

REINSTATEMENT REQUEST

Policy: Upon completion of a Leave of Absence form, students may be absent from the University for a year (two semesters and a summer) on an official Leave of Absence. Forms are available from academic advisors or the Registrar's Office. Students on Leave of Absence are eligible to return as continuing students and retain the right to follow the degree requirement from the catalog to which they are entitled when their leave began (*catalog of record*).

Students who leave the University without an approved Leave of Absence or whose Leave of Absence has expired must apply for readmission through the Admission office. When the student returns, they will be under the current catalog definition of the program.

The student must submit this completed form with their registration to the Registrar's Office.

Student Name _____ NDNU ID# _____

Major _____ Most Recent Semester of Record _____

Catalog of Record _____

- It is both appropriate and practical for this students to complete his/her requirements under his/her *catalog of record*.
- It is either inappropriate or impractical for this student to complete his/her requirements under his/her *catalog of record*.

Advisor Signature _____ Date _____

ADMISSION OFFICE

- Student has been re-evaluated and is to be admitted for:

_____ (semester/year) Signature _____ Date _____