

This form is used for graduate students who are requesting reinstatement into their previous graduate program due to inactive accounts, failure to register or failure to return from an approved leave of absence, resulting in lapsed registration. Dismissed students and students with more than three terms of lapsed registration are not eligible for reinstatement. Any course work completed during the lapsed terms will not be counted toward the program requirements. A reinstatement fee of \$100 applies, if the request is approved. The form must be signed by the supervisor/co-supervisor (if applicable) and graduate program director. The faculty shall send the form to SGPS for final review, approval and processing. The length of time for requests to be processed varies based on the nature of the change and the faculty involved. Approved requests will become active in the next available term.

To be completed by the student:

Last name _____	First name _____	OntarioTech Student Number _____
Program _____	Admission term (i.e. Fall 2017) _____	Reinstatement term _____
OntarioTechu.net email address _____	Last term attended _____	Returning status Part-time Full-time

Reason for lapsed registration:

To be completed by supervisor (if applicable):

Supervisor and funding information

Supervisor _____	Reinstatement term _____	End term _____
Co-supervisor (if applicable) _____	TAship _____	GRA _____
Faculty _____	RAship _____	Scholarship _____
	Total funding _____	

*By signing this form, I acknowledge that a reinstatement fee of \$100 will be applied to my account, upon approval of my request.

*Student's signature _____ Date _____

To be completed by the supervisor/co-supervisor (if applicable), graduate program director and Associate Dean of Graduate and Postdoctoral Studies:

_____ Supervisor signature (if applicable)	_____ Co-supervisor signature (if applicable)	_____ Graduate program director signature	_____ Dean of SGPS/designate signature
_____ Date	_____ Date	_____ Date	_____ Date
Approved Declined	Approved Declined	Approved Declined	Approved Declined

FOR SGPS USE ONLY

Processed by: _____	Signature _____	Date _____
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