

Leave of Absence and Reinstatements:

A student who is obliged to leave school temporarily for *one* or *two* semesters must petition the **Dean of Engineering** for permission to take a **Leave of Absence**. If a medical situation is a factor, a consultation with the **Dean of Students** is also required. The petition for a Leave of Absence must be made in writing. A letter addressed to the Dean must contain a full explanation for the request, contain the student's current address, and be signed and dated.

A student who has taken a **Leave of Absence** may apply for readmission (reinstatement) provided that the absence has been for no longer than two semesters. 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 residential address, and be signed and dated.

Following a **Leave of Absence** of more than two semesters, 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.

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: _____	

Leave of Absense Information (Part 2):	
Is your letter requesting this Leave of Absence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> A.S.C. Case**
Time Requested:	Reason for LOA:
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: _____

--- 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: _____