LEAVES AND WITHDRAWALS

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). All requests for a leave of absence will be reviewed by the Office of Undergraduate Academic Affairs and requests must be submitted by the end of the 12th week of the semester to take effect that semester. Any request submitted after the 12th week will take effect the following semester; however, exceptions can be made due to special circumstances. A leave of absence cannot exceed one academic year and can be extended if appropriate documentation is submitted.

Students requesting a leave of absence due to medical reasons must contact the Student Health and Wellness Center. A medical leave of absence is granted only after a student meets with this office.

International students must comply with additional regulations when requesting a leave of absence. See 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 Undergraduate 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. Any applications received after the deadline will be assessed a late fee.

Students returning from a medical leave of absence must contact the Student Health and Wellness Center and submit appropriate documentation. Students can only be reinstated from a medical leave with the approval of this office.

If a student took courses at another college or university during a leave, official transcripts must be sent to the Office of Undergraduate Academic Affairs.

International students must contact the International Center after being reinstated to the university.

Withdrawal from the University
Undergraduate degree-seeking students who wish to withdraw from the university must contact the Office of Undergraduate 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) and this must be done by the end of the 12th week of the semester for the withdrawal to take effect that semester. Any request submitted after the 12th week 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 International Center.

If a student reconsiders the withdrawal, written notification to the Office of Undergraduate Academic Affairs is required.

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 Undergraduate 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 Undergraduate Academic Affairs. The application will not be reviewed until all official transcripts are received.

Students who were on academic probation when they stopped attending will be reinstated on probation if their application is approved. 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.