

Withdrawals and Reinstatements:

A student who has **Withdrawn** may apply for readmission (reinstatement) to the Dean provided that the absence has been for no longer than two semesters, with a provision to return after making a formal presentation. A change in circumstances, which indicates that the educational program may be resumed with a probability of success, must be demonstrated. If a medical situation was a factor, a physician’s certificate of fitness to return is also required. The petition to return must be made in writing, with a full explanation of the circumstances. The letter must contain the student’s current address, and be signed and dated.

A student who **Withdraws** can petition the Academic Standards Committee following an absence of more than two semesters, but within two years before the request for readmission. The petition must be made to the Academic Standards Committee, via the Dean of Engineering, or by letter addressed to the chairperson of the Academic Standards Committee. A student who wants to be readmitted after a lapse of more than two years must reapply as a transfer student.

Student Information (Part 1):

Student LAST Name:				[PRINT CLEARLY]								
Student FIRST Name:				[PRINT CLEARLY]								
Student 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: __/__/____

Withdrawal Information (Part 2):

Reason for Withdrawal:	<input type="checkbox"/> Medical	<input type="checkbox"/> Military	<input type="checkbox"/> Family	<input type="checkbox"/> Personal	<input type="checkbox"/> Other: _____
Date of Departure:	<input type="checkbox"/> Effective Immediately	<input type="checkbox"/> Date: __/__/____			
Is your letter requesting Withdrawal attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> A.S.C. 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 (Part 3):

Student Signature:	(Sign)	Date: __/__/____
Advisor Signature:	(Print) (Sign)	Date: __/__/____
**ASC Chair Signature: (ONLY if ASC Case)	(Print) (Sign)	Date: __/__/____
Dean Signature:	(Sign)	Date: __/__/____