

SUNYIT POLICIES ON WITHDRAWAL

- 1) Students who decide to withdraw from or drop **ALL** of the courses for which they are currently registered during the semester (anytime between the published first day of classes and the last day of classes) must follow the formal withdrawal procedure. Students can obtain the withdrawal form in the Registrar's Office and must submit the completed form to the Financial Aid Office for the withdrawal to be official and complete.
 - 2) Mere absence from the class does not constitute withdrawal. Unless you officially withdraw from SUNYIT; you will be appropriately graded by your instructors, normally an "F".
 - 3) Students who voluntarily withdraw without being granted a leave of absence lose matriculation status. Should the student desire to return at a later time, the student must file a Petition for Readmission form with the Admissions Office and be approved for readmission. (Graduation requirements in effect at the time of re-entry will apply.)
 - 4) Students seeking a medical withdrawal for a semester must provide written documentation from the treating health care professional or physician. Documentation must be legible and on original letterhead from the healthcare professional/physician and must include:
 - Dates of treatment
 - Date of onset of medical event
 - Opinion as to the student's ability to do academic work during the semester in question
 - Signature of healthcare professional
- Note:** If a student has already received a semester of academic withdrawals due to an ongoing medical event, he/she will not receive approval for a subsequent semester. However, if a student has received an academic withdrawal because of one medical event and then a different medical event occurs, such circumstances will be considered but must be documented.
***** A letter from a healthcare professional/doctor does not guarantee approval*****
- 5) For readmission to SUNYIT after a medical withdrawal, students are required to present a statement from their health care professional to the Director of the Health and Wellness Center that they are ready to return.
 - 6) *If you believe you are entitled to academic accommodations contact the Disabilities Specialist.*
 - 7) Courses will be deleted from the withdrawal-semester record of all undergraduate and graduate students who withdraw prior to the published course drop/delete deadline.
 - 8) Courses will continue to appear on the withdrawal-semester record, with grades of "W" (Withdrawn), for all students who withdraw after the published course drop/delete deadline but before the published withdrawal date.
 - 9) Courses will continue to appear on the withdrawal-semester record of all students who withdraw for medical reasons after the published course withdrawal deadline with grades of "WM" for each course. Students can only withdraw after the published withdrawal deadline for medical reasons.
 - 10) Students living on campus who withdraw must vacate the residence halls and remove all personal belongings from the premises no later than midnight of the date on which the withdrawal becomes effective. Students registering and occupying a room for two weeks or less who move out for a SUNYIT-approved reason will receive a pro-rata refund for housing based on the number of weeks (a partial week is considered a full week) in housing. For this purpose, weeks are defined as beginning on Sunday and ending the following Saturday at midnight. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's housing charge. Exceptions may be made when a student withdraws to enter active military service or due to circumstances beyond his or her control.

IMPORTANT INFORMATION FOR STUDENTS WITHDRAWING FROM SUNYIT

REFUND INFORMATION

TUITION A student granted permission to withdraw from SUNYIT would be entitled to a refund of tuition in accordance with the following schedule:

Refund/Adjustment Schedule

First Week	100% tuition and fees
Second Week	70% tuition only
Third Week	50% tuition only
Fourth Week	30% tuition only
Fifth Week and After	NO REFUND

Students will be billed any portion of tuition due which is not paid.

The first day classes are offered is considered the first day of the semester, the first week of classes for tuition refund purposes shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed. Questions contact – 315-792-7412.

Fees All fees are non-refundable as of the end of the first week of classes.

FINANCIAL AID INFORMATION

IF YOU RECEIVED FINANCIAL AID FOR THE SEMESTER OF WITHDRAWAL, YOU MAY WANT TO MEET WITH A REPRESENTATIVE OF THE FINANCIAL AID OFFICE TO RECEIVE AN EXPLANATION OF RECALCULATION OF YOUR FINANCIAL AID AND THE IMPACT ON YOUR ACCOUNT. ALL STUDENTS WILL RECEIVE A WRITTEN EXPLANATION OF THE EFFECTS OF THE WITHDRAWAL ON THEIR FINANCIAL AID. YOU SHOULD MEET WITH A BURSAR'S OFFICE REPRESENTATIVE TO MAKE REPAYMENT AGREEMENTS, IF NECESSARY. INFORMATION CAN ALSO BE FOUND IN THE COLLEGE CATALOG.

WHAT WILL HAPPEN TO THE FINANCIAL AID I RECEIVED **THIS** SEMESTER?

REPAYMENT OF FEDERAL FINANCIAL AID FOR WITHDRAWN STUDENTS

Whenever a student withdraws, the U.S. Department of Education requires SUNYIT to determine how much, if any, of the semester Title IV aid **must** be returned to the Federal Government. (Title IV Aid includes: Pell Grants, Nursing Loans, Perkins Loans, SEOG, Direct Subsidized Loans, Direct Unsubsidized Loans and Parent PLUS Loans) In some cases, federal money may have already been disbursed to the student and the student will be billed for the amount SUNYIT is required to return to the loan company. Student may also have liability to the loan company for earned loan monies through partial semester attendance.

WILL MY **FUTURE** FINANCIAL AID BE AFFECTED IF I WITHDRAW?

SATISFACTORY ACADEMIC PROGRESS – (SAP)

Federal Financial Aid _ Withdrawal from school may affect eligibility for current federal aid and/or future federal aid. The Financial Aid office has information available which explains the Satisfactory Academic Progress for financial aid. Information can also be found in the SUNYIT catalog.

State Financial Aid (TAP Grants, etc.) – Withdrawal from school may affect eligibility for current state aid and will effect future state aid. The Bursar's Office has information explaining Satisfactory Academic Progress policies for state financial aid. Information can also be found in SUNYIT's undergraduate catalog.