Withdrawal Process

SUNY Oswego has provided an option for undergraduate students who need to withdraw during the course of a semester. A full semester withdrawal option may apply when circumstances beyond the students control interfere with continued academic engagement. The Dean of Students offices manages these requests and guides the student through the process of a leave and when appropriate, the eventual return to Oswego University. The procedure is outlined below. Students requesting a semester withdrawal will need to consult with the Dean of Students Office.

General Instructions about withdrawing

1. Prior to start of the term, students may contact the Registrar by email to cancel registration see https://www.oswego.edu/registrar/withdrawal-prior-semester-start
2. Please note deadlines in the college calendar https://www.oswego.edu/registrar/college-calendar
3. Deadline to withdraw from semester is the last day of classes.
4. Please refer to the withdrawal checklist on page 4 of this document.
5. For undergraduate Winter and Summer term students, please contact the Extended Learning Office extlearn@oswego.edu or 315.312.2270.
6. Graduate students must speak to the Graduate School Deans Office about their intention to withdraw. Contact: gradstudies@oswego.edu or (315) 312-3152.
7. For individual course withdrawals, please see https://www.oswego.edu/registrar/course-withdrawal-vs-course-drop
8. SUNY Oswego does not process retroactive withdrawals. All withdrawals must happen within the academic calendar semester in which courses were taken.

Withdrawal through the Dean of Students Office

In order to withdraw from all courses for fall or spring semesters, students are required to meet with the Dean of Students Office (DOS) staff. Contact info: 315-312-5483 or deanofstudents@oswego.edu

Withdrawal Requests that will be reviewed by the Dean of Students Office fall into two categories:

- Personal health circumstances that significantly interfere with continued attendance.
- Significant extenuating circumstances that interfere with continued attendance (this includes Military Leave of Absence). Failure to complete the withdrawal process may result in financial liability. Students who are absent or fail to show
for classes are not withdrawn from classes. A withdrawal needs to be initiated by the student.

Procedure

1. Students should contact the Dean of Students Office to begin the withdrawal process. Contact info: 315-312-5483 or deanofstudents@oswego.edu

2. Students will complete an online withdrawal request form - this form will be sent to the student’s email by the Dean of Students Office. Once form is submitted by the student, several administrative offices will be informed of the student’s intention to withdraw. NOTE: Students will need to initiate all using MyOswego.

3. Prior to any approval, students will be asked to submit to the Dean of Students Office documentation that supports the circumstances related to the withdrawal request. Documentation requirements are listed below. [These instructions will also be sent to the student by email after consultation meeting with the Dean of Students Office.] Students will receive verbal and written instructions about documentation needed.

4. In the meeting with the Dean of Students Office, students will be asked for information about class attendance, housing, and the issues that led to the request to withdraw.

5. As part of the withdrawal process, students will be asked to contact the following offices. This is usually done after the meeting with the Dean of Students Office.
   a. Financial Aid 206 Culkin Hall financial.aid@oswego.edu 315-312-2248
   b. Student Accounts 408 Culkin Hall stuaccts@oswego.edu (315) 312-2225
   c. Residence Life & Housing to terminate housing agreement 303 Culkin Hall 315-312-2246
   d. Veterans and active military students are asked to inform Veteran & Military Service 151 Marano Campus Center. benjamin.parker@oswego.edu 315-312-2270
   e. EOP see advisor, 118 Penfield Library 315-312-3094.
   f. International students, International Student and Scholar Services, 102 Sheldon Hall 315-312-5775.

6. After the student initiates this process through MyOswego, the student will receive an email that will prompt the student to confirm the withdrawal. Students will need to monitor their Oswego email in order to finalize the process (confirm the withdrawal and receive notification that it is completed). Students will need to inform the Dean of Students Office of any other email used. Note: the entire process could take up to 4 days.

7. Students who reside on campus will need to communicate with Residential Life and Housing and will be asked to leave campus with their belongings in a timely
manner. This can be done as students consult with residential life about termination of room and board agreement.

Documentation Needed to Support Withdrawal
Students requesting a medical or special circumstance withdrawal will be asked to provide documentation that supports the request. If documentation does not meet the criteria outlined further information will be requested and the withdrawal may be delayed.

