

**6. Withdrawal,
Leave of
Absence, and
Readmission**

**Reinstatement after
Lapse of Student
Status**

Reinstatement After Lapse of Student Status

At the end of the third week of instruction, student status is administratively cancelled for all students who failed to enroll in classes. If your student status is cancelled because you failed to enroll in the classes you are attending, you may petition for reinstatement. Approval is not automatic.

Go to the Office of the Registrar to pick up Add by Petition forms and follow the instructions on the form (note the deadline). Return the Add by Petition forms to the Office of the Registrar along with the following:

- proof of payment of all fees and debts required to complete registration including the \$50 late registration fee and \$50 late enrollment fee,
- \$10 for each Add by Petition form, and approval of your college academic preceptor.

Reinstatement will not be approved after the eighth week of instruction.