



Request for Reinstatement

Students who fail to register, fail to return from a leave of absence or fail to return from a suspension as scheduled; voluntarily withdraw; or are otherwise absent without authorization from the University for one or more semesters must make a formal Application for Reinstatement. Students will only be approved for reinstatement if they are able to meet the University's policy of continuous enrollment by retroactively registering for up to four leaves of absence.

Guidelines:

- Requests must be received no later than 15 days prior to the start of the semester in which a student would like to return
- Students who would have failed to continuously enroll will be registered for a leave of absence for each semester they were not enrolled
- Students who have exhausted their leave options will be required to apply for readmission and will be subject to the rules and regulations in force at the time of return

Requests involving medical or mental health issues:

- Requests involving physical health must be accompanied by documentation from a medical professional. Such documentation will be considered, but it does not solely determine the outcome of the request.
- Requests involving mental health must be accompanied by documentation from a medical professional. In addition, we strongly recommend students reach out to the University Counseling Center (UCC). Support of the UCC will be considered, but it does not solely determine the outcome of the request.
- Students who can document that the gap in registration was due to medical or mental health issues may be granted reinstatement through a combination of personal and medical leave.
- Students who exhaust their personal leave options and whose medical documentation does not extend through the entire unauthorized absence will be required to apply for readmission, and will be subject to the rules and regulations in force at the time of return.

Requests involving military deployment:

- Requests for reinstatement due to military deployment must be accompanied by the original orders or letter from the student's commanding officer confirming the dates of deployment.
- Student who deployed militarily may be granted reinstatement through a combination of personal leave and military orders.
- Students who exhaust their personal leave options and whose orders do not extend through the entire unauthorized absence will be required to apply for readmission, and will be subject to the rules and regulations in force at the time of return.



Request for Reinstatement Form

Student Name _____ GWID G
First Name Last Name

GW Email _____ @gmail.gwu.edu

Degree _____ OR Certificate Program _____

I hereby request reinstatement to the program marked above:

(Explain why you feel you should be reinstated. Please use complete sentences and use a separate sheet if additional space is needed.)

Student Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE - FOR UNIVERSITY OFFICIAL USE ONLY

Authorized Approver
Signature and Date _____

Approve

Deny

Comments: