Incomplete Grades, Withdrawals, and Readmission /Resuming Studies

Incomplete Grades

Withdrawal

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Incomplete Grades

If you are unable to complete the final examination or other requirements at the end of the course, a temporary time extension may be granted in the form of an 'I' (Incomplete) grade.

Incomplete grades are very useful for students who have a major illness or other life circumstance late in the semester that keeps them from completing their coursework. The college office normally only approves incompletes that involve some circumstance beyond the student's control. Incompletes are not granted to students who had the opportunity to complete the work, but did not.

If you feel you need an incomplete grade, you should first discuss the situation with your course instructor. If the instructor agrees, you can then see a dean in 206 Engineering Hall to request the incomplete grade. It is best to come with a plan and a schedule for completing the coursework, approved by the instructor. If the dean approves the incomplete, he/she will authorize the instructor to issue an 'I' grade. Unauthorized 'I' grades will not be accepted by the Office of the Registrar.

An 'I' grade is not included in your GPA computation. However, your coursework must be completed by the first eight weeks of the following semester or the I grade may be automatically changed to an F. To avoid this, the instructor must issue a Supplemental Grade Report Form changing the I to your final grade for the course.

It is the student's responsibility to arrange for completion of the course work to clear an 'I' grade.

Withdrawal

Are you having some trouble with classes, personal life, illness, etc.? Consider taking some time off to recover and gather yourself. It's not uncommon for students to cancel their registration or withdraw from the university on a temporary basis. If you have medical concerns that need to be addressed, personal issues with relationships, reconsidering your major, or financial troubles, definitely consider some time off.

You can find information about cancelling your registration and withdrawing from school below. For dates and deadlines, please refer to the Registrar's site.

Cancelling Your Registration

If you have registered for classes and later decide not to attend the University you may cancel your registration before the first day of instruction, provided that you have neither attended any classes nor received any related student services. Once you have attended a class or used campus services, you may not cancel your registration. Instead, if you wish to leave the University, you must officially withdraw from the University.

If you cancel your registration before the end of the day before the first day of instruction for a term, you will be relieved of all tuition and fee charges. Instructions for cancelling your registration are available in the Student Code.

Up until midnight the night before classes begin, students can cancel their own registration. When students select to drop the last class on their schedule, they will be redirected to a link through the registration office to cancel their own registration. If students have questions about this process, they should contact the Registration office at 1-217-333-6565.

Withdrawing from the University
All Students

(1) A student who leaves the University during any term must officially withdraw from the University. A student who is registered in only one course and later requests to drop that course must withdraw from the University. Failing grades will be assigned to any student who leaves the University without completing withdrawal.

(2) Withdrawal procedures:

- Start in 206 Eng Hall (Undergraduate Programs Office) and discuss your situation. A college of engineering advisor/dean will discuss and explain the process.
- The date the student notifies the college office of his/her intent to withdraw should be recorded as the official withdrawal date.

Please note that cancellation or withdrawal from the University does not abrogate the authority of the institution to pursue disciplinary action.

The Student Code also has provisions for students who must withdraw because of military or other national defense service. Click here for more information.

Readmission and Resuming Studies

Procedures - Resuming Studies after a Leave of Absence, Withdrawal, or being Readmitted after a Dismissal

The process and form(s) to fill out to return to resume studies is different depending upon the circumstances under which a student interrupted their studies.

What Form to fill out to return and resume studies?

<table>
<thead>
<tr>
<th>Petition to Re-enter</th>
<th>Letter of Intent to Re-enter</th>
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</thead>
<tbody>
<tr>
<td>Students who have taken a Leave of Absence for two semesters (spring and fall, not summers) or more, independent of their academic standing</td>
<td>Students who have taken a Leave of Absence for one semester (spring or fall), and on good academic standing</td>
</tr>
<tr>
<td>Students who withdrew for medical reasons, independent of their academic standing</td>
<td>Students who withdrew for personal (i.e. non-medical) reasons at any time during the semester, and on good academic standing</td>
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<tr>
<td>Students who withdrew while on probation</td>
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<tr>
<td>Students who have been dropped</td>
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★ Students must also get medical clearance. See below.

Petition to Re-enter

You must submit the Petition to Re-enter if you wish to return to your studies at UIUC after you took a leave of absence for more than one semester (fall or spring), or after being put on drop status, or after withdrawing for medical reasons (independent of academic status), or after withdrawing while on probation. A careful planning of classes is part of the petition as well. Submission of this petition is necessary to lift the academic hold on your record. Student will be required to meet with their departmental advisor to discuss classes to take, when back on campus.

A student who takes a leave of absence for more than one semester might need to carefully plan and adjust their classes upon return and are thus asked to submit the Petition to Re-enter.

A student who leaves the University during the course of any term is considered a "withdrawal." The reasons for withdrawal may not have been academic but readiness to return can still be a concern. Hence, the student who withdraws while on probation or a student who withdraws for medical reasons must petition for re-entry. All students who withdrew for medical reasons must contact McKinley Health Center (kpound@illinois.edu 217-333-2705) to get medical Clearance (the Petition to Re-Enter is only the college administrative part). Students who withdrew for medical reasons may submit both petitions at the same time (MHC and College).

A student who has been dismissed from the University for academic reasons is on “drop status.” Guidelines for returning to campus are provided for the student in a letter at the end of the semester in which the student was dropped. It is important that the student follow the advice of the College of Engineering and is prepared to make a convincing case for intent to improve your academic standing. Each student's petition will be evaluated on its own merit.

To fill out the Petition to Re-enter start HERE - well in advance before the start of the semester you plan to return (by June 15 for fall, by November 15 for spring, by April 15 for summer). For International students allow additional time for your visa.
**Letter of Intent to Re-enter**

You will submit the *Letter of Intent to Re-enter* if you wish to return to your studies at UIUC after you took a leave of absence for one semester (e.g., "took a break" or did a co-op without registering for ENG 310) and are a student in good standing (i.e., not on drop status and not on probation), or if you withdrew for non-medical reasons and are a student in good standing. Submission of this form is necessary to lift the academic hold on your record.

To fill out the *Letter of Intent to Re-enter* start HERE - at least one month before the start of the semester you plan to return. For International students allow additional time for your visa.

Please make sure to fill out the Petition Form if your situation calls for the Petition. Filling out the Letter of Intent instead will only delay the college review.

Please contact the College of Engineering Undergraduate Programs Office at engineering@illinois.edu if you have questions.