

# LEAVES AND WITHDRAWALS

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## Leave of Absence

Undergraduate degree-seeking students who need to withdraw from the university with the intention of returning and completing their degree program may apply for a leave of absence. This request is made through the Undergraduate Academic Affairs channel in the MyIIT portal ([my.iit.edu](http://my.iit.edu)). All requests for a leave of absence will be reviewed by the Office of 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. A leave of absence cannot exceed one academic year and can be extended if appropriate documentation is submitted.

International students must comply with additional regulations when requesting a leave of absence. See [iit.edu/international-center](http://iit.edu/international-center) for additional details.

## Return from Leave

Students returning from a leave of absence must submit an application for reinstatement to the Office of Academic Affairs. The deadlines for reinstatement are June 15 for the fall semester, November 15 for the spring semester, and April 15 for the summer term.

Students returning from a medical leave of absence are required to submit appropriate documentation from their medical provider. Contact the Office of Academic Affairs for more information.

Students who were on academic probation when they stopped attending Illinois Tech will be reinstated on probation if their application is approved. These students must submit a personal statement with their application. This statement should explain past performance and outline an academic plan for future success. In these cases, the application will be reviewed by the major department. Contact the Office of Academic Affairs for more information.

Students who wish to change their major must adhere to all university policies for a change of major. If a student took a course at another college or university during a Leave of Absence, transcripts must be submitted before the application can be reviewed.

Coterminal students must petition for reinstatement for their graduate program through the Office of Academic Affairs.

International students must contact the Office of Global Services after being reinstated to the university.

Any student who returns from a Leave of Absence, Withdrawal, Suspension or Dismissal after more than one year (after three consecutive inactive semesters or longer, excluding summer) will be charged the newest tuition rate.

## Withdrawal from the University

Undergraduate degree-seeking students who wish to withdraw from the university must contact the Office of Academic Affairs to schedule an exit interview which is required to begin the official withdrawal procedure. Students need to apply for a withdrawal through the Undergraduate Academic Affairs channel in the MyIIT portal ([my.iit.edu](http://my.iit.edu)) and requests must be submitted by the last day to withdraw for full semester classes, as published in the Academic Calendar. Any request submitted after the withdrawal deadline will take effect the following semester; however, exceptions can be made due to special circumstances.

International students must comply with additional regulations when withdrawing from the university and must contact the Office of Global Services.

Please note that non-attendance is not an official withdrawal from the university.

## Reinstatement

All undergraduate students who were not in attendance for at least a semester must submit an application for reinstatement to the Office of Academic Affairs. The deadlines for the application are June 15 for the fall semester, November 15 for the spring semester, and April 15 for the summer term.

Applications for reinstatement will not be reviewed until all financial obligations to the university are satisfied.

If a student took courses at another college or university during their time away from Illinois Institute of Technology, official transcripts must be sent to the Office of Academic Affairs. The application will not be reviewed until all official transcripts are received.

Students who were on academic probation when they stopped attending Illinois Tech will be reinstated on probation if their application is approved. These students must submit a personal statement with their application. This statement should explain past performance and

outline an academic plan for future success. In these cases, the application will be reviewed by the major department. Students who wish to change their major must adhere to all university policies for a change of major. Contact the Office of Academic Affairs for more information.

Any student who returns from a Leave of Absence, Withdrawal, Suspension or Dismissal after more than one year (after three consecutive inactive semesters or longer, excluding summer) will be charged the newest tuition rate.