



GRADUATE MAJOR REINSTATEMENT FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INSTRUCTIONS FOR COMPLETION & SUBMISSION

*Please read all instructions prior to form submission. Complete all parts.
Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

PURPOSE

This form should be used to reinstate students who have exceeded the requirements of the Graduate Continuous Enrollment Policy, have been placed on inactive status, and will complete the requirements for the degree within the time limit specified their degree in the Graduate Catalog in effect at the time of admission.

ADDITIONAL INFORMATION OR REQUIREMENTS

This implies that a student has either been absent for three or more semesters, including summer, or has failed to enroll in the required six credits within three consecutive semesters. This does not apply for students on an approved Leave of Absence.

Students who have not exceeded their time limit for degree completion may apply for reinstatement, using the Graduate Major Reinstatement form. A Program of Study, including benchmark information, must be submitted with the request.

- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog.
- Students may be reinstated in any semester.

Student must also complete the [Prior Conduct Form](#) and [Florida Residency for Tuition Purposes](#).

PART I: STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Office of the Registrar, please contact the Registrar to update your file.
- **Email Address:** Input your email address. Please make sure this email address is one that you check regularly so that you are aware of any information electronically sent to you in a timely manner.
- **Telephone Number:** Input your telephone number including area code. Make sure the number is one that can be reached easily in case there are any problems or questions about your form.
- **College/ Department/ Major:** Abbreviate your college, (i.e., AC, BC, BU, CS, EN, EU, FA, GS, MD, MS, NR, PH, RX) and add your department, (i.e. Integrative Biology, Public Health, Teaching and Learning, Mechanical Engineering, etc.). Add your major, (i.e. M.B.A, M.P.H., M.S.M.S.).
- **Student Signature:** Sign and date for approval.

DIRECTIONS FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

OIS ADVISOR: A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.

ENROLLMENT RECORD

- **Original Admission Date:** Input semester and year that you were originally admitted to your current major (i.e. Fall 19).
- **Dates of Any Approved Leave of Absence:** An approved leave of absence stops the clock during the time of the leave
- **Term of Reinstatement:** Input semester and year that you are planning on returning. (Reinstatement term must be within the original admission term time to degree (i.e. Master's degree time to degree is 5 years, Doctoral degree time to degree is 7 years).
- **Expected Graduation Term:** Input the semester and year of expected Graduation.

PART III: COMMENTS AND RECOMMENDATIONS

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

- **Department Chair/Graduate Director and College Dean/Designee:** sign and date the form for approval.
- **Graduate Dean/Associate Dean:** sign, and date the final decision.
- **Routing/Approvals:** If approved by the Office of Graduate Studies, the form will be forwarded to the Office of the Registrar for processing.



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International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No OIS Approval Signature: _____

Student must also complete the [Prior Conduct Form](#) and [Florida Residency for Tuition Purposes](#).

PART I: STUDENT INFORMATION					
Last Name		First Name		USF ID	
Street Address		City		State	Zip Code
Email		Phone Number			
College	Department		Major		
Student Signature		Date			

PART II: ENROLLMENT RECORD	
Original Admission Term:	Semester and Year
Dates of Any Approved Leave of Absence:	Semester and Year
Term of Reinstatement:	Semester and Year
Expected Graduation Term:	Semester and Year

PART III: APPROVALS		
Graduate Director/Chair/Designee	Signature	Date
College Dean/Associate Dean/Designee	Signature	Date
Graduate Studies Associate Dean/Designee	Signature	Date

OFFICE OF THE REGISTRAR		
Entered into the General Student Record:	Signature	Date