

**Application for Readmission**  
 Academic Advisement/ Orientation Center, 100 Netzer Admin.  
 College at Oneonta, Oneonta, NY 13820

**Part I.**

Please Print clearly

Name (First, Middle Initial, Last, and other name(s) under which records may be found)			Student ID Number	
Permanent Address (Street Address, City, State, Zip)			Old Major	New Major if different*
			E-Mail Address	
Date Entered Oneonta (MM/YY)	Date Left Oneonta (MM/YY)	Phone Number (with area code)	Semester you are requesting readmission (check one) Fall      Summer      Spring      20__	

**Only students who were dismissed from Oneonta must fill in the next box**

Refer to the Academic Reinstatement Policy below regarding your choice. Check <b>one</b> of the Reinstatement Options, and sign in the box.		
Option 1 Keep GPA	Option 2 Recalculate GPA	Signature

Please go to page 2

**\*Note** You must have an ONEONTA cumulative Grade Point Average (GPA) of 2.80 to declare any Education major.  
 \* You must have an ONEONTA cumulative GPA and major GPA of 2.0 to declare a major in the Business/Econ Dept.

**Office Use Only**

Status: VW AW AD      Last Semester here \_\_\_\_\_ GPA \_\_\_\_\_ SH \_\_\_\_\_

If Dismissed:

Have they been out one full year      Y      N

Have they completed at least 12 s.h.      Y      N

College 1 Name \_\_\_\_\_ IP      Grades \_\_\_\_\_ GPA \_\_\_\_\_

College 2 Name \_\_\_\_\_ IP      Grades \_\_\_\_\_ GPA \_\_\_\_\_

**Student Development Office Record Check:**

Disciplinary action on file      Y      N

Comments \_\_\_\_\_

Student Progress Committee action:      Approved      Y      N      Initial \_\_\_\_\_

    If EOP      Approved      Y      N      Initial \_\_\_\_\_

Academic Advisement Center:

SGASTDN:  Create record       New Term       Bulltn Yr       Change Mjr       Del Advisor       Add GE code

SHATCMT:  ACAD add comment       SHATRNS: add College       SHATAEQ: add courses       Orientation Code

SOAHOLD:  Add hold if no official transcript is attached

Student Status on SHAINST should be: \_\_\_\_\_

If option 2 note Z grades on transcript      Initial \_\_\_\_\_

Registrar:

SHAINST: Change Status       Z Grades if needed

Line by line if needed       Change Permanent Address      Initial \_\_\_\_\_

Academic Advisement Center:

Readmit letter w/ advisement document

**Part II. All applicants must answer the following questions on a separate piece of paper.**

**Start each of your sentences with the following:**

1. The reason I left Oneonta was
  
2. The reason I wish to return to Oneonta is
  
3. The provision(s) I have made to finance my education is/are
  
4. Check one, fill in college name if applicable.  
 I have not attended any colleges since leaving Oneonta.  
 **OR** I have attended \_\_\_\_\_(college name) during the following semester(s), and I have requested to have a transcript sent.  
 **OR** I am currently attending \_\_\_\_\_ (college name).

If you are currently in classes, **do not wait to send this application.** Send this application before the deadline, send a transcript showing courses completed, then request a transcript as soon as your final grades are posted to your transcript. NOTE: An Official transcript must be sent to the Academic Advisement Center in all instances.

5. My employment since leaving Oneonta has been: (give dates, period of employment, reason for leaving, and the name of your immediate supervisor).
  
6. Two persons who can serve as references relative to employment and/or educational experience are:

**Part III. All applicants must read (check where appropriate) and sign this sheet.**

Check here\_\_ if you have been dismissed from **any college** for disciplinary reasons.

Check here\_\_ if you have been convicted of a felony. A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies only to those applicants who have been convicted as adults. Applicants who have been adjudicated as having juvenile delinquent or youthful offender status are not required to respond to the felon question. An affirmative response to either question will not automatically prevent readmission, but applicants will be asked by the College at Oneonta to provide additional information. The information will be reviewed by a campus committee. Any falsification or omission of data may result in a denial of readmission or disciplinary action.

Signature\_\_\_\_\_

Date \_\_\_\_\_

A complete application consists of: page 1, this page, the answers to part II, and a **money order** for the readmission application fee of \$20.00 made payable to the *College at Oneonta*. The fee is not refundable. All incomplete applications will be returned.

Academic Advisement and Orientation Center  
100 Netzer Administration Building  
College at Oneonta, Oneonta, NY 13820  
Readmission Instructions

**Deadlines for filing an application:**

**Readmission for Fall Semester– post marked before 12:00 p.m., July 1**

**Readmission for Spring Semester– postmarked before 12:00 p.m., November 1**

**Readmission for Summer Semester– post marked before 12:00 p.m., May 1**

**Use of this form:**

Students requesting readmission fall into two categories: students who left on their own accord, and students who were dismissed. If you left on your own accord, you should apply for readmission as soon as possible. If you were dismissed, one full year must have passed since your dismissal, and you must have completed at least 12 semester hours\* (s.h.) of academic course work at another institution with a GPA of 2.50 before you are eligible for readmission. In both cases, the above deadlines apply.

