Route this form to: collegeregistrar@azure.edu Rev: February 2015



Leave of Absence Reinstatement Request:

Students who obtained a college-approved leave of absence (LOA) in accordance with Administrative Policy: <u>Leave of Absence</u> are eligible for reinstatement if:

- reinstatement is requested for a term/year either prior to, but no later than, the term immediately following the expiration of the leave (excluding summer);
- reinstatement is for the same major and degree objective; and
- no violations of the <u>Student Conduct Code</u> occurred during the LOA that would have been grounds for suspension or expulsion had the violations occurred while the student was enrolled.

Students who did not obtain a college-approved LOA in accordance with College policy prior to interrupting their enrollment are not eligible for reinstatement. Students must instead apply and be accepted for <u>readmission</u> to re-activate their student status.

Please review the information and instructions.						
Last Name:		First Name:			Student ID#:	
Street Address:	treet Address:		City:		State	Zip
Contact Number		Program			Major	
College-approved LOA Began (Date):			And Expires (Date):			
Reinstatement Request	ed for (date):	Campus:				
Academic Advisement:						
Student's Signature			SSC signature		Date	
Program Administrator sig	nature Date					
For college use only (process within 48-72 hours):						
Date received: SFA clearedSFA not cleared:						
Finance Director:/ Date:						
Approve Do not approve:						
Corporate Administrator:/ Date:/						
For Registrar use only:						
Date activated:	Program Notification: Student Noti		ication: FA Notification:		System:	



LEAVE OF ABSENCE REINSTATEMENT REQUEST – Instructions

- Meet with your SSC advisor, prior to the expiration of your college-approved LOA to discuss the
 date of your reinstatement, any conditions related to resuming your studies post-LOA, and to
 obtain their signatures of approval.
- Your SSC will submit the Reinstatement form to the college registrar at: collegeregistrar@azure.edu
- Upon college notification of your reinstatement, you will be allowed to register for the approved term/year.

Important notes

- **Plan ahead:** Initiate the reinstatement process with your SSC, advisor(s), and college office(s) at least two weeks prior to the date you wish to return from your college-approved LOA.
- **Register:** You must register the term/year for which you are approved for reinstatement.
- <u>IMPORTANT</u>: A student cannot registrar for classes while on leave of absence status. Registration can only be completed when the student is on ACTIVE status.
- Failure to do so will invalidate your reinstatement; you may be required to apply for readmission.

Related information

- Administrative Policy: Leave of Absence policy
- Student Conduct Code
- Readmission policies and procedures
- Course registration policy and procedures