

GRADUATE OFFICE
SUNY COLLEGE AT ONEONTA
ONEONTA, NY 13820-4015
(607) 436-2523 phone (607) 436-3084 fax

APPLICATION FOR NON-ACADEMIC LEAVE OF ABSENCE

NAME _____ ONEONTA ID# _____

Department _____ Email address: _____

Local Address _____

Permanent Address _____

Have you pre-registered for any future semesters? No Yes, What semester? Spring Summer Fall 20_____

LAST DAY OF CLASS ATTENDANCE _____ (Students may not be granted a leave during the last two weeks of classes.)

SEMESTER TO RETURN TO COLLEGE (MUST BE COMPLETED) _____

Reason for Applying for a Leave of Absence: Financial Medical or Psychological Military Personal

Note: Leaves of Absence are not granted for academic hardship reasons.

Please give a brief explanation:

I have read and understand the information and guidelines outlined on the reverse side of this form.

STUDENT'S SIGNATURE * _____ DATE _____

**If the student is not available, the instructor may sign this form on his/her behalf. The instructor should indicate the mode of communication used to discuss this leave with the student (e.g. phone conversation, email)*

DEPARTMENT REVIEW:

approve disapprove Advisor _____ Date: _____

approve disapprove Director/Chair _____ Date: _____

Comment:

This space for Graduate Office use only

EFFECTIVE DATE _____ LENGTH OF LOA _____

STATUTE OF LIMITATIONS CHANGED TO: _____

LOA COMMENT ON TRANSCRIPT _____; HOLD PLACED ON RECORD _____

COPY TO DEPARTMENT _____ ADVISOR _____

INFORMATION FOR GRADUATE STUDENTS APPLYING FOR A NON-ACADEMIC LEAVE OF ABSENCE

Students who wish to apply for a leave of absence for reasons other than academic are subject to the following:

1. Non-academic leaves require the approval of the student's advisor and the director/chair of the program. A leave of absence may be granted for military duty, financial, medical or psychological, or personal reasons. Leaves of absence are not granted to non-degree students.
2. When students obtain approval for a leave from the College after the start of a semester, the policy for grades assigned to courses for which they are registered is the same as the course withdrawal policy. On this leave application, students must indicate the last day of class attendance. The Office of the Registrar will then assign grades appropriate for that point in the semester. Students taking a leave prior to the mid-semester date are assigned grades of "W". If students take a leave after the deadline for individual course withdrawals and up to two weeks before the end of the semester, they will receive "Ws" with an indication of the quality of their work up to the time of departure. No credit is issued for grades of "W".
3. Incomplete (I) grades earned during the semester prior to leaving the College are subject to college grading policies. Hence, even though students may not be enrolled for the full semester, previous semester incompletes must be made up by the date specified on the incomplete form or incomplete extension form. Incompletes not made up by those dates will revert to a failure per the College incomplete policy.
4. Students may request to be granted an initial leave of absence for up to two full semesters following the semester in which they withdraw. The deadline for degree completion will be extended to reflect the length of the approved leave of absence. NOTE: For certain programs subject to State certifications or other regulatory changes, extension of the deadline for degree completion might not be possible. Likewise, additional coursework may be required because of changes in State mandates. Please see your advisor to review any possible consequences for your particular program.
5. If the reason for a leave of absence is medical or psychological, students will be required to provide a statement of clearance from an attending physician or appropriate practitioner to the Department Chair prior to their return to the College.
6. Students must notify the Department/Program and the Graduate Office in writing of their intention to return to the College. Students wishing to return in a semester other than that indicated on this form must contact the department chair to discuss their options.
7. Students receiving financial aid should meet with their financial aid counselor prior to submitting this request, as a leave of absence may have an impact on their aid.