

INFORMATION FOR STUDENTS WITHDRAWING FROM SUNY-ONEONTA

GRADING

When a student withdraws from college after the start of a semester, the policy for grades assigned to courses for which s/he is registered is the same as the course withdrawal policy. Students must indicate the last day of class attendance on the withdrawal application. The Office of the Registrar will then assign the grade appropriate for that point in the semester. A student withdrawing prior to the mid-semester date is assigned a grade of W. If a student withdraws officially after the deadline for individual course withdrawals and up to two weeks before the end of the semester, s/he will receive a "W" with a grade which indicates the quality of his/her work up to the time of withdrawal. No credit is issued for grade of W. Once a student has entered the last two weeks of classes, s/he is committed to that coursework and is ineligible to withdraw from college.

Incomplete (I) grades earned during the semester prior to the withdrawal from college are subject to the same college grading policies. Therefore, even though students may not be enrolled for the full semester, previous semester incompletes must be made up by the specified deadlines. Incompletes not made up by those dates will revert to a failure per college incomplete policy.

REFUNDS

When a student withdraws from college, s/he is entitled to obtain refunds of amounts paid as indicated below:

College Fee: Refundable only if student withdraws prior to the first day of classes.

<u>Tuition:</u>	<u>Withdraw during:</u>	<u>Percentage of charge refunded:</u>
	First Week	100 percent
	Second Week	70 percent
	Third Week	50 percent
	Fourth Week	30 percent
	Remainder of semester	No refund

Comprehensive Student Fee: Fully refundable before the first day of classes. On and after the first day of classes, pro-rated the same as tuition refunds for the first four weeks of school only.

Parking Fee: Refundable only if student withdraws prior to the first day of classes. If paid in advance for following semester, that semester's fee will be refunded.

Vehicle Registration Fee: Non-refundable.

<u>Room:</u>	<u>Withdraw during:</u>	<u>Percentage of charge refunded:</u>
	1st thru 4th week	75 percent
	5th thru Mid-term	50 percent
	Remainder of semester	No refund

For refund purposes the withdrawal date for students living on-campus is determined to be the date on which the student vacates his/her room in the residence hall. Students are expected to vacate their residence hall room within 48 hours of submission of their withdrawal application. If you are not earning credit for courses at Oneonta State, your residence hall contract is not in effect for that semester.

Dining: Policy provides for a pro-rated refund taking into account an administrative overhead cost incurred, and the number of weeks which have passed at the time the student leaves the College. Details of the refund policy as well as a copy of that policy are available by calling OAS at 436-3367.

Student Health Insurance: Refundable only if the student withdraws prior to the first day of classes. If the insurance charge is not refunded, coverage will remain in effect to the expiration date of coverage.

READMISSION

Any student whose continuity of attendance is interrupted to the extent that s/he fails to finish a semester or is out a semester must apply for readmission. All applicants for readmission are reviewed by the college Committee on Student Progress and Status. Application for readmission does not imply automatic readmission. All requests for readmission are considered in light of current college policies and conditions. Applications for readmission may be obtained from Academic Advisement, Netzer Admin. Bldg. Room 100 or at www.oneonta.edu/development/advise/.

Note: There is a \$20 readmission application fee.

Readmission applications must be filed prior to:

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| July 1 | - for consideration for Fall semester readmission |
| November 1 | - for consideration for Spring semester readmission |
| May 1 | - for consideration for Summer session readmission |

Students who have withdrawn for medical or psychological reasons may be required to provide documentation to the Office of Student Development prior to readmission. If the absence has been greater than one academic year, the student must submit a new Health Report. Readmission does not guarantee on-campus housing. The student must initiate contact with the college Housing Office to be considered for a room in a residence hall. If a "Hold" has been placed on a student's record while in attendance, or after withdrawal, the "Hold" must be cleared before the application for readmission will be processed.

FINANCIAL AID

As part of the withdrawal procedure students must visit the Financial Aid Office. Students are encouraged to discuss future use of financial aid, repayment of loan obligations, notifying the Regents Scholarship Center and any other financial aid consideration when they visit this office.

TELECOMMUNICATIONS

Telecommunications services are never automatically deactivated. It is your responsibility to contact the Telecommunications Office and request that services be deactivated. Please call Telecom at (607) 436-2577 for more information.

CLEARANCE

Students who are withdrawing from college must officially clear all records and obligations. Any uncleared obligations may result in a "hold" being placed on a student's record.

In addition to the above, students are encouraged to consult the Student Handbook, the Code of Student Conduct and College Catalog for other policies not covered here which may be appropriate to their situation.

Questions may be directed to:

Student Development Office
119 Netzer
SUNY-Oneonta
Oneonta, NY 13820-4015
(607) 436-2513
(607) 436-2283 (fax)