



LEAVE OF ABSENCE REINSTATEMENT REQUEST – Instructions

- Meet with your SSC advisor, prior to the expiration of your college-approved LOA to discuss the date of your reinstatement, any conditions related to resuming your studies post-LOA, and to obtain their signatures of approval.
- Your SSC will submit the Reinstatement form to the college registrar at: collegeregistrar@azure.edu
- Upon college notification of your reinstatement, you will be allowed to register for the approved term/year.

Important notes

- **Plan ahead:** Initiate the reinstatement process with your SSC, advisor(s), and college office(s) at least two weeks prior to the date you wish to return from your college-approved LOA.
- **Register:** You must register the term/year for which you are approved for reinstatement.
- **IMPORTANT:** A student cannot registrar for classes while on leave of absence status. Registration can only be completed when the student is on ACTIVE status.
- Failure to do so will invalidate your reinstatement; you may be required to apply for readmission.

Related information

- Administrative Policy: Leave of Absence policy
- Student Conduct Code
- Readmission policies and procedures
- Course registration policy and procedures