

SKAP190: SUNY Korea

LEAVE OF ABSENCE POLICY

Issued by:

Academic Team

Established:

August 27, 2018

I. LEAVE OF ABSENCE POLICY

If student wants to take a leave of absence, s/he must meet his/her academic department coordinator and submit the Undergraduate Semester Withdrawal and SUNY Korea Leave of Absence Questionnaire form to Academic Team.

1. Authorized Leave

- A. If those students who took 4 consecutive semesters of authorized leave do not submit petition, they will be dismissed from SUNY Korea. If s/he wants to extend the leave of absence without being dismissed, s/he must submit the petition and get an approval from Dean of Academic and Student Affairs before the start of the 5th semester of leave.
- B. If dismissed students want to rematriculate again, s/he must submit the petition and get an approval from Dean of Academic and Student Affairs.

2. Unauthorized Leave

- A. If those students who took 2 consecutive semesters of unauthorized leave without any report to Academic Team will be dismissed from SUNY Korea. If s/he does not want to be dismissed by SUNY Korea, s/he must submit the petition and get an approval from Dean of Academic and Student Affairs before the start of the 3rd semester of leave.
- B. If dismissed students want to rematriculate again, s/he must submit the petition and get an approval from Dean of Academic and Student Affairs.

- 3. The Dean has the authority to approve/disapprove the petition to rematriculate.