



**HARTWICK
COLLEGE**
est. 1797

Return from General Leave of Absence

Office of the Registrar
101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

Please complete this form and return it to the Registrar’s Office at least ten days prior to the start of the term and before the student may pre-register for courses. Contact the Perrella Wellness Center if returning from a medical leave of absence.

Name: _____ Date: _____

Hartwick ID#: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Anticipated Graduation Date: _____ I am returning for (**check one**): Fall Spring Year: _____

Please provide answers to the questions listed below (required)

How have you spent your time during your leave of absence? If you have completed courses elsewhere, please list (and remember to request that an *official transcript* be sent to Hartwick).

What are your plans for continuing your academic program and progressing through the curriculum toward graduation?

Where are you planning to live when you return?

I understand and agree to the conditions as they are presented on this form.

Student’s Signature

Date

PLEASE NOTE:

- Unless you notify the Office of Academic Advising, your last advisor of record will be reassigned to you.
- Students who have holds (financial or otherwise) on their record must have these holds cleared before their return can be approved
- Students who were not in good academic standing at the time of the leave of absence request will return to the same academic status they held (i.e. Close Scrutiny Probation) when they left
- If there are no holds on your account, you may register for classes during or after pre-registration (see academic calendar). You need to have your advisor’s approval and instructor’s permission if so indicated in the course schedule.

Office Use Only

Registrar’s Signature

Date

Comments: