

A student seeking to return to Wentworth Institute of Technology after time away as a result of a change in enrollment status is required to submit a Request for Academic Reinstatement to the Registrar's Office. Once all required signatures are received, the student will be notified by the Registrar's Office that reinstatement has been approved.

Please print or type all information clearly.

|   |  |  |  |
|---|--|--|--|
| <b>Student's Name:</b>                                      |  | <b>W#:</b>   | <b>Email:</b>  |
| <b>Address:</b>   |  | <b>City/State/Zip:</b>                                       | <b>Phone Number:</b>   |
| <b>Current School:</b>                                      |  | <b>Current Major:</b>  | <b>Last Term Enrolled:</b>   |
| <b>Reason for Absence:</b><br><i>(check all that apply)</i> | <input type="checkbox"/> <b>*Withdrawal</b>  | <input type="checkbox"/> <b>**Voluntary Leave of Absence</b> | <input type="checkbox"/> <b>Academic Sanction – Probation or Dismissal</b>                                 |
|   | <input type="checkbox"/> <b>Complete Final Degree Requirements</b>                 |  | <input type="checkbox"/> <b>Military Deployment</b>  |
|   | <input type="checkbox"/> <b>Student Affairs Sanction – Suspension or Dismissal</b> |  | <small>If returning from a Student Affairs Sanction, a signature from Student Affairs is required.</small> |

|  |                                      |  |  |                       |
|--|--------------------------------------|--|--|-----------------------|
| <b>Returning Semester:</b>   | <input type="checkbox"/> <b>Fall</b> | <input type="checkbox"/> <b>Spring</b> | <input type="checkbox"/> <b>Summer</b>   | <b>Year:</b> 20 _____ |
| <b>**Check All That Apply**</b>                                      |                                      |  |  |                       |
| <b>Do you plan to change your major?</b>                             | <input type="checkbox"/> <b>Yes</b>  | <input type="checkbox"/> <b>No</b>     | <i>If Yes, please complete Change of Major Form</i>  |                       |
| <b>Are you an International Student?</b>                             | <input type="checkbox"/> <b>Yes</b>  | <input type="checkbox"/> <b>No</b>     | <i>If Yes, please contact International Student Services</i>                                   |                       |
| <b>Do you have a laptop?</b>   | <input type="checkbox"/> <b>Yes</b>  | <input type="checkbox"/> <b>No</b>     | <i>Please contact Division of Technology Services (DTS) <b>**Full-time Students Only**</b></i> |                       |
| <b>***Have you been adjudicated guilty or convicted of a felony?</b> | <input type="checkbox"/> <b>Yes</b>  | <input type="checkbox"/> <b>No</b>     | <i>If yes, please provide an explanation</i>   |                       |

|  |              |                                   |              |
|--|--------------|-----------------------------------|--------------|
| <b>Student Signature:</b>                                    | <b>Date:</b> | <b>Dean Signature:</b>            | <b>Date:</b> |
| <b>Registrar Signature:</b>                                  | <b>Date:</b> | <b>Dean Name: (Please Print)</b>  | <b>Date:</b> |
| <b>Director of International Student Services Signature:</b> | <b>Date:</b> | <b>Student Affairs Signature:</b> | <b>Date:</b> |

**TO BE COMPLETED BY ACADEMIC DEPARTMENT**

|   |  |
|---|--|
| <b>Request Approved</b> <input type="checkbox"/>        | <b>Request Denied</b> <input type="checkbox"/> |
| <b>Anticipated Graduation Date:</b>                     | <b>Catalog Year:</b>                           |
| <b>New Primary Advisor: (Please Print Advisor Name)</b> |  |

**TO BE COMPLETED BY REGISTRAR'S OFFICE**

|  |                          |                     |             |
|--|--------------------------|---------------------|-------------|
| <b>Student Notified</b>                | <input type="checkbox"/> | <b>PROCESSED BY</b> | <b>DATE</b> |
| <b>Graduation Coordinator Notified</b> | <input type="checkbox"/> |                     |             |
| <b>DTS Notified</b>                    | <input type="checkbox"/> | <b>PROCESSED BY</b> | <b>DATE</b> |
| <b>New Primary Advisor Notified</b>    | <input type="checkbox"/> |                     |             |
| <b>VA Benefit Officer Notified</b>     | <input type="checkbox"/> |                     |             |

**Academic Reinstatement Guidelines**

All students seeking reinstatement from a Leave of Absence or Withdrawal should initiate this process 30 days prior to the start of the semester in which they wish to enroll. The condition of the separation will determine the process a student follows.

**\*Withdrawal**

If a student officially withdrew from the University and wishes to be reinstated, the Dean of their academic program will review the student's academic record prior to any action being taken (including course selection, registration, and housing assignments).

**\*\*Leave of Absence after one semester**

Students who wish to return at the end of their one-semester Leave of Absence must initiate their return by submitting a Request for Academic Reinstatement form to the Registrar's Office at least 30 days prior to the start of the semester in which they intend to enroll.

\*\*\*Students are not required to answer "yes" to this question if the criminal adjudication or conviction has been expunged, sealed, or otherwise ordered by a court to be kept confidential.