



SUNY Oneonta
Academic Advisement Center
108 Ravine Parkway
Oneonta, New York 13820
Phone: (607) 436-3390

ACADEMIC LEAVE OF ABSENCE

NAME	TODAY'S DATE
SUNY ONEONTA E-MAIL ADDRESS	STUDENT A#

POLICIES:

- To be eligible for an academic leave, students must be matriculated, have completed at least one semester of course work, and have a minimum 2.00 cumulative Oneonta GPA. End of the semester leaves will not be approved or denied until final grades are reviewed.
- Students may take up to 2 semesters of leave of absence
- If a leave is requested after attending Oneonta classes, University policy for grades assigned to courses will be applied.
- While on leave, communications will be sent to the student about key dates and deadlines for the following semester and assigned a pre-enrollment time to register for courses for the following semester.
- If a student decides to withdraw from the University, they must contact the Student Affairs.
- **Students must submit a completed Prior Approval Form(s) with the Academic Leave request.**

The student is responsible for obtaining all applicable signatures before submitting this form (217 Sherman Hall)

Financial Aid		AOP/ACE (If applicable)	
Signature	Date	Signature	Date
Student Accounts		Global Education (If international students)	
Signature	Date	Signature	Date
Residence Hall Director (If applicable)		Veteran Certifying Official (If applicable)	
Signature	Date	Signature	Date
Office Use Only:			
ACTION: APPROVE <input type="checkbox"/> DENY <input type="checkbox"/>			
Date Received: _____ By: _____			