

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, Sean Partridge, to discuss their circumstances and obtain a formal Leave of Absence/Withdrawal form at 128 Sisson Hall.

The Electronic WD/LOA Process, is available anytime before the last day to withdraw and 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 Sean Partridge (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.

Students who are using Military and/or Veteran Benefits should contact the Office of Military and Veteran Services before formally withdrawing to determine eligibility for future funding.

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 to campus, you will need to reapply through the Registrar's Office. For more information on Readmission, please see the Readmission section below.

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 are able to reapply through the Registrar's Office (please see the Readmission Section below).

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

Sean Partridge, 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, you may apply for Emergency Withdrawal grades (W*s) regardless of your last day of attendance. Crane students will need to work with Dr. David Heuser to complete the paperwork, while all other undergraduate matriculated students will need to work with the Director of the Student Success Center, Dr. Sean Partridge.

To apply, you need to complete an Emergency Withdrawal application form, specifying your emergency circumstances and supplying written documentation to support your request. You will also be required to submit clear and complete documentation of the situation from a qualified professional such as a doctor or psychological counselor. (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@potdam.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 Responsibility of Students

Beth Todd, Student Accounts Office
412 Raymond Hall (315) 267-2137
email: student-accounts@potdam.edu

Students taking a Leave of Absence or Withdrawing from the College will have their student account reviewed to determine a final billing statement for the term. Adjustments to tuition and fee related charges will be made in accordance with the SUNY Tuition liability schedule.

Tuition and fees will be reduced based on the date of withdrawal, following a pro-rated schedule:

- 1st week – 100% reduction in amount owed in tuition and fees
- 2nd week – 70% reduction
- 3rd week - 50% reduction
- 4th week – 30% reduction
- 5th week – no adjustment to student account will be made

Expenses incurred through Meal Plans and BearExpress will not be refunded through Student Accounts.

*Please note: SUNY Potsdam may be expected to return loans or grant money awarded to students who do not complete a term. The student would then be responsible for any outstanding charges remaining on their account.

Updated billing information can be viewed online 24/7 in the Cashnet e-Payment Portal, which can be accessed by students through BearPAWS using the e-bill link. Refunds will be processed using the refund preference selected by the student when they activated their BankMobile Account.

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, meal plan refunds will be prorated using tuition withdrawal liability schedule. Calculations will be made based either effective withdrawal date or last of meal plan was used adjustments will be made directly to the college bill. Bear Express refunds will be issued for 100% of the remaining balance.

Residence Life/Housing Refunds

Julie Dold, 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

Van Housen Hall Extension, First Floor (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 before leaving campus.

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. If you are unable to physically return your mailbox key, it can be mailed to: Mail Room, 111 Barrington Student Union, SUNY Potsdam, Potsdam, NY 13676. Please include your name and mailbox number when returning your mailbox key.

Readmission to the College or Finishing Elsewhere

Registrar's Office
313 Raymond Hall
(315) 267-2154 or email Registrar@potdam.edu

Readmission

A matriculated undergraduate student who leaves the College and wishes to return must submit a Readmission Application to the Registrar's Office. General information as well as the online application for Readmission can be found at <http://www.potsdam.edu/offices/registrar/readmission>. Links on this page will direct the student to readmission information specifically for students who took a Leave of Absence, Withdrew, were Academically Dismissed, or previously graduated from SUNY Potsdam. Note that a student who takes a Leave of Absence within a semester and wishes to return for the subsequent semester should contact the Registrar's office to see if readmission is required. Once the Readmission Application is processed, a readmission letter will be sent to the student, which details any readmission requirements as well as information on registration and advising.

Finishing Elsewhere

Students who take courses at another college but intend to graduate from SUNY Potsdam should consult with their advisors and Transfer Services as to residency requirements and degree applicability of intended transfer courses; official transcripts must be 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 the Registrar's office to request that a notation of finishing elsewhere be added to the student's degree audit. Note that students who are Academically Dismissed are not eligible for a SUNY Potsdam degree and therefore not permitted to complete their degree elsewhere without first returning to SUNY Potsdam being removed from a Dismissed status.

Check List:

- ◇-Complete the Withdrawal/Leave of Absence Process
- ◇-EOP Office-136 Sisson Hall
- ◇-International Education-107 Crumb Library
- ◇-Crane Students-C220 Bishop Hall
- ◇-Students receiving Military and/or Veteran benefits- 128C Sisson 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) -College Store-Barrington Student Union
- ◇-Return Rented Textbooks -College Store-Barrington Student Union
- ◇-Return library books and/or resolve fines
- ◇-Return Mail key-Barrington Mail Room
- ◇-Registrar's Office-students transferring (transcript)