



REQUEST FOR REINSTATEMENT

Guidelines

A student seeking reinstatement to the MSPM program due to academic suspension or failure to be continuously enrolled must submit a **Request for Reinstatement**.

The reinstatement request must be accompanied by documentation that indicates academic success if reinstated. Documentation that will be considered includes, but not limited to: a letter outlining any extenuating circumstances and a plan of study; military deployment orders; medical documentation; and official transcripts of coursework completed at another institution while away from GW. Documentation will be considered, but it does not solely determine the outcome of the request. Failure to submit any documentation to support your request will result in a longer processing time.

Reinstatement requests must be submitted no later than 30 days prior to the semester in which you would like to return. Students who have failed to be continuously enrolled may only apply for reinstatement if they have been away from the University for no more than one calendar year. In addition, students who have failed to be continuously enrolled must register for a leave of absence each semester they have been away from the University. Students who do not have enough leave (students have a maximum of two semesters of leave available to them) to cover their absences will be denied reinstatement. Instead, students in this situation will be required to apply for readmission and will be subject to the rules and regulations in force at the time of return.

Students who have documentation that cannot be sent via email should mail such documentation, along with a note referencing this request, to the attention of the student's academic advisor in the MS in Project Management program, The George Washington University School of Business, Fungler Hall, Suite 415, 2201 G Street, NW, Washington, DC 20052.

Reinstatement requests take **five to ten business days** to process. Requests that require consultation with other offices (e.g. Student Accounts, the Office of the Registrar, etc.) may take longer. Students are notified of policy exception decisions via e-mail.

Requests involving medical issues:

Requests involving **physical health** must be accompanied by documentation from a medical professional. Such documentation will be considered, but it does not solely determine the outcome of the request.

Requests involving **mental health** must have the support of the University Counseling Center (UCC). Support of the UCC will be considered, but it does not solely determine the outcome of the request.



Business

REQUEST FOR REINSTATEMENT

Name: _____

GWID: _____

Email: _____

Request for Reinstatement Information

I hereby request reinstatement to the GW School of Business and the MS in Project Management program:
(State your request. Please use complete sentences. Use a separate sheet if additional space is necessary.)

Reason(s):

(Explain why you feel reinstatement is warranted. Please use complete sentences. Use a separate sheet if additional space is needed.)

Documentation is: attached.

(Check one)

forthcoming.

Student Signature (Required)

Student Signature: _____

Date: _____

Office Use Only

Authorized Signature: _____

Date: _____

Approved

Denied

Comments: