

**CHECKLIST FOR SUSPENDED NDS STUDENT**  
(Incomplete files will not be reviewed.)

**A student suspended for academic deficiencies who desires to return as a non-degree seeking student cannot be readmitted unless approved by the University Admissions Committee.**

All of the following items are **REQUIRED** for the review by the Committee:

**1. Completed NDS Application.**

**2. A concise, but thorough, typed letter explaining:**

- Your reasons for your former academic difficulty, including, if applicable, any extenuating or personal circumstances that may have affected your academic performance;
- The reason/s, in your own words, for your failure to succeed when you were enrolled at the university;
- The evidence you now have (such as additional DE or summer coursework at NCSU or elsewhere with grades of B or better, corrected work habits, etc.) that leads you to believe you are prepared to be successful academically in meeting the University's academic standards and complete all degree requirements within a reasonable length of time;
- Your academic goals when you entered the university, and the effect your suspension has had on these goals;
- How you and your goals have changed since your suspension from the institution.

**3. Additional Documents**

- Coursework taken at another institution – transcripts
- Resume showing what you have been doing since suspended if you have been working
- Any other documents you consider that will help support your application for readmission

**NOTE: These materials should be mailed, faxed, or brought to the following address:**

**NDS Coordinator  
Department of Registration and Records  
NC State University  
Box 7313 1000 Harris Hall  
2831 Thurman Drive  
Raleigh, NC 27695-7313  
919-515-2572; 919.515.2376 (f)**