To: Academic Policies Council
From: Jerri Howland, Dean of Students
       Rameen Mohammadi, Associate Provost

We are updating the College Withdrawal policy to:
- clarify the language to reflect current practice for College Withdrawal
- clarify the difference in the process when students withdraw during or between semesters
- identify the Dean of Students' office as the point of contact for supporting students through the process
- streamline the process, through the use of an online Intent to Withdraw form, to initiate student support for withdrawal

We are updating the Medical Leave of Absence policy to:
- Clarify the language to reflect current practice for medical leave
- Identify the Dean of Students' office as the point of contact for supporting students and decision-making
- Reflect an change in policy requiring documentation of a student's ability to return to campus after a medical leave

We are updating the Military Leave of Absence policy to:
- Identify the Dean of Students' office as the point of contact for supporting students and decision-making
CURRENT WITHDRAWAL FROM COLLEGE POLICY

A student who finds it necessary or advisable to withdraw from the College must obtain a withdrawal form from COMPASS, the student advisement center, complete an exit interview and obtain signatures from Student Accounts, Residence Life and Housing, and Financial Aid. The form must be returned to the Registrar’s Office before the withdrawal is official. Failure to withdraw officially will jeopardize the student’s chances for readmission or recommendation by the College. No fees can be refunded without full compliance with this policy.

A student after having complied with the provisions above, may withdraw from the College during the stated withdrawal period, as published in the Official College Calendar. A grade of WP will be assigned by the instructor if the student is passing the course at the time of the withdrawal; a grade of WF will be assigned by the instructor if the student is failing the course at the time of the withdrawal; a grade of WN will be assigned by the instructor if no grade has been established at the time of the withdrawal. These grades are not used to calculate GPAs, but the hours are counted as hours for which the student was enrolled that semester.

Students withdrawing from the College after the last day of the ninth week of the semester and who have documented extenuating circumstances beyond the student’s control may be assigned grades of WP, WF, or WN, as described above and consistent with the Late Course Withdrawal Policy. Students unable to provide such documentation will receive the letter grade awarded by the instructor based on the work submitted for the entire semester.

PROPOSED POLICY FOR WITHDRAWAL FROM COLLEGE POLICY

A student who finds it necessary or advisable to withdraw from the College must follow one of the two processes below.

Withdrawal before a semester begins:

A student who has advance registered but no longer intends to attend the College must email the Registrar’s (registrar@cswego.edu) using their SUNY Oswego email account in order to cancel their registration for the term.

Withdrawal during the semester (Fall/Spring):

A student who is currently enrolled in either the fall or spring semester must submit information via the Intent to Withdraw form found on the Registrar’s website. Within two business days, the student will be contacted by the Dean of Students’ office to explore the implications of a college withdrawal. The student will be required to confirm the College Withdrawal request.

The financial implications of a college withdrawal can be significant. During the confirmation process, the student will be given information and directed to appropriate offices to determine the impact of the college withdrawal on financial aid and financial obligations to the College.

If the college withdrawal is confirmed during the semester drop period (1st three weeks of the semester), the courses will be removed from the transcript.

If the college withdrawal is confirmed during the semester course withdrawal period, grades will be assigned as follows: WP (withdrawn passing); WN (withdrawn no grade); WF (withdrawn failing). W grades have no impact on the student’s semester or cumulative grade point average.

If the college withdrawal is confirmed during the semester Documented Late Course Withdrawal period, documentation of an extenuating circumstance, beyond the student’s control, must be provided to the Dean of Students’ Office. If approved, W grades (WP, WN, WF) will be assigned. If not approved, the student will earn grades for the semester.

The deadline to request a College Withdrawal for a particular semester is the last day of classes for that semester.
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<th>Proposed</th>
<th>Current</th>
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<td><strong>Military Leave of Absence</strong>&lt;br&gt;A matriculated student who is called up to active duty with the military or deployed for military action is eligible for a Military Leave of Absence. A Military Leave of Absence will facilitate a student’s return to Oswego if the student wishes to return within one year from the date of discharge from active service or return from deployment.&lt;br&gt;Students who wish to utilize the Military Leave must complete the College Withdrawal process. A copy of the student’s military orders will be the documentation needed to expedite the withdrawal.&lt;br&gt;To return to Oswego, a student on Military Leave of Absence must notify the Registrar’s Office of his or her intent to return to Oswego. A student on Military Leave of Absence may participate in the Advance Registration period only after he or she has notified the Registrar’s Office. Documentation of discharge or reassignment will be required.&lt;br&gt;If the Military Leave of Absence expires, a student must follow the procedures for readmission to the College.</td>
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CURRENT MEDICAL LEAVE OF ABSENCE POLICY

A matriculated student who withdraws from the College for medical reasons may apply for a Medical Leave of Absence. A Medical Leave of Absence will facilitate a student’s return to Oswego if the student wishes to return within one year. Students needing extended time should apply for an extension with appropriate documentation.

To apply for Medical Leave of Absence, a student must submit medical documentation along with an Official Withdrawal Form to the Student Advisement Center at the Compass. Documentation of medical circumstances beyond the student’s control must be from a physician or counselor/therapist and must provide support for the student’s withdrawal from college.

To return to Oswego, a student on Medical Leave of Absence must notify the Registrar’s Office of his or her intent to return to Oswego. A student on Medical Leave of Absence may participate in the Advance Registration period only after he or she has notified the Registrar’s Office.

If the Medical Leave of Absence expires, a student must follow the procedures for readmission to the College.

PROPOSED POLICY FOR MEDICAL LEAVE OF ABSENCE

A matriculated student who withdraws from the College for medical reasons may apply for a Medical Leave of Absence. A Medical Leave for physical or psychological health reasons is intended to allow a student sufficient time away from campus for a sustained recovery and/or stability, and for activities that contribute to a successful return.

Upon the recommendation of Oswego’s Health Services, Counseling Services, or a student’s physician or therapist, the Dean of Students may grant a student Medical Leave status. Depending on the date of withdrawal, a medical leave may provide a benefit to the student in terms of W grades (WN/WF/WP) and financial liability.

Process for Requesting Medical Leave

Students who wish to leave campus on a Medical Leave must also complete the College Withdrawal process. Documentation from a licensed medical or psychological expert is required, that indicates how the student’s personal health is impacting their ability to complete the current semester.

The deadline to request Medical Leave for a particular semester is the last day of classes for that semester.

Return to Campus from Medical Leave

Requests for return from medical leave require a letter from the student along with a letter from the student’s clinician(s) documenting the student’s treatment and readiness to return. These materials must be received by the Dean of Students’ office at least 30 days prior to the start of the semester in which the student expects to return.

The Dean of Students must approve the student’s return. Once a student is cleared to return from a medical leave, their previous academic standing will apply.