Procedures for Formal Withdrawal or Leave of Absence

Undergraduate matriculated students who decide to interrupt or terminate their studies at SUNY Potsdam because of a personal or family emergency, a decision to pursue a different curriculum at another school, or some other reason should contact the College’s Withdrawal Officer, Dr. Tamara Durant, to discuss their circumstances and obtain a formal Leave of Absence/Withdrawal form at 128 Sisson Hall.

The Electronic WD/LOA Process, available anytime before the last day to withdraw can be accessed at http://www.potsdam.edu/support/services/withdrawalandloa.cfm. Students who leave without completing the necessary process may encounter unexpected complications or difficulties with their enrollment and financial status. Students registered at SUNY Potsdam but attending off-campus programs should not complete a Leave of Absence form.

The Leave of Absence/Withdrawal procedure is quite brief. The form needs to be completed and returned to Dr. Tamara Durant (Sisson 128) as soon as possible so that it can be processed in a timely fashion. HOWEVER, in addition, ALL students should contact the Student Accounts Office, before leaving the College to check on the state of their financial accounts. Unresolved bills may result in serious consequences such as the delinquent account being sent to the State Attorney General’s Office for collection.

Students in the Educational Opportunity Program (EOP) should consult with their EOP counselor before formally withdrawing to determine eligibility for future EOP funding.

International Students must consult with the Office of International Education, before withdrawing or choosing a leave of absence.

Difference Between Leaves & Withdrawals

A Leave of Absence should be selected if you expect to return to SUNY Potsdam within a year’s time. You need to indicate the semester you plan to return. Before returning, contact the Office of the Registrar, (315) 267-2154, to obtain an Application for Readmission and forward the completed application by August 7 for the fall semester and January 7 for the spring semester. A Withdrawal should be selected if you are not planning to return to SUNY Potsdam or if you are uncertain about your future plans. If you later decide to return to the College, you should contact the Registrar’s Office to request an Application for Readmission. You may download the application at http://www.potsdam.edu/offices/registrar/upload/Readmitapp.pdf.

How Leaves or Withdrawals Can Affect Grades and Academic Standing

If you leave the College during a semester but the last day you attend class is before the last day to Drop and Add (the fifth day of classes), your classes will be dropped and will not appear on your official transcript. If the last day you attend class is after the last day to drop but before the last day to Withdraw, your grades will be reported as all W’s (withdrawals), and your academic standing will be carried forward from the previous semester. Note that this will not count as part of the 14 credit hour limit of courses you can choose to withdraw from while at SUNY Potsdam. If the last day you attend classes is after the last day to withdraw in that semester, you will receive whatever grades your instructors report for you - most likely 0.0’s if you have not been regularly attending your classes. After the last day to withdraw, a Leave of Absence or Withdrawal will not be processed until after the grades are entered at the end of the semester. Academically dismissed students are not eligible for either leaves or withdrawals from the College.
Emergency Withdrawals
Dr. Tamara Durant, Student Success Center
128 Sisson (315) 267-2580

Dr. David Heuser, Crane
C220 Bishop (315) 267-2453

If you are forced to leave the College during a semester due to reasons beyond your control, such as a severe medical or emotional condition or a serious family emergency, and you can provide clear and complete documentation of the situation from a qualified professional such as a doctor or psychological counselor, you may apply to the Director of the Student Success Center, Dr. Tamara Durant, or for Crane students to Dr. David Heuser, for Emergency Withdrawal grades (W's) regardless of your last day of attendance.

To apply, you need to complete an Emergency Withdrawal application form, specifying your emergency circumstances and supplying written documentation to support your request. (Note that if you completed a substantial portion of the semester, your instructors may be contacted to inquire whether at the time you last attended it was still possible for you to pass the course.) If you receive W's for all of your courses, your academic standing will be carried forward from the previous semester. Receiving W's does not absolve you of financial liability to the College.

Financial Aid
Susan Godreau, 319 Raymond Hall
(315) 267-2162 or email: finaid@potsdam.edu

If you are considering withdrawing from the College and you are an aid recipient, you are STRONGLY encouraged to contact the Financial Aid Office prior to making the decision to withdraw. Withdrawing from the College can affect not only current but subsequent semester aid which may include loans, TAP, grants, workstudy, and/or Potsdam scholarships.

Financial Liability/Refunds
Alicia Flynn, Student Accounts Office
412 Raymond Hall (315) 267-2137
email: student-accounts@potsdam.edu

Students taking a Leave of Absence or Withdrawing from the College will have their student accounts relating to tuition and fees reviewed in accordance with the Refund Policy/Pro-Rated Refund Policy outlined in the Undergraduate Catalog. (The Pro-Rated Refund Schedule applies to students receiving any form of Federal Financial Aid awards, grants or loans.) Generally, the Student Accounts Office will review the student account, make necessary adjustments and either bill the student for any amount due or refund any amount considered overpayment. Bills and aid adjustment documentation (if applicable) will be forwarded to the permanent mailing address provided by the student and listed in their on-line account. Refunds will be processed using the refund preference selected by the student when they activated their Potsdam debit card.

