

WASHINGTON UNIVERSITY  
SCHOOL OF ENGINEERING  
ENGINEERING STUDENT SERVICES  
314-935-6100

**INACTIVE STATUS REQUEST FORM (FOR GRADUATE STUDENTS)**

A graduate student who has not completed the course requirements for his/her degree, but because of personal or business reasons must suspend his/her studies temporarily, may register as an inactive student upon the approval of his/her advisor, department chairman, and the Engineering Registrar's Office. Inactive status is normally allowed for only one semester. There is no fee to file for inactive status.

This completed form should be submitted by the end of the regular registration period listed in the current "Course Listings" schedule. The registration period normally ends the last day of the second week of classes each semester.

**REQUEST FOR INACTIVE STATUS**

Print Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone \_\_\_\_\_

Degree/Certificate Program(s): \_\_\_\_\_

Department \_\_\_\_\_ Semester to be Inactive \_\_\_\_\_

Reason for Request \_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chairman \_\_\_\_\_ Date \_\_\_\_\_

Engineering Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_