reserves the right to deny applications that are incomplete.

**If you graduated from SUNY Potsdam and would like to complete a minor or second undergraduate major, you should consider the following before applying:
- You must meet with the Department Chairperson in the minor area to discuss the feasibility of your plans and to sign your Educational Plan.
- If accepted, you will be enrolled as a Non-matriculated student and will not be eligible for Financial Aid.
- Upon certification by the Office of the Registrar that the major or minor requirements have been fulfilled, a comment will be added to the non-matriculated transcript: “Completed all courses required for XXX major/minor.”
SUNY Potsdam Post-Degree
2nd Degree, 2nd Major, Minor, Educational Plan

Name: ____________________________ Potsdam ID#: ____________________________

Semester: __________________________
Course Number and Title | Credits | Requirement Filled (Major, etc.)
--- | --- | ---


Total Credits _____________

Semester: __________________________
Course Number and Title | Credits | Requirement Filled (Major, etc.)
--- | --- | ---


Total Credits _____________

Semester: __________________________
Course Number and Title | Credits | Requirement Filled (Major, etc.)
--- | --- | ---


Total Credits _____________

Second Degree/Major/Minor Dept. Chair (print): ____________________________

I have reviewed with the student the requirements listed below, which are necessary to complete the Second Degree/Major or Minor.

Chair’s Signature: ______________________________________ Date: ________________

Registrar’s Notes: ____________________________________________

Registrar’s Signature: ______________________________________ Date: ________________