

CHANGE OF STATUS

Students who wish to change a classification and/or registration status must complete the applicable procedures listed below no later than the add/drop deadline posted in the Academic Calendar.

- Students changing from full-time degree-seeking status to part-time degree-seeking status must notify the Office of Financial Aid if they are receiving financial aid. International students with student visas must be registered as full-time students and are not permitted to change to part-time status.
- Students changing from part-time degree-seeking status to full-time degree-seeking status must inform their department and obtain the necessary adviser's approval for a full-time course load. Also, students in this category who wish to apply for financial aid must notify the Office of Financial Aid regarding their change of status.
- Students changing from non-degree status to full-time or part-time degree-seeking status must contact the Office of Academic Affairs. Students must have completed at least one semester of relevant coursework at the university and must be in academic good standing in order to be eligible for changing their status.
- Students changing from graduate status to undergraduate full-time or part-time status must submit an application for reinstatement to the Office of Academic Affairs.

Academic Review and Program Matriculation

Each semester, the Office of Academic Affairs completes an Academic Review of all active students to determine their academic standing. Per Illinois Tech policy, all undergraduate students must have a cumulative GPA of 2.0 or greater, a major GPA of 2.0 or greater, and a term GPA of 1.85 or greater to be in Good Standing. There may also be additional major requirements depending on the specific program. If any of these requirements are not met, the student is subject to being placed on Academic Probation. Any student on Academic Probation for two consecutive semesters or longer are candidates for academic dismissal from the university.

The progress of non-degree students also is reviewed, and any student who does not maintain good academic standing is subject to being placed on probation or academic suspension. Non-degree-seeking students who apply for degree-seeking status are reviewed as part of the matriculation process. General matriculation standards are as follows:

- Undergraduate non-degree seeking (including Coursera) matriculation: Undergraduate students must have earned at least 12 hours of coursework relevant to their major, completed all of their English requirements, and be in academic Good Standing (2.0+ cumulative GPA, 2.0+ major GPA, 1.85+ term GPA) to matriculate. If any of those requirements are not met, Academic Affairs will contact the academic unit to review and use the standing review process for matriculation review before accepting, denying, or continuing as non-degree seeking. There may also be additional major requirements depending on the specific program.

Matriculation Under Conditional Admission

Students may be granted conditional admission. When this occurs, specific conditions for progression to a regular admission status are communicated to the student and a record of the conditions are maintained by Academic Affairs. These can include, without limitation, conditions such as the requirement for certain coursework to be completed with a certain grade threshold, as well as time limits for satisfying the specified conditions. Conditional admission standards are developed specific to each program, in collaboration with relevant academic units and program authorities.

When a student matriculates under conditional admission status, Academic Affairs tracks progression toward satisfying these conditions during these semesterly reviews and will communicate the status and action taken pursuant to such reviews to both the students and relevant academic units. Actions taken can include continuation of conditional status, progression to regular admission status if and when conditions are satisfied, or other actions such as probation or dismissal if conditions are not met within specified time limits.

On a case-by-case basis, a student with at least 12 undergraduate credit hours may matriculate after their 1st semester. This is subject to matriculation review and is not automatic. Deviations from set standards may be reviewed on a case-by-case basis.

Academic Affairs will work with departments on matriculation standards and will review those students not in good standing or that do not satisfy academic unit standards.