

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) by selecting the Academics tab, followed by the Academic Affairs channel. 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 Form G701 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 the medical provider, which must be submitted to the Office of the Dean of Students for evaluation. Once the Office of 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. A leave will not be approved after the sixth week of the current semester (unless there is an extenuating health issue). A student who has not renewed their leave of absence must petition for reinstatement to the Office of Academic Affairs for an extension. 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 Bulletin.

Note: International students must also receive separate approval from the International Center. If an international student wishes not to enroll in a given term, the leave of absence must be approved by the International Center 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 the Office of Graduate Academic Affairs using the Form G701 Graduate Student Petition. Students should contact the Office of Graduate Academic Affairs for additional information. Procedures for filing a petition may be found within the Right of Appeal by Petition section of the Graduate Bulletin.

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 his academic adviser. The adviser may be able to suggest resources or alternate solutions to the student's problems. An international student wishing to withdraw is required to consult the international student adviser in the International Center as well. For withdrawal, all graduate students must complete the electronic withdrawal form online in the MyIIT portal (my.iit.edu) by selecting the option from the Academic Affairs channel. 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.