

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.

TO BE COMPLETED BY STUDENT

Student Name:		Email:		WIT ID:	
Address:		City:		State:	
Zip:		Current College:		Current Major:	
Last Term Enrolled:		Voluntary Leave of Absence		Withdrawal	
Academic Sanction - Probation/Dismissal		Complete Final Degree Requirements		Military Deployment	
Student Affairs Sanction - Suspension/Dismissal		If returning from a Student Affairs Sanction, a signature from Student Affairs is required.			
Returning Semester:		Fall		Spring	
Summer		Year:			

CHECK ALL THAT APPLY

Do you plan to change your major?	Yes	No	If yes, please complete Change of Major Form
Are you an International Student?	Yes	No	If yes, please contact International Student Services
Have you been adjudicated guilty or convicted of a felony?	Yes	No	If yes, please explain below.* Student Affairs Signature required.

Explanation*:

SIGNATURES

Student Signature:	Date:
School Approving Signature	Date:
Typed Name of Designated Approver:	Date:
Director of International Student Services:	Date:
Student Affairs Signature (if applicable):	Date:

TO BE COMPLETED BY DEAN'S OFFICE

Request Approved	Anticipated Graduation Date:
Request Denied	Catalog Year:

TO BE COMPLETED BY REGISTRAR'S OFFICE

Student Notified	Processed By:	Date:
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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.**