

Batten School of Coastal & Marine Sciences
Return from Leave of Absence



Upon re-admittance, a student returning from a leave of absence will be issued a registration time-ticket by the Batten School & VIMS Graduate Registrar for the appropriate online registration window. If applicable, a student must be registered in the semester in which the student's degree requirements are completed and/or in which the student graduates.

Student First Name		Student Last Name		Banner ID		Degree Program	
Anticipated Return Date (MM/DD/YYYY)		Admit Date (Term & Year)		Expected Degree Completion Date (Term & Year)			
Local Mailing Address – Street Address			City	State/Province	Zip/Postal Code	Country	
Permanent Mailing Address – Street Address			City	State/Province	Zip/Postal Code	Country	
VIMS Email Address		Personal Email Address		Phone			

Sample Form

I am returning from a leave of absence and intend to register for classes during the _____ term. I have conferred with my academic advisor on planned coursework. Term & Year

My domicile classification will be:

- Virginia Resident – Must submit an [Application for In-state Tuition Privileges](#) to the University Registrar's Office **prior to the first day of classes for the term.** Retroactive reclassifications by an applicant or current student are not permitted. [Review details on residency.](#)
- Out-of-State Resident

Please Contact

STUDENT SIGNATURE		DATE SIGNED	
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Batten School Registrar

Approvals:

Major Advisor Name		Signature		Date	
Comments, including tuition or stipend funding commitments (if applicable):					
Co-Major Advisor Name		Signature		Date	
Comments, including tuition or stipend funding commitments (if applicable):					
International Student Advisor Name		Signature		Date	
Comments:					

for DocuSign Form

Associate Dean for Academic Affairs Action:

Associate Dean Name		Signature		Date	
Comments, including tuition or stipend funding commitments (if applicable):					