

CHANGES TO ENROLLMENT STATUS

Withdrawals

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

Withdrawal within the Semester

Students may choose to voluntarily withdraw from the University at any time and must submit a completed Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>) to the Registrar (registrar@wit.edu). 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 effective date of withdrawal will be the last date of attendance is noted on the transcript. Students enrolled in a single course and who choose to withdraw from that course are required to complete a Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>).

Withdrawal at the End of the Semester

Students who choose to complete the current semester and do not intend to return for the next semester must 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 August 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 of Absence at the End of the Semester

A student who chooses to interrupt the usual progress of an academic program in an upcoming semester must submit a Leave of Absence (<http://www.wit.edu/ssc/forms/>) form to the Registrar (registrar@wit.edu). The student must make an appointment with their primary advisor or associate dean at least one month 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 must meet with the associate dean of their program prior to the end of the semester, to review their degree plan for the returning semester. A student returning from an approved leave of absence must submit a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to the dean or associate dean of their major as a notification of intent to return no later than 15 days prior to the start of the semester in which they intend to return. Students returning from a leave of absence must be registered for classes prior to the first day of classes of the returning semester or will be officially withdrawn from the university.

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 Wentworth by the registrar. Students who were administratively withdrawn by the Registrar, have no gap semester and are in Good Academic Standing must submit a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to the Registrar (registrar@wit.edu) at least 15 business days prior to the start of the returning semester. Students in good academic standing do not require a school approval to return. Students who are administratively withdrawn and do not return to the university for their next required semester must submit a Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) to dean or associate dean of their degree program at least 15 business days prior to the start of the returning semester before the request can be processed by the Registrar. Requests submitted after the 15 day period will be moved forward to the next required semester.

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 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 students seeking reinstatement from a Leave of Absence, Voluntary Withdrawal or Administrative Withdrawal must initiate this process by submitting their request to the dean if their degree program at least 15 days prior to the start of the semester they plan to enroll. The 15 day advanced notice is to ensure returning students have sufficient time to meet with their dean or student success advisor to develop a plan for academic success and to contact other offices or departments that

support a successful return to the university. Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>) submitted after the 15 day period will be moved forward to the next required semester. Reinstated students must be registered for classes prior to the start of the semester or their status will be converted to withdrawn. The condition of separation will determine the process a student follows.

Voluntary Withdrawal

Students who officially withdraw from the University and choose to reinstate must submit their request to the associate dean of their returning degree program at least 15 days prior to the start of the semester they intend to enroll prior to any action being taken. This includes course selection, registration and housing assignments. Students who choose to reinstate after two years or more must matriculate under the catalog of their reinstatement; in some cases, students may be required to complete additional coursework to become current in their discipline dependent upon industry standards. Credit for courses taken more than five (5) years prior to the student's reinstatement which include courses completed at Wentworth or transfer credit previously awarded will not be accepted. Students have the option to appeal the 5 year credit rule for courses completed at Wentworth if a final grade of B was earned. The appeal must be submitted at the same time the Request for Academic Reinstatement is submitted. All requests for reinstatement must have the approval of an associate dean and be financially cleared by Student Accounts before the Registrar processes the reinstatement.

Leave of Absence after One Semester

Students choose 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 associate dean of their returning degree program at least 15 days prior to the start of the semester they intend to enroll prior to any action being taken. Students seeking reinstatement from a Leave of Absence must be registered for courses prior to the first day of classes 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) 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 the University. 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 notify the Office of Military Connected Services at military@wit.edu and submit a Request for Academic Reinstatement (<http://www.wit.edu/ssc/forms/>) form to the dean or associate dean of their degree program prior to being processed by the Registrar.