



RETURNING APPLICATION



Cleveland Institute of Art Admissions Office 11610 Euclid Ave. Cleveland, Ohio 44106
www.cia.edu Admissions@cia.edu Fax: 216.754.3634 Cleveland: 216.421.7418 Elsewhere: 800.223.4700

I wish to be re-admitted for:

Fall/August Mid-Year/January Full-Time Part-Time Non-degree

For degree-seeking students only: (please check one and fill in all blanks if applicable)

In which department do you think you might specialize?

- I will be continuing my Foundation program of study in the semester where I left off. (No portfolio review required)
- I wish to return where I left off in the major of _____ (Department portfolio review required)
- I would like my portfolio reviewed for advanced placement consideration. (Transcripts from another college required)

Please list year of placement sought _____ and major department _____

*Please contact Director of Admissions to send portfolio and arrange department review

[SECTION 1] Name and Permanent Address

Last	First	Middle Initial		
Street	City	State	Zip	
Telephone [area code] [] -	Work [area code] [] -	E-mail		

[SECTION 2] When did you last attend the institute?

Fall Spring Year _____

What was your academic standing when you left the Institute? (check one of the following)

Good Standing Academic Probation Not Sure Academic Warning Dismissed

Have you attended any other colleges or universities since you left the Institute? Yes No

If yes please list:

- Were you receiving financial aid when you last attended the Institute? yes no
- If you attended another institution, did you receive financial aid there? yes no
- Are you planning to re-apply for financial aid? yes no
- Are you interested in living in the residence hall (Taplin House)? yes no

[SECTION3] Personal Statement

Please note: YOU ARE RESPONSIBLE for calling the Office of Academic Services 216.421.7463 to schedule an advising appointment and for arranging a portfolio review (if required) with the Office of Admissions 216.421.7418. If you attended other colleges or universities during your absence, please request that transcripts be sent to: Registrar's Office, Cleveland Institute of Art, 11610 Euclid Ave., Cleveland, OH 44106

I certify to the best of my knowledge all statements submitted by me are correct, complete and my own. I understand that this application and all other records gathered for my admission file are confidential and will be handled in accordance with the Family Education Rights and Privacy Act of 1974.

Signature _____

Date _____

No application fee required for re-admission.

Deadlines

Applications can be submitted any time before the first day of classes for both the fall and spring semester, and will be accepted as long as space is available. However, it is recommended that the application be complete by **March 1 for fall semester**, or **November 15 for spring semester**, as various classes and majors may be filled by these dates.

Please Note Spring entries must qualify for advanced standing.

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RETURNING STUDENT POLICY

Please retain this sheet for your files.

- [] All students interested in returning to CIA must begin the process in the Admissions office and must talk directly to the Director of Admissions to receive the form required to begin the process.
- [] Foundation students may only return where they left off. Foundation students **may not** “skip a semester” without credit by portfolio review and a signature from the dean of Foundation.
- [] Students who leave in good standing the semester prior to entering a major must be reviewed by the appropriate department chair for admission into a major **even if they were accepted into a major before leaving CIA.**
- [] Students studying in a major who leave CIA in good standing are eligible to return to CIA in the semester and grade level where they left, with a portfolio review and signature from the appropriate department chair.
- [] Students wishing to return to CIA at a level higher than the one at which they left must provide a college transcript as well as have a portfolio review.
- [] Students who have studied at another accredited institution for one semester may be eligible to apply for transfer scholarship with a portfolio review of work done **outside of CIA** as well as with official transcripts from the other college(s).
- [] Students who were dismissed from CIA for academic reasons are **required** to meet with an Academic Advisor to find out if the appropriate corrective criterion has been met. The student will not be re-admitted until official transcripts or other paperwork are received and approved. Students who left CIA on academic warning or probation are required to meet with an Academic Advisor to clarify their academic status and to create a plan to return to good standing once re-admitted.
- [] Students who have an outstanding balance on their student account will not be re-admitted until the balance owed to CIA or AMS is at zero. Students with an outstanding balance will be required to meet with the Student Account Administrator.
- [] Students whose accounts have been placed with the collection agency must **pay the collection agency in full** before they can be re-admitted.