

Contractual Readmission Checklist

This checklist is to help ensure you're ready to submit your application for contractual readmission. Use this PDF to keep track of the documents and written responses you'll need to provide with your application.

When you have all items ready, use the **Suspension Appeal and Contractual Readmission (CRP) Request** service page to submit your application. Please note that you cannot save your application - you must complete and submit the application once started or all progress is lost.

Required items for your application:

[Three-term academic plan](#)

[Third-party documentation](#)

[Current academic information](#)

[Essay responses](#)

[Case study responses](#)

Three-term academic plan

You will need a PDF of the three-term academic plan you created with your advisor in DegreeWorks. [Click here to learn how to save your academic plan as a PDF](#). This plan **must** be created with an advisor. Don't delay in scheduling an appointment.

Third-party documentation

You will need to provide third-party documentation supporting your explanation (see **Essay responses** below) of your prior poor academic performance. This can include a letter from a counselor, advisor, professor, medical professional, newspaper documentation, tutoring records, success coaching, or success workshops - any official document that can verify your circumstances. Third party documentation **cannot** come from family members.

Current academic information

You are encouraged to use DegreeWorks and STAR to answer the first 5 questions below.

- Assigned academic advisor:
- Current major:
- The college your current major is housed in:
- The number of credits you have attempted:
- The number of credits you have earned:
- Completion rate (Divide credits earned by credits attempted):
- Do you plan to switch your major from the one currently designated in DegreeWorks?

Yes

No

- Do you currently have Financial Aid?

Yes

No

Estimated Federal Student-Loan Repayment Chart

Following is a sample loan repayment chart which gives an estimate of monthly repayment based on the amount of federal student loan money borrowed. Repayment on federal student loans typically begins six months following an individual's final semester of enrollment. While student loan interest rates and repayment plans vary, the following estimate is based on a standard 10-year repayment plan at a 5% interest rate.

Total Amount Borrowed in Federal Student Loans	10-Year Monthly Repayment Estimate
\$5,000	\$53.03
\$10,000	\$106.07
\$15,000	\$159.10
\$20,000	\$212.13
\$25,000	\$265.16
\$30,000	\$318.20
\$40,000	\$424.26
\$50,000	\$530.33
\$75,000	\$795.49
\$100,000	\$1,060.66