\*Note Students who attend institutions that follow a trimester or quarter system should call this office to determine the number of credits needed to equal 12 semester hours at Oneonta.

Students who have earned a degree from Oneonta and wish to pursue a second degree, must apply through Admissions as a transfer student. When corresponding with Admissions, be sure to mention that you have previously graduated from Oneonta.

**Complete this checklist:**

- Call (607) 436-3389 provide your Student ID Number, and ask if you have any "holds". Send a check to clear the hold (if any).
- If you have attended any colleges since your departure from Oneonta, request a transcript be sent to the Academic Advisement Center. You must send transcripts even if you did not complete the course work.
- Complete the attached Application
- Sign and date the application.
- Students currently enrolled in courses should supply each professor with a stamped post card with the Advisement Center's address. Ask the professor to write your final grade on the card, sign it and drop it in the mail. This is the fastest way for us to receive your final grades. This is very useful if you are applying for readmission for the Spring semester. **No decision will be made without final grades.** You are still responsible for sending a final transcript.
- Enclose a \$20 check made payable to the College at Oneonta. This \$20 readmission application fee is required of all applicants. This fee is not refundable, and cannot be applied to a subsequent semester. If you apply for a semester, and do not attend, you will have to re-apply for another semester. You must submit another \$20 with a new application.

Mail the application before the deadline, even if you don't have a transcript. A transcript of courses completed at all other colleges since leaving Oneonta must be mailed to:

Academic Advisement Center,  
100 Netzer Administration Building,  
SUNY College at Oneonta,  
Oneonta, NY 13820.

Only courses that meet the requirements in the College Catalog under "Transfer Credit" will transfer.

Students will be required to complete the degree requirements in place at the time they are readmitted to the College.

The College at Oneonta may require an applicant to submit additional information, including the results of physical and psychological examinations.

You must have an ONEONTA cumulative grade point average (GPA) of 2.8 to declare any Education major.

You must have an ONEONTA cumulative GPA of at least 2.0, and a major GPA of at least 2.0 to declare a major in the Business/Economics department.

**Academic reinstatement policy for dismissed students**

Students who have been academically dismissed may use one of the following options for

readmission. Please indicate on your Readmission Application which option you wish to be readmitted under. All decisions regarding courses discounted in the computation of the new grade point average are final. You may NOT change your decision.

**OPTION 1. Original Academic Record**

The student will have the same G.P.A. he/she earned when dismissed.

**OPTION 2. Recalculated Academic Record**

The student will have his/her G.P.A. recalculated to at least a 2.0.

The criteria for discounting grades and credit is as follows:

Grades of "E" in the major, then grades of "E" out of the major.

Grades of "D–" in the major, then grades of "D-" out of the major.

Grades of "D" in the major, then grades of "D-" out of the major.

Grades of "C-" in the major, then grades of "C-" out of the major.

All course work discounted, and previously earned grades will remain on the student's transcript. Discounted grades will have a "Z" in front of them indicating that they do not count in the computation of the G.P.A., and that credit earned has been removed, in the case of C- through D- grades. Example: you earned the following grades: C, C-, D+, D, D-,E (all 3 s.h. courses). Your G.P.A was 1.33 and you earned 12 s. h., you choose Option II, your new G.P.A is 2.0 and you have 3 s.h. of credit.

Loss of credit may effect Financial Aid eligibility. Contact the Financial Aid Office (607) 436-2532, or consult the chart in the Undergraduate Catalog regarding Financial Aid.

**Directory**

Readmission/ Academic Advisement/ Orientation . . (607) 436-3390

Student Accounts. . . . .(607) 436-3389

Residence Life/ Housing . . . . .(607) 436-3725

Financial Aid . . . . . (607) 436-2532

**Course Registration– When & Where**

Students who apply for Fall readmission (August) will be invited to attend Orientation at the end of June, or early July, if they apply early enough to be readmitted before June 1. Students not readmitted before June 1 will attend orientation in August, the week before classes start. In any case, all readmitted students must attend an orientation session. If you do not attend orientation, you cannot register for classes. "See Orientation" below.

Students who apply for Spring readmission (January) must attend Orientation beginning the two days before classes start. If you do not attend orientation you cannot register for classes. If you are taking classes in the fall semester, it is strongly recommended that you use the post card method for sending grades (mentioned in the checklist above). If you send post cards with your grades on them, we will still need official transcript(s) before we can award any credit. "See Orientation" below.

Students who apply for Summer readmission (May) will attend classes during the summer. There will be an orientation session designed for Summer Students. Call the Advisement Center after May 1, to find out when the session will be held. To register for classes contact the Summer Session Office at (607) 436-2522, after receiving a readmission letter. If you are readmitted for a summer session and fail to attend either session, your readmission will be rescinded. You will have to apply for readmission before the July 1 deadline if you wish to attend in the fall.

**Orientation**

During orientation, students go through an advisement program where they will learn what their degree requirements are. At this meeting, students will also be assigned an appointment time to meet with an interim faculty advisor. The following day, students will meet with their interim advisor at their assigned appointment time, receive advisement, and register for courses. After registration students will be assigned a permanent advisor. Students will not be allowed to register unless they have attended an orientation program.