

# 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 apply by April 1<sup>st</sup> to return in the Fall and by November 1<sup>st</sup> to return in the Spring. No application fee is required. FSR absent from the University for one or more years must also submit a health evaluation form and receive a medical clearance through Med+Proctor 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.

- **Outstanding balance** – the student's account balance must be paid in full, **prior to applying** to return to any School of Social Work program.
- **Withdrawn for health reasons**- Clearance from the University Student Health Center must be obtained, such correspondence should be directed to the Administrator,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**.

### HUSSW Guidelines & Application Process

FSR must apply by April 1<sup>st</sup> to return in the Fall and by November 1<sup>st</sup> to return in the Spring. The application fee and enrollment fee are not required.

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; and must

Application Due for Former Student Returning  
Fall Term deadline April 1<sup>st</sup>  
Spring Term deadline November 1<sup>st</sup>

reapply as a Former Student Returning (FSR) to reenroll in the program.

Should a former student need to take additional courses, they must reapply to the program. Once a student has graduated, he/she is no longer considered as FSR.

### **Three-Step Application Process**

STEP ONE: [On Line HUSSW FSR application](#)

STEP TWO: Submit your official Howard transcript to be sent to the School of Social Work Admissions Department.

STEP THREE: Apply through Bison-Web to be readmitted into the University

Here are the steps to apply online as a Former Student Returning: FSR students will not use GradCas

Log-IN to Bison web [https://ssb-prod.ec.howard.edu/PROD/twbkwbis.P\\_WWWLogin](https://ssb-prod.ec.howard.edu/PROD/twbkwbis.P_WWWLogin)

1. Click Student Services
2. Next Admission and Orientation
3. Click Complete or Access Application
4. Find program and Create New Application.

### **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)

If you have any questions contact the office of admissions at 202-806-6450.

Howard University School of Social Work  
Office of Admissions/ FSR  
601 Howard Place, Room 220  
Washington, DC 20059  
[socialworkadmissions@howard.edu](mailto:socialworkadmissions@howard.edu)

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