- For medical withdrawals, documentation must include a letter from a clinician which describes the symptoms or behavior(s) which negatively impacted the student’s ability to continue their enrollment at SUNY Oswego. Letter must be on the physician/clinician letterhead. This information can be sent by email (PDF format preferred) to deanofstudents@oswego.edu or faxed to 315-312-2503.
- Documentation should be filed with the DOS office within a week of withdrawal request. Student should communicate with the DOS office if there is a delay in receiving letter/documentation. The withdrawal may be cancelled if documentation is not received in a timely manner.
- For students reporting for Military Duty, a copy of Orders will be needed.
- For circumstances other than medical, students will be asked to provide relevant documentation

Status of Student after Withdrawal is granted
- Students granted a withdrawal are directed to vacate their residential housing within 48 hours. For extension or any other assistants, students should contact Residence Life and Housing in 303 Culkin Hall, 315-312-2246.
- The tuition and refund policy are in the Oswego Undergraduate Catalog, see sections that include Financial, Registrar and other student status information.
- Students who process an official college withdrawal are no longer active students and should not engage with the campus community as a student.
- A withdrawal does not alter previous semester academic standing issues. Students are urged to consult advisors and departments if students are already on academic probation.
- Please note that the DOS office will verify last day of attendance with all instructors
- If a student withdraws from the College with unresolved student conduct a notation will be noted on the student’s transcript - ‘Withdrew with Code of Conduct Charges Pending.’ In order to return to SUNY Oswego, the student must resolve the conduct charges.
- A student who has been withdrawn may take classes at another school while on leave. Students are urged to consult with their academic advisor.
- Students who are required to report for military service should contact the Veteran Services and Active Military Office for guidance. The Dean of Students Office will need a copy of the Orders in order to facilitate the Withdrawal.
- Future semester/term courses are cancelled.
Withdrawal procedures  Academic Year 2019-2020

Dean of Students Office
501 Culkin Hall
315-312-5483
Fax: 315-312-2503

Student Withdrawal Checklist
Students may use this to ensure they have completed requirements for the withdrawal. This is for undergraduate students only.

- Contact Dean of Students Office (DOS) to initiate the process.
- Complete an interview with Dean of Students office.
- Complete online withdrawal request form (through MyOswego- link given to student by DOS).
- For medical withdrawals, submit documentation - ensure that clinician, physician provides information within a week of request to withdraw. Letter from clinician or physician needs to include:
  - Specific issues, diagnosis/medical issues leading to recommendation to withdraw.
  - Date of evaluation and any other points of contact with student.
  - Recommended course of action or treatment.
- For specific extenuating circumstances, submit documentation.
  - Employment- Letter from student’s employer verifying hire date, full time status.
  - Obituary stating relationship to the deceased.
  - Physician’s letter confirming illness of a family member and the student’s role in care of patient/family member.
- EOP students - see advisor to inform them of leave. 118 Penfield Library 315-312-3094.
- Active Military/Veterans - see Veteran & Military Services Coordinator 151 Marano Campus Center benjamin.parker@oswego.edu 315-312-2270.
- Athletes - see compliance officer.
- International Students - see International Student and Scholar office 102 Sheldon Hall 315-312-5775.
- Online Students - contact Extended Learning Office 315-312-2270 extlearn@oswego.edu
- Residential students - see Residence Life and Housing staff to terminate housing agreement and arrange move out of residence hall.
Withdrawal procedures   Academic Year 2019-2020

- Financial Aid: 206 Culkin Hall  financial.aid@oswego.edu 315-312-2248.

- Student Accounts: 408 Culkin Hall stuaccts@oswego.edu (315) 312-2225
- Tuition Liability see schedule https://www.oswego.edu/student-accounts/policies#confirmation

- Transcript. Please note:
  - Before the drop deadline, registered courses are deleted.
  - After the drop deadline, a W grade is assigned to each course.
  - Withdrawal grades do not affect overall GPA.
  - A hold is placed on future registration. If already registered, the courses will be removed.