

Request for University Withdrawal or Leave of Absence
Illinois Institute of Technology
INSTRUCTIONS FOR COMPLETION (SEE REVERSE SIDE FOR FORM)

Read all instructions before completing this form.

1. All students:

- a. Obtain the required signatures to validate this form.
- b. Attach any documentation for special consideration to this form.
- c. Federal financial aid recipients must meet with the Financial Aid Counselor to determine the impact of the leave or withdrawal on his financial aid status and repayment terms.
- d. A leave of absence is an internal designation for a withdrawal with intent to return. All leaves of absence are reported as withdrawals to lenders and government agencies.
- e. **You will only use this form for withdrawing from a single course when:**
 - i. It is your **only registered course for the term or**
 - ii. **Your adviser and course instructor have recommended the course withdrawal.**

2. International students with F or J Visas:

- a. Are required to meet with an advisor at the International Center and obtain the advisor's approval on this form before obtaining any other required approvals. Students must also read and complete the International Center's Leave of Absence/Withdrawal or Less than Full-time Eligibility form available at www.ic.iit.edu. Students may either make appointments to meet with an advisor or come to the office during walk-in hours. See the International Center website.

3. Undergraduate students:

- a. Are expected to meet with the Office of Educational Services for an exit interview to complete the process for a leave of absence or withdrawal.

4. Graduate students:

- a. This form replaces Form 216 Leave of Absence and Form 217 Graduate Program Withdrawal.
- b. Main Campus students are expected to submit this completed form with all documentation to the Office of Academic Affairs, 3300 S. Federal, Room 110, Chicago, IL 60616. Questions: (312) 567-3024, Email: gradcoll@iit.edu.
- c. Institute of Design students are expected to submit this completed form with all documentation to 350 N. LaSalle, 6th Floor, Chicago, IL 60650. Questions: (312) 595-4900, Email: design@id.iit.edu.
- d. Rice Campus students are expected to submit this completed form with all documentation to the Rice Campus Administration Office, either in-person, 201 E. Loop Road, Wheaton, IL 60187-8489 or submit by email directly to the Office of Academic Affairs, 3300 S. Federal, Room 110, Chicago, IL 60616. Questions: (312) 567-3024, Email: gradcoll@iit.edu.
- e. Stuart School of Business and Public Administration students are expected to submit this completed form with all documentation to the Office of the Registrar, 565 W. Adams Street, Room 220, Chicago IL 60661-3061. Questions: 312-906-5080, Email: regq@kentlaw.edu.
- f. All degree seeking students are expected to register each semester **unless granted a leave of absence** approved for Main or Rice Campus students by the adviser, department chairman and the Office of Academic Affairs or approved by the Office of the Dean for Business and Public Administration students.
- g. Students on leave may not take any exams or use the library, laboratories or other Institute facilities during a leave.
- h. The leave of absence will not be approved for more than one year. One additional semester of extension may be considered, under special circumstances, but must be requested with Form 701 Graduate Student Petition. Following a leave, the student must request reactivation of his student record to register for future classes with a Request for Reinstatement Form.
- i. A degree seeking graduate student who does not maintain continued enrollment may be denied registration when seeking to return, or may be required to submit further documents in support of a request for re-admission to the university. Good academic standing and financial standing are required.
- j. **A leave of absence does not extend the time limit for completion of the degree.**
- k. A request to return from a withdrawal requires a reinstatement approval from the academic adviser for Main and Rice Campus students and the Office of the Dean of Stuart School for Business and Public Administration students, with a Request for Reinstatement Form. Reinstatement must occur within 3 academic years or a new academic admission application and admission decision will be required.

Request for Withdrawal or Leave of Absence
Illinois Institute of Technology
 SEE REVERSE SIDE FOR INSTRUCTIONS FOR COMPLETION

Student ID: _____ Email Address: _____

- International Student (F1/J1) Domestic Student With Financial Aid Domestic Student No Financial Aid
(International Center Approval required) (Financial Aid Approval required)

Permanent Address:

Name: Last, First _____ Phone: _____
 Street 1: _____
 Street 2: _____
 City: _____
 State/Country: _____ Postal Code: _____

Degree: _____ Major: _____

Effective Term/Year: _____ Today's Date: _____
(i.e. Fall 2009)

Action Requested:

- Withdraw from a specific course: _____
(recommended by the research adviser) *(course number: i.e. CS 525)*
- Withdraw from all courses : I **do not intend** to return to IIT within one academic year.
- Leave of Absence, **withdraw from all courses this semester**: I **intend** to return within one academic year.
- Leave of Absence, begin leave next semester: I **intend** to return within one academic year.

Reason for Status Change: *(select one reason)*

- Academic Adviser and Course Instructor Recommendation (**adviser and *instructor approval required**)
- Research Adviser Recommendation (****research adviser approval required**)
- IIT Counseling Center Recommendation (*****IIT Counseling Center approval required**)
- Health/Health Professional Recommendation (**attach physicians statement, if financial hardship consideration is requested**)
- Employment/Change of Location
- Employment/Termination (**attach termination letter, if financial hardship consideration is requested**)
- Military Service (**attach military orders**)
- Personal
- Transfer
- Other, please specify reason _____.

All students: I hereby acknowledge that my withdrawal or leave of absence from Illinois Institute of Technology **does not release me from liability for any debts incurred while a student at the university.** I further acknowledge that adjustments to financial aid which I received may generate an additional balance due on my tuition account for which I am liable.

Graduate students: Your academic file will be maintained for 3 years. Students who withdraw and wish to return *within 3 years* must obtain a reinstatement approval from the academic adviser for consideration. Reinstatement *after a 3 year absence* or to a different academic program will require a new application with Graduate Admissions. Students on Leave of Absence must file for an extension after a one year leave. Extension approval is at the discretion of the Office of Academic Affairs. A leave does not extend time for degree completion.

Required Signatures:

Other Signatures—see Reasons for Status Change:

| | |
|--|----------------------------------|
| Student: (all) _____ | *Course Instructor : _____ |
| Academic Adviser: (Graduate) _____ | **Research Adviser: _____ |
| Department Chair: (Graduate) _____ | ***IIT Counseling Center : _____ |
| International Center (F or J Visa) _____ | Date: _____ |
| Financial Aid (if awarded) _____ | Date: _____ |
| Educational Services (Undergraduate) _____ | Date: _____ |
| Academic Affairs (Graduate): _____ | Date: _____ |
| Office of the Dean (Graduate Business/MPA) _____ | Date: _____ |

After all signatures are obtained, the final approving office routes copies to: Academic Unit, Bursar, Financial Aid, Housing and Registrar.