



Office of Academic Records and Registration
REQUEST FOR GRADUATE REINSTATEMENT

Graduate students seeking reinstatement to Wheelock College should follow the guidelines for their appropriate category below.

I was on leave of absence and am returning when I said I would (if unsure, please contact the Registrar's Office)
The student should have this completed form approved by his or her advisor and Academic Dean. No approval by Graduate Review Board is needed.

I was on leave of absence and am returning later than I said I would OR
I was withdrawn from the college due to not registering for a term.
The student should have this completed form approved by his or her advisor and Academic Dean. Approval by Graduate Review Board is needed.

I was required to take a leave of absence or withdraw from the college for academic or other reasons.
The student should submit this form to the Registrar's Office who will forward it to the student's department. The student is required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for readmission. The Graduate Review Board will review the supporting documents and make the final decision regarding reinstatement.

Students seeking to return to the College more than five years after their initial matriculation should follow the admissions procedures in the catalog.

Name _____ ID# _____

Address _____

Phone Number _____ Advisor _____

Graduate Program _____

When did you matriculate into your Wheelock graduate program?
Fall Spring Summer Year _____

Please list all semesters you have been inactive. Please specify the semester(s) and year(s).

In which semester/year are you planning to resume your studies? _____

Student's Signature _____ Date _____

Approved by (signatures required):

Department Chair/Program Director _____ Date _____

Academic Dean _____ Date _____

Registrar _____ Date _____