

Howard University School of Social Work

Former Students Returning (FSR)

Students who are not enrolled during the current semester (summer session not included), but who have previously attended Howard University are classified as Former Students Returning (FSR). There are both University guidelines and School of Social Work Guidelines; as a returning student you must adhere to both.

University Guidelines:

FSR must submit an application by June 1st to return in the Fall and by November 1st to return in the Spring. The application fee and enrollment fee are not required. FSR absent from the University for two or more years must also submit a health evaluation form and receive a medical clearance from the University Student Health Center before they can complete the registration process.

Students who cease to attend the University for one semester or more, whether voluntarily or not, are subject to all regulations and requirements in force at the time they resume their studies, unless other arrangements have been agreed to by the dean and recorded in writing before their absence.

Before readmission is granted, students who are absent from the University for the following reasons must fulfill the corresponding requirements.

- **Withdrawn for health reasons-** Clearance from the University Student Health Center must be obtained, such correspondence should be directed to the Administrator, University Student Health Center, 2139 Georgia Ave NW, 2nd Floor, Howard University, Washington, DC 20059.
- **Suspended or dropped for poor scholarship-**Such persons must apply in writing to the dean of the college or school from which they were dismissed; and must have been out of school for at least one semester after having been suspended.
- **Disciplinary suspension and/or withdrawal -**Readmission may be sought for any period following expiration of the suspension period.

- **All voluntary withdrawals -** Persons who withdraw voluntarily and desire to be readmitted to the University must carefully follow the procedures outlined above.

- FSR applicants dropped or suspended for various reasons must be cleared by the appropriate **application deadline.**

Once a student has graduated, he/she is not a FSR, and may not return to the same school or status, but must be considered either graduate/professional, unclassified, or seeking another undergraduate degree and must again pay the applicable application fee.

HUSSW Guidelines

FSR must submit an application by June 1st to return in the Fall and by November 1st to return in the Spring. The application fee and enrollment fee are not required.

Application Due for Former Student Returning
Fall Term deadline June 1st
Spring Term deadline November 1st

Students who cease to attend the HUSSW for more than one semester, whether voluntarily or not, are subject to all regulations and requirements in force at the time they resume their studies, unless other arrangements have been agreed to by the dean and recorded in writing before their absence.

Seven-Year Statute of Limitations for Course Work for Former Students Returning

Former Students Returning (FSR) who are readmitted to the School of Social Work must repeat all required courses and elective credits (not necessarily the same courses) that were completed seven (7) or more years before readmission and resumption of enrollment. (2015 HUSSW student handbook, page 22)

Students who are absent from the HUSSW for more than one semesters must reapply as a Former Student Returning (FSR) to reenroll in the program. They must:

1. Complete the Former Student Returning Application ([click here for PDF](#))
2. Obtain Bison's Web Clearance: (clear any holds on account)
3. Write Letter of Explanation that fully discusses the following:
 - a. Why you left the program (ei; Financial, Academic or Personal)
 - b. Statement of Plan to complete the program
 - c. Plan for financing the continuation your graduate studies
4. Submit a Howard University Unofficial Transcript

Submit your completed FSR Application packet using the checklist ([click here for PDF](#)) to:

Howard University School of social Work
Office of Admissions/ FSR
601 Howard Place, Room 220
Washington, DC 20059

HUSSW guidelines require FRS to resume their graduate studies during the Fall and Spring term; and attend the scheduled orientation.

If you have any questions contact the office of admissions at 202-806-6414.