

# CHANGES TO ENROLLMENT STATUS

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## Withdrawals

Students who wish to change their enrollment status at the University are required to adhere to the following procedures.

### Withdrawal within the Semester-Graduate

Students who decide to withdraw from Wentworth are required to submit a Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>) to the Registrar at registrar@wit.edu with appropriate signatures. A grade of "W" will be assigned to all courses attempted in the effective semester if the form is submitted by the last day for "W" grades published in the Academic Calendar. If a Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>) is submitted after the "W" period deadline, final grades of "F" will be recorded, and the date of withdrawal noted on the transcript will reflect the end date of that semester.

### Withdrawal at the End of the Semester

Students who choose to complete the current semester and are not intending to return for the next semester are required to submit a Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>) to the Registrar (registrar@wit.edu). The effective dates of withdrawal will be the last date of attendance, which according to federal reporting guidelines is the last day of the final exam period. Voluntary withdrawals will not be accepted if submitted after the last day of the semester/final exam period.

### Medical Leave of Absence

Students who are experiencing a physical or mental health condition that impairs their ability to continue their current academic semester may petition for a medical leave of absence. A medical leave of absence provides students time away from campus for treatment. Students may apply for a medical leave of absence from the University for one semester, which may be extended for up to one year at the request of the student. Students who are interested in a medical leave of absence should contact the Dean of Students Office. Students must complete the required medical leave of absence petition. Petitions may not be submitted after December 1 for the fall semester, April 1 for the spring semester, and July 1 for the summer. The student is expected to be in treatment while they are on a medical leave of absence. The physician or psychologist responsible for treatment must also provide a recommendation supporting the reinstatement of the student. When students are approved for a medical leave, they receive grades of "W" for the current semester and are withdrawn from all preregistered classes for any subsequent semester/s. Students are strongly advised to contact the Financial Aid office to discuss the financial implications and contact their primary advisor to determine the impact on their academic program. Students are also encouraged to consider possible health insurance implications. To begin the process to return to classes from a medical leave of absence, students should contact the Dean of Students Office.

### Voluntary Leave at the End of the Semester

A student who desires to interrupt the usual progress of an academic program in an upcoming semester may petition for a Leave of Absence (<http://www.wit.edu/ssc/forms/>). The student must make an appointment with their graduate advisor or associate dean at least 15 days prior to the start of the effective semester. International students must make an appointment with the Director of International Student Services to discuss leave of absence procedures in accordance with federal regulations. Students who are not registered for classes prior to

the start of classes of the returning semester will be officially withdrawn from Wentworth.

### A Leave of Absence is for one semester

Students who do not return to the University at the end of the approved semester will be withdrawn from the University and therefore must submit a Request for Academic Reinstatement (<http://www.wit.edu/ssc/forms/>) to the associate dean of their program of study 15 days prior to the start of the semester they intend to return. Students who are not registered for classes prior to the first day of classes will revert to a status of withdrawn.

### Administrative Withdrawal

Students who are not registered for a subsequent semester within 30 days of the last day of final exams per the academic calendar will be administratively withdrawn from the University by the Registrar and will be unable to register for classes until a reinstatement has been processed. Students who are administratively withdrawn and who intend to return and do not skip a semester must submit a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to the Registrar (registrar@wit.edu); students who skip a semester(s) may be considered for reinstatement; all requests require the approval of their school dean or designee. Students must initiate their reinstatement 15 days prior to the start of the term for which they intend to enroll.

Students who do not successfully complete their degree requirements as a result of their final grades and who are not registered for the next semester will be officially withdrawn from Wentworth. The effective date of the withdrawal will be reported as the final day of classes for the last semester in attendance.

### Withdrawal for Military Connected Services

Students who are members of the United States Armed Forces who are called to active duty while enrolled at Wentworth are entitled to the following two options:

- Students may work with each individual professor to determine if they can receive an incomplete grade; the student must ensure that they will be able to adhere to the incomplete grade policy or
- an incomplete grade is not an option or desired, the student will be permitted to withdraw either from individual courses or from the entire schedule of classes and the letter grade of W is recorded on their transcript.

Students who are called to active duty while enrolled should contact the Office of Military-Connected Services (OMCS) [military@wit.edu](mailto:military@wit.edu) to discuss their options and initiate the withdrawal process. An official copy of the military orders must be presented to the OMCS to use this withdrawal process. If official orders are not readily available an official memorandum or similar documentation from the student's military leadership will be accepted. OMCS staff will assist the student in determining proper documentation. If Withdrawal(s) is chosen, the effective date of withdrawal will also serve as the effective date for any related Wentworth policies and services. This policy does not include regularly scheduled drill weekends and annual training for National Guard and Reserve members.

## Reinstatements

All graduate students seeking reinstatement from a Leave of Absence or Withdrawal must initiate this process 15 days prior to the start of the semester they intend to enroll. The condition of the separation will determine the process a student follows.

**Withdrawal**

A student who has not been enrolled in their graduate program for more than one academic year must file an application for reinstatement. The student's graduate program will determine in each case whether a student should be reinstated. If the program's requirements have changed during the student's absence or the student is not deemed current in their field of study, the program may require the student to repeat or supplement previous academic requirements. When the student is reinstated, the student will be informed of current status regarding credits and time to degree.

**Leave of Absence after One Semester**

Students who intend to return at the end of their one-semester Leave of Absence must initiate their return by submitting a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to the dean or associate dean of their degree program at least 15 days prior to the start of the semester they intend to enroll. Students seeking reinstatement from a Leave of Absence must be registered for courses prior to the start of the returning semester or will be withdrawn,

**Administrative Withdrawal**

Students who are administratively withdrawn due to federal enrollment reporting guidelines must submit a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to the Registrar ([registrar@wit.edu](mailto:registrar@wit.edu)) ([registrar@wit.edu](mailto:registrar@wit.edu)) only if there have been no semester gaps in enrollment. Students returning beyond one semester must follow the academic reinstatement process for withdrawn students.

**Medical Leave**

A student returning from an approved Medical Leave of Absence must provide a recommendation from the physician or psychologist responsible for treatment supporting readmission to WIT. To begin the process to return to classes from a medical leave of absence, students should contact the Dean of Students Office.

**Military Deployment**

At the completion of their service, students must submit a Request for Academic Reinstatement (<http://www.wit.edu/ssc/forms/>) as notification of intent to return to the dean or associate dean of their degree program and notify the Office of Military Connected Services at [military@wit.edu](mailto:military@wit.edu).