

LEAVES AND WITHDRAWALS

Leave of Absence

Degree-seeking students who intend to leave the university for one semester or more must complete the online leave of absence form in the MyIIT portal (my.iit.edu). A leave of absence will not be granted for more than one year, at which time, a request for an extension of leave for up to one additional year may be submitted by filing a Graduate Student Petition. Students who wish to be reinstated after a two year approved leave has lapsed must submit a new application for graduate admission.

Leave of Absence for Health: Before a student pursues a leave of absence for health reasons, they should first secure documentation from their medical provider. This must be submitted to the Dean of Students for evaluation. Once the Dean of Students confirms the Leave of Absence for Health is approved, the student may proceed to file the online Leave of Absence Form and include Leave Health as the reason. If that protocol is not followed, the reason must be recorded as a Leave Personal.

A leave of absence will not extend the time limit required for the completion of a degree. Degree-seeking students who do not plan to return to the program should submit a Withdrawal From the University Request, also located as noted above. Non-degree students are not required to file a Leave of Absence Form, but will require reinstatement by petition on Form G701 after a lapse in registration. Students should consult the procedures for filing a petition under the section Right of Appeal by Petition in the Graduate Catalog.

All requests for a leave of absence will be reviewed by Academic Affairs, and requests must be submitted by the last day to withdraw for full semester classes, as published in the Academic Calendar. The leave will take effect in the current semester. Any request submitted after the last day to withdraw will take effect the following semester.

Note: International students must also receive separate approval from Global Services. If an international student wishes not to enroll in a given term, the leave of absence must be approved by the Global Services by the registration deadline of that term.

Reinstatement

Degree-seeking graduate students who discontinue their studies without an official request for leave of absence may later be refused reinstatement or enrollment at the university. Students with an unofficial interruption of studies must petition for reinstatement to Academic Affairs using the Graduate Student Petition. Students should contact Academic Affairs for additional information.

The deadlines for reinstatement are June 15 for the fall semester, November 15 for the spring semester, and April 15 for the summer term.

Note: Students who wish to be reinstated after a two year approved leave of absence has lapsed must submit a new application for graduate admission.

Withdrawal from the University

A student who wishes to withdraw should first consult their academic adviser. An international student wishing to withdraw is required to consult the international student adviser in the Global Services as well.

All graduate students must complete the withdrawal form in the MyIIT portal (my.iit.edu). Withdrawal from the university is not complete until an official email is received by the student confirming its completion.

International students will receive two separate emails: 1) confirming the international status, and 2) the academic program withdrawal outcome.