

Worcester Polytechnic Institute

Office of the Registrar

Graduate Request to Return from Leave of Absence

Instructions: Complete Part I. Obtain department approval in Part II before submitting this form to the Registrar's Office.

Submission Deadlines: Fall Semester – August 1st Spring Semester – December 1st Summer Semester – May 1st

Part I: (please print)

Name: _____ Student ID: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Personal Email: _____

Graduate Program: _____ Date of last attendance at WPI: _____

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 Semester Year: _____ Spring Semester Year: _____ Summer Semester Year: _____

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.

Please note that your financial obligations may not be final, so please check your email and/or mail for notifications. By signing below, you acknowledge that you will be financially responsible for paying all charges associated with your account before you can be readmitted to the University.

Student Signature: _____ Date: _____

Part II: Department Approval

Approval must be obtained from Graduate Coordinator or Department Head.

Approve Deny*

***If deny is selected, please provide rationale in the space below and send form to the Dean of Graduate Studies**

Rationale: _____

Print Name: _____ Title: _____

Graduate Coordinator or Department Head Signature: _____ Date: _____

Office Use Only

Registrar's Office: _____ Date: _____

CC: Academic Department, Bursar's Office, International House, Office of Student Aid & Financial Literacy

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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