

STUDENT DEVELOPMENT, NETZER 119  
STATE UNIVERSITY OF NEW YORK  
COLLEGE AT ONEONTA  
ONEONTA, NY 13820-4015  
(607) 436-2513 phone (607) 436-2283 fax

**APPLICATION FOR NON-ACADEMIC LEAVE OF ABSENCE**

NAME \_\_\_\_\_ ONEONTA ID# \_\_\_\_\_

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 \_\_\_\_\_ LAST DAY IN RESIDENCE HALL \_\_\_\_\_

DATE TO RETURN TO COLLEGE (MUST BE COMPLETED) \_\_\_\_\_

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

Please give a brief explanation:

*I have received the information and guidelines outlined on the reverse side of this form.*

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Leave of Absence Approval \_\_\_\_\_ DATE \_\_\_\_\_  
(Student Development Officer)

**Please check out in the appropriate office(s) listed below.  
After obtaining signatures, return form to Student Development, Netzer 119.**

Financial Aid \_\_\_\_\_  
Netzer 123 (If you receive funding)

International Education \_\_\_\_\_  
Netzer 332B (If you are an international student)

Educational Opportunity Program \_\_\_\_\_  
Netzer 332B (If you are an EOP student)

Residence Hall \_\_\_\_\_  
Director of your residence hall (If you live on campus)

ID/Dining Card Office \_\_\_\_\_  
Hunt Union Lobby (If you have a meal plan)  
*not necessary for end-of-semester leave*

4/04

**This space for office use only**

EFFECTIVE DATE \_\_\_\_\_

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

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

1. Non-academic leaves are granted with approval of the Office of Student Development. A leave of absence may be granted for military duty, financial, medical or personal reasons. Students must be matriculated and have completed at least one semester at Oneonta State to be eligible for a leave of absence.
2. When a student obtains a leave 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. On this leave application, students must indicate the last day of class attendance. The Office of the Registrar will then assign the grade appropriate for that point in the semester. A student taking a leave prior to the mid-semester date does so without penalty and is assigned a grade of W. If a student takes a leave 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 an indication of the quality of his/her work up to the time of departure. No credit is issued for grades of "W".  
  
Incomplete (I) grades earned during the semester prior to leaving College are subject to the same college grading policies. Hence, even though students may not be enrolled for the full semester, previous semester incompletes must be made up by the specified dates. The date by which incomplete grades must be made up falls during the last week in November for incompletes received during the preceding spring semester or summer session, and the last week in April for incomplete grades received during the preceding fall semester. Incompletes not made up by those dates will revert to a failure per college incomplete policy.
3. Students obtaining a non-academic leave of absence are responsible for contacting those offices listed on the front of the application form prior to having the leave of absence approved. In addition, students must institute appropriate contact with the Student Teaching office, the New York State Regents and Scholarship Center and assume responsibility for forwarding transcripts of any course work taken while on leave to appropriate offices.
4. During the last semester of your leave of absence, you will have the opportunity to pre-enroll for the following semester via the world wide web. The schedule of classes and your appointment time will be available online at [www.registration.oneonta.edu](http://www.registration.oneonta.edu). Contact the Registrar's Office at (607) 436-2531 for a printed copy of the schedule or to have your PIN reset.
5. If you do not intend to return from your leave of absence you must contact the Student Development Office in writing to withdraw from the College. Students who do not withdraw from the College will be administratively withdrawn. All students who have withdrawn or have been administratively withdrawn must apply for re-admission. Readmission cannot be guaranteed.
6. Students wishing to be considered for on-campus housing or financial aid must initiate contacts with the appropriate office as soon as possible. Neither housing nor financial aid can be guaranteed.
7. As part of the leave procedure students receiving financial aid must visit the Financial Aid Office. Students are encouraged to discuss future applications for financial aid, loan repayment obligations, notification of the Higher Education Services Corporation and any other financial aid considerations.
8. Students who have been granted a leave for one semester may have it extended for a second semester, but in no case will a non-academic leave be granted for longer than one academic year. A written request for extension of a leave of absence must be filed with the Student Development Office prior to the beginning of the semester of scheduled return.
9. If the reason for the leave of absence is medical, or psychological, the student may be required to provide documentation to the Office of Student Development.
10. 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.

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.