

University of Tennessee, Knoxville
Graduate Student Reinstatement Request (from approved LOA)

Graduate students who obtained an approved Leave of Absence (LOA) are eligible for reinstatement if:

- 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.

Instructions for Reinstatement Request

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, obtain appropriate signature(s), and submit completed form to the Graduate School for processing.
3. 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.

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Last name _____ First name _____ MI _____

Street Address _____ City _____ State _____ Zip _____

Student ID number _____ Email _____

Phone number _____

Major _____ Degree _____

Approved LOA began (term and year) _____ and expires (term and year) _____

Reinstatement Requested for (term and year) _____

Student Signature _____ Date _____

(**PRINT** name and sign) Department Head Signature _____ Date _____

(**PRINT** name and sign) Director of Graduate Studies Signature _____ Date _____

Submit completed form to: Graduate School, 111 Student Services Building, Knoxville, TN 37996

Graduate Dean's Signature: Dr. Carolyn R. Hodges Approved Denied _____ Date _____

Notification: An email indicating the decision will be sent to the student and those that signed above. ***The official Reinstatement begins after approval by the Graduate School Dean.***