



# Request to Return and Register in Undergraduate Study

Undergraduate Advising and Research (UAR), Vice Provost for Undergraduate Education (VPUE)

Sweet Hall, 1st Floor, Stanford University, Stanford, CA 94305-3085

(650) 723-2426, (650) 725-1436 (fax), [advising@stanford.edu](mailto:advising@stanford.edu), <http://undergrad.stanford.edu>

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## Purpose:

A *Request to Return and Register in Undergraduate Study* is submitted by an undergraduate student who wishes to:

- a) return from a Leave of Absence (LOA) at a time different from that indicated on the LOA form; or
- b) return from an expired or unfiled LOA regardless of time away; or
- c) return from a completed Academic Suspension.

## Petition Deadline:

A minimum of eight weeks prior to the beginning of the quarter of intended enrollment.

## Instructions:

- Make an in-person phone call or phone arrangement to meet with a UAR Advisor (Academic Advisor in Sweet Hall, Academic Director or Academic Advisor located in the Athletic Academic Resource Center) at least eight weeks prior to the beginning of the quarter of intended enrollment.
- Clear any and all obligations to the University (financial, housing, holds).
- If b) or c) above, contact declared or intended major department to announce plans for return. Request a review of your record and itemized list of remaining requirements. Submit this list to UAR with this form and personal statement or request that responses be sent cc: [advising@stanford.edu](mailto:advising@stanford.edu).
- Write a Personal Statement (approx. 1–2 pages) describing time spent at Stanford; address, where appropriate:
  - Plans upon entering Stanford;
  - Behaviors that were successful and unsuccessful;
  - Any factors/events that prevented you from completing minimum requirements;
  - Changes made which will translate to academic/personal success upon your return;
  - Resources at Stanford to be used upon return to ensure your success;
  - Detailed immediate and longer-term academic plans upon your return;
  - Plans for completing any missing/unreported (i.e., I, \*, L, and N) grades
- Meet with the UAR Advisor to discuss your request and written statement.
- References to correspondence with others (e.g. e-mails, etc) must be included as documentation, or corroborated by individual(s) referenced.
- Obtain appropriate signatures and submit form, Personal Statement and supporting documentation (e.g. e-mails, etc) to your UAR Advisor or to the UAR Front Desk in Sweet Hall, 1st Floor.

## Notification:

You will receive written notification of the results of your request once it has been reviewed. Notification will be sent to the email address entered on this form. Petitions may take three weeks to process, although most take less time. Failure to complete any, or part, of the requested information will delay the review of your request. Petitions without all required signatures will not be reviewed. Petitions submitted after the deadline may not be reviewed.



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Please complete the information below in print or type. Read carefully the instructions on the reverse of this sheet. Submit completed form and all supporting statements/documentation to your UAR Advisor or to the UAR Front Desk in Sweet Hall, 1st Floor.

1

Student Info

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Stanford ID Number \_\_\_\_\_

Fr  So  Jr  Sr  CoTerm   Yes  No

Classification \_\_\_\_\_ International? \_\_\_\_\_ Anticipated Graduation Qtr./Year \_\_\_\_\_ Major/2nd Major (if applicable) \_\_\_\_\_

Academic/Departmental/Major Advisor(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Residence Dean with whom you have worked (if applicable) \_\_\_\_\_ UAR Advisor with whom you have worked \_\_\_\_\_

*By signing below, I certify that the information contained on this application and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Office of Judicial Affairs for investigation as possible violation(s) of the Fundamental Standard.*

Student Signature (required) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

2

Action

Requesting to return from:  Active LOA  Expired or unfiled LOA  Academic Suspension

Quarter last enrolled:  Autumn  Winter  Spring  Summer Academic Year: \_\_\_\_\_  
(e.g. 2008 - 2009)

Quarter in which you wish to enroll:  Autumn  Winter  Spring  Summer Academic Year: \_\_\_\_\_

Quarter of anticipated degree conferral:  Autumn  Winter  Spring  Summer Academic Year: \_\_\_\_\_

Did you leave on an academic standing status?  Yes  No

List educational institutions attended since last enrollment at Stanford. \_\_\_\_\_

3

Advisors

UAR Advisor Signature (required) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Other Signature (as recommended) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Department Signature (as recommended) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The UAR Advisor signature indicates that the advisor has reviewed the petition process and discussed your situation with you. The signature does not, necessarily, indicate an endorsement of your request. Advisors may send additional comments to UAR at the address above.

VPUE Only

Log \_\_\_\_\_ Decision: \_\_\_Approved \_\_\_Denied

Date \_\_\_\_\_ Init. \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Record \_\_\_\_\_ Notify \_\_\_\_\_ Forward \_\_\_\_\_ STF \_\_\_\_\_ Housing \_\_\_\_\_ Fin. Aid \_\_\_\_\_