

Young, Michaela

From: Young, Michaela
Sent: Thursday, February 01, 2018 10:31 AM
To: College Council
Cc: Young, Michaela; Scheidt, Douglas; Mott, Molly; Bish, Courtney
Subject: For Council's Consideration - Leave of Absence Draft Policy

Importance: High

Council Members:

The College is drafting a Leave of Absence policy for full-time matriculated students. If approved, this policy would be included in the Student Handbook. As you may be aware, there are several steps in the vetting/approval process, including the Council's review and action. I have been asked to send the draft policy (see below) to you prior to any on-campus vetting/approval and ask if you would review and vote in principle on the policy. If that is acceptable, and if the Council supports the idea, the policy will then follow the normal campus governance process, with the final draft being presented for action at an upcoming Council meeting.

Please let me know by Friday, February 9, if you support this policy in principle.

Background

The Leave of Absence Policy helps students who need to stop out of college for a variety of reasons (personal, military service, etc.) return to college. In the past, we have required students to reapply for admission to SUNY Canton, an unnecessary, burdensome process for students who temporarily need to interrupt their academic career due to life reasons (.....most SUNY campuses have Leave of Absence policies).

DRAFT POLICY: Taking a Leave of Absence: Full-time matriculated students

If you are facing circumstances that will interrupt your course of study at SUNY Canton, but you wish to return to the College within one year, we recommend that you request a Leave of Absence. A leave of absence preserves your admitted status at the time you begin your leave. This means that the academic requirements that are in place when you leave are "frozen." It allows you to register without being readmitted and maintains access to your SUNY Canton email during your time away.

A leave of absence may be granted for a maximum of 2 semesters or the total period of active duty for those called to active military service. Students may return to the campus following the leave by contacting the Dean's Office to select classes. If your Leave expires, you must apply for readmission and meet any new admission or degree requirements in place when you return to the College. A Leave for part of a semester counts as one semester.

Eligibility Criteria

- Your SUNY Canton cumulative GPA must be 2.0 or greater at the end of your last semester.
- You must have completed one or more semesters at SUNY Canton.
- You have good student conduct standing.
- Note: Permission of the Program Director is required for students in select programs. Programs needing specific approval include:
 - [Nursing - AAS](#)
 - [Dual Degree Nursing Program \(DDNP\)](#)
 - [Veterinary Technology - BS](#)
 - [Veterinary Science Technology - AAS](#)
 - [Physical Therapist Assistant - AAS](#)

- o [Practical Nursing](#)
- o [Dental Hygiene A.A.S.](#) * has been deactivated. Include if program reactivated.

Procedure

Formally apply for a Leave of Absence via UCanWeb.

Thank you.

Michaela

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Michaela Young  
Executive Assistant to the President/  
Secretary to the College Council  
MAC 616  
SUNY Canton  
34 Cornell Drive  
Canton, NY 13617  
(315) 386-7204  
[www.canton.edu](http://www.canton.edu)

