



### Undergraduate Student Request for Return from Leave of Absence

To request a return from Leave of Absence (RLOA), this form **must** be completed and submitted to the Academic Advising office (Sullivan 1204) or by email to: [undergradreinstatement@saic.edu](mailto:undergradreinstatement@saic.edu) We also encourage you to review the information from the SAIC Bulletin regarding Leaves of Absence and reinstatement, provided at the end of this form for your convenience. If you have questions about how to complete or submit this form, contact Academic Advising at 312-629-6800. We recommend you complete your reinstatement 30 days before the start of the semester in which you wish to re-enroll. All reinstatement requests must be submitted at least two weeks before the start of classes to receive consideration.

#### SECTION I: Student Information

STUDENT NAME

SAIC EMAIL ADDRESS

CURRENT MAILING ADDRESS

ID NUMBER

CITY STATE ZIP COUNTRY

BEST CONTACT PHONE NUMBER

STUDENT SIGNATURE

DATE

What was the last term you attended at SAIC? \_\_\_\_\_

Did you complete Leave of Absence paperwork prior to taking your Leave from SAIC?  
 Yes     No     Unsure

Please indicate the term in which you would like to RETURN to classes:  
 Fall     Winter     Spring     Summer    Year: \_\_\_\_\_

Did you work closely with a specific advisor or other Office of Student Affairs staff member while a student here?  
 I worked with \_\_\_\_\_

I would like to be reconnected with them as a part of my reinstatement if possible:  Yes     No

#### SECTION II: Reinstatement Questionnaire

Please answer the following questions in as much detail as you are able to provide. All undergraduates are required to review and respond to these questions in order to be considered for reinstatement. **Note:** If you would rather discuss these questions in person or over the phone, please contact Academic Advising at 312.629.6800 and request an appointment with the Director of Student Support

1. What were the reasons that led to your taking a Leave?

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2. How has your situation changed or improved such that you are now able to return to SAIC?

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3. What are your plans for academic or personal support upon your return to SAIC? What resources on campus or off campus will you utilize?

To complete your reinstatement request, this completed form must be returned via email to:  
[undergradreinstatement@saic.edu](mailto:undergradreinstatement@saic.edu)

*All reinstatement requests will be reviewed by the SAIC Director of Student Support (or their designee) to assess the student's readiness to return to SAIC. If a student was placed on Administrative Leave of Absence as a result of not completing the Leave of Absence process, this Request for Return from Leave of Absence will be reviewed by the Academic Appeal Committee. Students will be directed to the next step in their reinstatement process following the appropriate review.*

DIRECTOR OF STUDENT SUPPORT REVIEW COMPLETED: INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

Questions about this form?  
Contact Academic Advising:  
[undergradreinstatement@saic.edu](mailto:undergradreinstatement@saic.edu)  
36 S. Wabash, Chicago, IL 60603 USA  
Main Number 312/629-6800, Fax 312/629-6801

## SAIC Bulletin Information

### **Student Requested Leave of Absence (LOA)**

*A student who voluntarily leaves SAIC, either during the semester or between semesters, but does not return for the next major academic semester, may request to be placed on Leave of Absence. This will allow the student to return to SAIC without appealing to the Academic Review Board or reapplying for admission.*

*To take a Leave of Absence, the student needs to meet, in person or on the telephone, with an Academic Advisor for an exit interview and to complete the Leave of Absence form. Any new student leaving before the end of the add/drop period in their first semester should contact the Admissions office.*

*An undergraduate student on Leave of Absence may return within five years of their last date of attendance. In order to return, the student must begin a reinstatement process by completing a Return from Leave of Absence Request form, and submitting that form to the Academic Advising office.*

*The student will then be scheduled to meet with an Academic Advisor. Students are advised to contact Academic Advising at least 30 days prior to the date of their desired return to allow sufficient time to complete the reinstatement process.*

*No request for reinstatement will be considered if it is not received by Academic Advising at least two weeks before the first day of classes for that term. The statute of limitations for finishing the undergraduate programs is 10 years, which includes the interim period spent on leave of absence.*

### **Return from Leave of Absence (RLOA)**

*An undergraduate student on Leave of Absence may return within five years of their last date of attendance. In order to return, the student must begin a reinstatement process by completing a Request for Return from Leave of Absence, and submitting that form to the Academic Advising office. The form can be found on the Academic Advising section of the SAIC website. Once the form has been submitted, the student will be scheduled to meet with an Academic Advisor or other Office of Student Affairs staff as appropriate to complete an in-person or phone appointment. Once the appointment has been completed, the Director of Student Support (or their designee) will review all available information in determining the student's ability to return to SAIC. Students are advised to contact Academic Advising at least 30 days prior to the date of their desired return to allow sufficient time to complete the reinstatement process. No request for reinstatement will be considered if it is not received by Academic Advising a minimum of two weeks before the first day of classes for that term. The statute of limitations for finishing the undergraduate programs is 10 years, which includes the interim period spent on leave of absence.*

### **Administrative Leave of Absence (ADMIN LOA)**

*A student who voluntarily leaves SAIC either during the semester or between semesters, is not enrolled for the next major semester, and does not request to be placed on LOA or to be discontinued from SAIC will be placed on Administrative Leave of Absence. A student on Administrative Leave of Absence must appeal to the Academic Review Board, which at its discretion, may grant the student's request for reinstatement.*