Graduate School of Education -- Reinstatement Form

All students in degree programs must maintain status in the school by registering each fall and spring semester in course work, research, dissertation study, or in matriculation continued. Students who fail to maintain continuous registration in course work, research, dissertation study, or matriculation continued must apply for reinstatement if they are to continue in good standing. Such students will be charged for each semester in which they failed to register.

Full Name: _____   Date: _____

RUID: _____

Current Address: _____

Department: Graduate School of Education   Program: _____

Degree Level (Circle one)   Ed.M.   Ed.S.   Ed.D.   Advisor: _____

Term and year of last registration in the Graduate School of Education: _____

Approved: _____
            Advisor

            _____   _____
            Department Chairperson   Student's Signature

(below to be completed by the Office of Student and Academic Services)

List below each of the fall and spring terms in which the student failed to register:
(Not valid until approved by Department Chairperson when three or more semesters are listed).

_____   _____   _____

_____   _____   _____

Submit payment in the amount of: _____

(Academic Services) Amount received $_____
Received by: _____

(Academic Services) Application approved_____
                Date_____

(Registrar) Acknowledged by _____
                Date_____

Questions? Please contact the GSE's Office of Student and Academic Services at
academic.services@gse.rutgers.edu or 848-932-0736

REINSTATEMENT INSTRUCTIONS VIA EMAIL

1. On the reinstatement form, fill in the following blanks:
• Your full name
• The date
• Your current address
• Your signature

2. Email a signed copy to your advisor. Copy Dean Winkler (matt.winkler@gse.rutgers.edu) and Trevor Johnson (trevor.johnson@gse.rutgers.edu) on the email.

3. Do NOT submit payment for the reinstatement fee until the reinstatement has been approved by:
       a. your advisor
       b. Dean Winkler
       c. department chair (if needed)

Once approval has been confirmed, Trevor Johnson will contact you with instructions on how to submit payment for the reinstatement fee.

Upon receipt of the payment for the reinstatement fee, OSAS will send a request for reinstatement to the Registrar's Office.

The registrar's office will then return your status to "active" and you will be able to register for courses. This may take up to 5 business days after receipt of payment.