

Reinstatement Request

When to Use this Form

Use this form to request reinstatement, following an approved Leave of Absence. Graduate students who obtained an approved Leave of Absence (LOA) are eligible for reinstatement if all of the following are true:

- Reinstatement is requested for a term/year prior to, but no later than, the term indicated and approved on the LOA request form.
- Reinstatement is for the same major and degree that was on the approved LOA Request form.
- No violations of the Student Conduct Code occurred during the LOA that would have been grounds for suspension or dismissal had the violations occurred while the student was enrolled.

Graduate students who did not obtain an approved LOA in accordance with Graduate School policy prior to interrupting their enrollment (excluding summer) are not eligible for reinstatement. Those students instead must submit a Readmission Application (through the Graduate Admissions Office) to be accepted and readmitted to their program (or a different program) to re-activate their enrollment and student status.

Student Instructions

1. Confer with your Department Head or Director of Graduate Studies prior to the expiration of your approved LOA to discuss the term/year of your reinstatement, any conditions related to resuming your studies post-LOA, and to obtain their signature(s) of approval.
2. Complete Reinstatement Form, filling out all fields
3. Click next to electronically sign and submit the form. The form will be routed to the individuals identified for approval and signatures.
4. Upon notification of your reinstatement, register for the approved term/year by the University timetable deadline.

Important Notes

Plan ahead: Initiate the reinstatement process with your Department Head / Director of Graduate Studies at least two months prior to the term/year you wish to return from your approved LOA.

If you are a **dual degree student** pursuing two graduate degrees in more than one college, and your leave was approved by both, you will need to request reinstatement from each college.

Registration: you must register the term/year for which you are approved for reinstatement. Failure to do so will invalidate your reinstatement; you would then be required to apply for readmission.

Next

*** = required field**

Name * Don Student

Email * dstudent@utk.edu

Major * English

Degree *

Campus * -- Please Select --

College * --

Approved LOA Began (term/year) *

and expires (term/year) *

Reinstatement Requested for (term/year) *

Department Head NetID *

[Lookup Department Head](#)

Director of Graduate Studies NetID *

[Lookup Director](#)

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Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Don

Student

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[Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

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