

Worcester Polytechnic Institute

Office of the Registrar

Undergraduate Request to Return from Leave of Absence

Instructions: Use this form to return from institutional leave of absence or disciplinary suspension. Do not use this form if you are requesting to be readmitted after academic suspension (see Petition to Waive Suspension or Readmit after Suspension).

Submission Deadlines: Fall Semester – July 20th Spring Semester – November 15th Summer Semester – May 1st

Name: _____ **WPI ID:** _____

Email: _____ **Phone:** _____

Last Term Attended (ex. A-term 2016): _____

If a medical leave was taken, please specify type: Psychological Other Medical

Students returning from medical leave must also provide additional documentation in order to return to WPI. Please see our web page, [Returning to WPI](#), for requirements and deadlines. You must be cleared by the appropriate WPI medical office before your return can be processed.

Semester of return (select one):

Fall (A-Term) Year: _____ Spring (C-Term) Year: _____ Summer (E-Term) Year: _____

Intended status (Must Select One): Full-Time Part-Time (1-Unit limit per semester)

Academic Plans

Intended Major: _____ **Preferred Advisor (not required):** _____

Please contact Residential Services at 508-831-5645 if you need on-campus housing.

Please contact Financial Aid at 508-831-5469 if you need funding.

Please contact Office of Disability Services at 508-831-4908 if you need to request accommodations.

Did you attend another institution while you were away from WPI: Yes No

If you answered yes, you are required to complete the Student Record Release Form through the Dean of Students Office.

Disciplinary History

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended subsequent to your departure from WPI, whether related to academic misconduct or behavioral misconduct, which resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion. Yes No
2. Have you ever pled guilty or been adjudicated guilty or convicted of a felony? Yes No
3. Have you ever pled guilty or been adjudicated guilty or convicted of a misdemeanor which resulted in imprisonment or which conviction did not result in imprisonment but occurred within the past 5 years (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

You are not required to answer "yes" to questions 2 and 3, or provide an explanation, if the criminal adjudication or conviction has been vacated, expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.

If you answered "yes" to any of the above questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances. Students who answer "yes" to any of the above questions may be required to submit additional information as part of the return from leave process.

Note: Students are expected to immediately notify WPI should there be any changes to the information requested on this form. Concealment of facts or providing false information may result in the denial of your request to return and/or dismissal.

Student Signature: _____ **Date:** _____

Office Use Only

Bursar's Office: _____ **Financial Aid:** _____ **Other Holds:** _____

Student Academic Standing: _____ **Registrar's Office:** _____ **Date:** _____

Please submit completed form to the Office of the Registrar, First Floor Daniels Hall.

508-831-5211 (tel) 508-831-5931 (fax)
100 Institute Road, Worcester MA 01609-2280
wpi.edu/+registrar

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