

Leave of Absence, Withdrawals and Reinstatements:

Leave of Absence:

A student who has taken a **Leave of Absence** may apply for readmission provided that the absence has been for no longer than two semesters. Following a **Leave of Absence** of more than two semesters, a petition must be made to the Academic Standards Committee (ASC) via the Dean of Engineering, or by letter addressed to the chairperson of the Academic Standards Committee.

Withdrawal:

A student who has **Withdrawn** may apply for readmission to the Dean of Engineering provided that the absence has been for no longer than two semesters, with a provision to return after making a formal presentation.

A student who has **Withdrawn** can petition the ASC following an absence of more than two semesters, but within two years before the request for readmission. A student who wants to be readmitted after a lapse of more than two years must reapply as a transfer student.

Both Leave of Absence and Withdrawal:

If a **medical situation** is a factor, a consultation with the Dean of Students is required. The petition must be made in writing addressed to the Dean of Students. Letter must also contain a full explanation for the request, student’s current address, and signature.

Student Information:			
Student LAST Name:	[PRINT CLEARLY]		Student ID Number ▼
Student FIRST Name:	[PRINT CLEARLY]		
Major:	<input type="checkbox"/> BSE <input type="checkbox"/> CE <input type="checkbox"/> ChE <input type="checkbox"/> EE <input type="checkbox"/> ME	Grade Level:	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Grad
Residential Address:			
Contact Information:	Email:	Phone:	
Are you an International Student?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, please have DSO sign: _____ Date: _____	
Advisor Name: (at Time of Departure)	[PRINT CLEARLY]		
Time Requested:	Reason for LOA/WID:	Is your letter requesting this reinstatement attached?	
Semesters: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Other: _____ Date of Departure: ____/____/____	<input type="checkbox"/> Medical <input type="checkbox"/> Military <input type="checkbox"/> Family <input type="checkbox"/> Personal <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ASC Case**	

--- STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean’s Office. Betsy will take care of signatures. ---

Required Signatures:		
Student Signature:	(Sign)	Date:
**ASC Chair Signature: (ONLY if ASC Case)	(Print) (Sign)	Date:
Dean Signature:	(Sign)	Date: