



Student Registration and Record Services
 223 Miller Building
 PO Box 2000
 Cortland, NY 13045-0900
 607-753-4702 | srrs@cortland.edu

CURRENT STUDENTS

Leave of Absence Petition (Non-Medical)

Student Name: _____ Cortland ID Number: _____

Permanent Address: _____ Telephone Number: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Major or Program: _____ School: Arts & Sciences Education Professional Studies

Have you applied to graduate? Yes No Are you currently registered for classes at Cortland? Yes No

Associate Dean approval is required. Please read and complete all of the required steps below.

1. A Leave of Absence is for a specific period of time and may be granted to a student in "good academic standing," not subject to academic dismissal or probation. A student applying for a Leave of Absence must give a definite semester of return for re-registering at SUNY Cortland and MUST re-register within one academic year from the date of the leave. A student not re-registering within the specified time will be classified as an official withdrawal and must apply for readmission to the College. See the College Catalog for more detail.
2. Pursuant to New York State law (302.1, Title 8), students with outstanding financial obligations to the College are denied transcript service, readmission, registration and other college services. Financial Liability will be based on the "effective date" of the leave of absence.
3. A withdrawal grade ("W" or "X") is assigned to each course in the semester in which the student withdraws from SUNY Cortland unless the instructor has assigned a course grade. Finalized and completed half term graded courses will not receive a withdrawal grade.

4. Reason(s) for leave of absence:

Employment

Moving or Relocating

Financial

Personal or Family Factors

Military

Returning Home (Academic, Financial, Geographic Reasons)

If you are enrolled during your activation service, provide a copy of your activation letter/orders to obtain an official military leave, in accord with state and federal aid requirements.

Other: _____

5. Semester you are planning to return: Fall 20 _____ Spring 20 _____ Summer 20 _____

6. Financial Aid Signature: _____ Date: _____

or Not a Financial Aid Recipient

7. EOP Advisor Signature: _____ Date: _____
 Required ONLY for students enrolled in the EOP program.

8. Associate Dean Signature: _____ Date: _____

9. Student Signature: _____ Date: _____

The student affirms they read and understand the LOA policies, and aid and tuition liabilities provided in the College Catalog and/or on the Student Accounts and Financial Aid sites. Return this form to the SRRS Office (Miller 223) after approval signatures are received from the appropriate offices.

Associate Dean: Effective At End of Term (Hold): Yes No Recommended Effective Date of LOA: _____

Comments/Instructions:

Office Use Only: Routing (As Required): Associate Dean Accounts Financial Aid Residential Life Student Record ASC

Associate Dean will provide copies to the academic chair/department where it is required/appropriate.



SUNY Cortland Registrar's Office
223 Miller Building
PO Box 2000
Cortland, NY 13045-0900
607-753-4702 | registrar@cortland.edu

CURRENT STUDENTS Important Additional Leave of Absence Information

Important Information

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is considered to be enrolled. The LOA cannot exceed 180 days in any 12-month period and can have an impact on a student's financial aid eligibility. Failing to return from the LOA can also have aid implications and loan repayment implications. Any student considering requesting a leave of absence must consult with the Financial Aid Office to determine how their financial aid will be affected.

A LEAVE of ABSENCE is for a specific period of time and may be granted to a student in good academic standing, not subject to academic dismissal or probation. A student applying for a Leave of Absence must identify a semester of return for re-registering at SUNY Cortland. A student not re-registering within the specified time will be classified as an official withdrawal and must apply for readmission to the College. See the College Catalog for more detail. A student returning from LOA will resume at the same point in the academic program that he or she began the LOA.

Students are considered officially on leave only when they complete the LOA process. Students who fail to complete the process are liable for academic or financial penalty. Students who leave the College without officially taking a leave will be considered enrolled students, and grades will be recorded.

Non-attendance of classes does not qualify as an official withdrawal or leave and does not relieve a student of financial obligations. Additionally, stop payment orders on checks, and/or disputing credit card payments do not constitute official withdrawals/leaves.

Students who process initial registration during the drop/add period are not removed for non-payment and will be held responsible for payment of their charges. Reductions (and refunds, if applicable) of tuition liability is made according to SUNY Board of Trustees policies only. Students incur liability based on the length of the academic term and the date of the leave approval. Review the complete policies and the refund/liability schedule on the Student Accounts site.

Pursuant to New York State law (302.1, Title 8), students with outstanding financial obligations to the College are denied transcript service, readmission, registration and other college services. Financial Liability will be based on the "effective date" of the leave of absence.

Students approved for a leave from the College will be assigned a withdrawal grade in all courses in which the student is enrolled, and a grade has not been assessed. When taking leave after the midterm, first quarter or third quarter courses which are completed will receive a normal grade assessment.

Please retain this page. Do not submit this page with your form.