1st week - 0% liability
2nd week - 30% liability
3rd week - 50% liability
4th week - 70% liability
5th week - 100% liability
Meal Plan/Bear Express Account Refunds
Kim Bradshaw, PACES Business Office
129 Merritt (315) 267-2658

For students granted a Withdrawal or Leave of Absence from the College, refunds for meals are based on the last date meal plan, Flex or Bear Express was used.

PACES will issue a 100% refund for all unused Bear Express Accounts regardless of Leave/Withdrawal Date. All Bear Express/Meal Plan adjustments will be made directly on the college bill.

Residence Life/Housing Refunds
Eric Duchscherer, Residence Life Office
Draime Hall (315) 267-2350

Students granted a Leave of Absence or Withdrawal for the semester are not permitted to continue living in the residence halls and must make immediate plans for removal of their belongings and the return of their keys. Students who are unable to vacate their room within 24 hours may arrange through the Residence Life Office to remain in the hall a short time longer if necessary to arrange transportation. Any housing refunds students may be eligible for are processed through the Student Accounts Office.

Refunds for rooms are based on the official checkout date (defined as when the room is completely vacated and the key(s) are returned).

Special Circumstances

Special circumstances may be considered by the Director of Residence Life or the Executive Director of PACES or their designee.

University Police
181 Van Housen Hall (315) 267-2222

Any student who purchased a parking sticker for his/her vehicle and is withdrawing or taking a leave of absence must return the parking sticker to the University Police to be considered for a refund. Parking fees will be refunded in accordance with the Pro-Rated Refund Policy as outlined in the Undergraduate Catalog. University Police will review the student account, make necessary adjustments, and forward all refund information to the Student Accounts Office for final review. Students on leave planning to return to SUNY Potsdam within one year should contact University Police for further information before turning in the parking sticker. Resolve all parking tickets/fines.

Book Returns-College Store
Janet Robbins (315)267-2218

Students granted a Leave or Withdrawal can return books to the College Store during the first four weeks of classes. With proof of Leave/Withdrawal students can often receive a 100% refund. Proof of withdrawal is available from the Student Success Center. Book refunds are not given after the first 4 weeks.

Be sure to return all RENTAL textbooks as well. As per the Rental Agreement, there are penalties if not returned.

Mailbox Keys

Mailbox keys must be returned to the Mail Room (Barrington Mail Room) to prevent a hold on the student’s records.
Any student who leaves the College and wishes to return must file an Application for Readmission through the Registrar’s Office. Readmission to the Crane School of Music and the Educational Opportunity Program (EOP) requires the approval of those specific offices. International students must contact the International Education Office.

If the Application for Readmission form is processed and approved before the designated registration sessions for the semester, the student will be issued a registration appointment time based on the number of credits the student completed. The student is responsible for contacting his/her academic advisor for advisement prior to registration. All College holds must be cleared before the student will be eligible to be readmitted. More complete details about registering will be supplied to the student upon readmission through the Registrar’s Office.

Students who intend to take courses at another college, are in the last 30 hours of their SUNY Potsdam degree, but intend to graduate from SUNY Potsdam should consult with their advisors and Transfer Services as to residency requirements and applicability of intended transfer courses. Students completing coursework at another college are required to have official transcripts sent to SUNY Potsdam. A student wishing to finish elsewhere should still apply to graduate (indicating the anticipated future semester), complete a withdrawal form, and contact Vicki Fredericks in the Registrar’s Office who will include a notation of finishing elsewhere on the student's BearDeN (degree audit). Students who leave on an academic standing of dismissal are not permitted to complete their degree elsewhere without returning to SUNY Potsdam.

Check List:
◊ Complete the Withdrawal/Leave of Absence Process
◊ EOP Office-136 Sisson Hall
◊ International Education-130 Sisson Hall
◊ Crane Students-C220 Bishop Hall
◊ Financial Aid Office-319 Raymond Hall
◊ Student Accounts Office-412 Raymond Hall
◊ Meal Plan/Bear Express-129 Merritt Hall
◊ Residence Life/Housing Refunds/Keys -Draime Hall
◊ University Police-181 Van Housen Hall
◊ Book Returns (1st 4 wks); Rental Returns -College Store-Barrington Student Union
◊ Return library books and/or resolve fines
◊ Return Mail key-Barrington Mail Room
◊ Registrar’s Office-students transferring (transcript)