

CHANGES TO ENROLLMENT STATUS

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

Withdrawal within the Semester-Undergraduate

Students who wish to withdraw from Wentworth are required to submit a Voluntary Withdrawal Form (<http://www.wit.edu/ssc/forms/>) to the Registrar (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. 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 wish 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 Office of Student Affairs. Students must complete the Request for a Medical Leave of Absence Petition (<http://www.wit.edu/ssc/forms/>), acquiring the appropriate signatures, and provide appropriate documentation from a care provider, which must be approved by the Center for Wellness. 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 Office of Student Affairs.

Non-Medical 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 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 non-medical leave must submit notification of intent to return to the Registrar at registrar@wit.edu no later than 30 days prior to the start of the semester in which they intend to return. Students are required to register for courses upon returning from a leave of absence. 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 their program of study.

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 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 dean. Students must initiate their reinstatement 30 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 a subsequent 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.

Military Deployment Leave of Absence

A Military Deployment Leave of Absence is available to a student in the U.S. Reserves or National Guard who is called to active duty or when an international student is called to active duty in their home country. The student must notify the Office of Military Connected Services at military@wit.edu and submit a completed Leave of Absence Petition (<https://wit.edu/ssc/forms/>) and documents which provide proof of military deployment to the Registrar at registrar@wit.edu prior to the leave being approved.

Reinstatement-Undergraduate

All students seeking reinstatement from a Leave of Absence or Withdrawal must initiate this process 30 days prior to the start of the semester they wish to enroll. The condition of the separation will determine the process a student follows. Students in part-time programs or professional undergraduate credit bearing certificates, AAS.AENT,

AAS, ABCM, BS.BPM, BS.BBCM, BS.BSFM or certificates in CPPM, CPFM or CPCM and takes two or more consecutive semesters off must be approved to return to the University through an approved Request for Academic Reinstatement form (<http://www.wit.edu/ssc/forms/>).

Withdrawal

For a student who officially withdraws from the University and wishes to reinstate, the associate dean will review the student's academic record prior to any action being taken. This includes course selection, registration, and housing assignments. Students who wish to reinstate after five years or more must matriculate under the catalog year of their reinstatement. Credit for courses taken more than five (5) years prior to the student's reinstatement to Wentworth is not allowed. This policy applies to courses taken at Wentworth as well as those taken at other schools. All requests for reinstatement must have the approval of the associate dean.

Leave of Absence after One Semester

Students who wish 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 Registrar (registrar@wit.edu) at least 30 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 at 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. Students must contact the Center for Wellness to initiate the process to return to the University.

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/>) as notification of intent to return to the Registrar at registrar@wit.edu.