**FORMAT FOR PRESENTATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | Matric No | Name | Level | Last  CGPA | Academic  Status | TCUO | Semester  Absent | Reason | Remark |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Key:**

TCUO: Total Cumulative Units Outstanding

CGPA: Cumulative Grade Point Average

ACADEMIC STANDING: GSD, PBN or WRN

NAME: Include full name of student

REMARK: To be left for BCOS comments

**APPLICATION FOR RE-ABSORPTION**

**Re-Absorption of Students after Withdrawal due to absence**

**GUIDELINES**

* Students withdrawn due to absence for 3 consecutive semesters are eligible to apply for reabsorption
* The maximum number of semesters of absence approved by Senate to be eligible for re-absorption is six (6) semesters.
* Students withdrawn due to poor academic performance are not eligible for re-absorption.

**PROCEDURE**

* The student is to apply for Re-absorption through the course adviser, Head of Department and Dean
* Applications are to be considered and recommended by the Faculty Board of Studies and recommendations sent to the Director, Directorate of Academic Affairs
* Director Academic Affairs submits for Business Committee of Senate (BCOS) consideration to Senate
* Senate decision is conveyed to the student and the student’s online profile is updated.