**REQUEST FOR REINSTATEMENT**

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| **DEADLINES:** | Fall |  | Winter Interim / Spring |  | Summer |
| **June 1** |  | **November 1** |  | **April 1** |

**TODAY’S DATE:**

**NOTE:** If you wish to fill this form out electronically, go to: <http://deanofthecollege.lafayette.edu/>. From the right side of the site, select “Forms” and find the “Reinstatement Application” under Change of Status.

I am returning from the following type of leave:

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| --- | --- |
|  | **Voluntary Leave of Absence (general or medical)** |
|  | **Required to Withdraw (for academic reasons)** |
|  | **Suspension** |

I am requesting reinstatement for year: \_\_\_\_\_ and this semester:

\_\_\_ Fall\_\_\_\_ Interim\_\_\_ Spring \_\_\_\_ Summer

Please complete this request and return it with a PDF copy of your current DegreeWorks report and with any optional attachments to your class dean by the appropriate deadline: 1st year – Brandon Morris (morissbd); 2nd year – Dean Christopher Selena (selenac); 3rd/4th year – Dean Karen Clemence (clemenck). If you prefer to fax, the office is 610.330.5711. Our mailing address is above.

**Financial Aid Recipients:**If you intend to request reinstatement of your financial aid, have you also contacted the Office of Financial Aid (610.330.5055) to begin that request process? \_\_\_\_Yes \_\_\_\_ Not yet.

Students requesting financial aid must follow the same deadlines listed above to submit required documents. You can also contact them by writing to [financialaid@lafayette.edu](mailto:financialaid@lafayette.edu).

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| **Name:** | **L #:** |
| **E-mail:** | **Cell Phone:**     **−**     **−** |
| **Faculty Advisor:** | **Class Year:** |

Please answer the following three questions or attach an essay that fully answers these questions. Please be specific and thorough.

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| 1. Why did you take time away from Lafayette? | |
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| 2. How have you spent your time while you were away from Lafayette? What have you done that will help to prepare you to resume your studies at Lafayette? | |
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| 3. Why do you believe you are prepared to succeed at Lafayette? | |
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Please remember to attach a PDF of your current DegreeWorks grade report and answer the following questions:

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| 4. Are you satisfied with your overall grade performance? If not, please discuss your thoughts and plans for improvement: | |
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| 5. What is your academic major or academic interest? If you have a declared major, what is your major grade point average (you can find it on the DegreeWorks audit)? Are you happy with your studies or are you considering making a change? Please share your thoughts, and plans. | |
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| 6. Are you on track to graduate with your class? If not, please list your total credits earned and present your semester-by-semester graduation plan. | |
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| 7. How would you describe your level of engagement on campus and your level of satisfaction? Do you have any particular personal issues and/or goals related to your participation in extracurricular activities? | | | |
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| 8. Please feel free to discuss or explain any other issues: | | | |
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| 9. Do you have any questions for us regarding your reinstatement? | | | |
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| Please feel free to attach or include other documents you might wish to include in this request for reinstatement. **If you are returning from a** **medical leave**, we strongly encourage you to consult the appropriate health service(s) (Bailey Health Center and/or the Counseling Center) to update them on your care so that they are able to fully support you here on campus. | | | |
|  |  | /      / | |
| Signature |  | Date | |