Policy Regarding Reactivation

- Reactivation is an action approved by the Office of Retention and Advising when a student is returning from a withdrawal.
- A former student may request reactivation within two years after withdrawal. After two years it is necessary to reapply to the University through the Admissions Office.
- A $20.00 fee will be collected by the Cashier’s Office (This fee is waived when the student is returning before the end of an official leave of absence.)

All information is required to process the request for reactivation.

Student Information (To be completed by the student)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
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Street Address | City | State | Postal Code
---|---|---|---
(______) __________________________ |
Preferred Contact Phone Number | Student Identification Number
(______) __________________________ |
Level: □ First Year □ Sophomore □ Junior □ Senior

Student Certification
I affirm that I have read the policy outlined above and am requesting reactivation to student status.

Signature of Student | Date
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Administrative Certification (To be completed by the Office of Retention and Advising)

Reactivation is approved for this student for the following semester/session:

Semester/Session: □ Fall □ Spring □ Summer I □ Summer II Year: 20___

Failure to enroll in the approved semester/session negates this approval.

Office of Retention and Advising | Date
---|---

Office Use Only

Fee collected: _____/_____/_____ By:________
Form Received: _____/_____/_____ Leave of Absence Processed: _____/_____/_____ By:________