The Sage Colleges
ALBANY | TROY | ONLINE

College Withdrawal & Leave of Absence Request Form for SPCE & Sage Online Students

Completed forms should be emailed to Associate Dean of Academic Advising, Karen Schell; schelk@sage.edu

The Withdrawal form must be filled out when you are withdrawing from all of your courses or taking a leave of absence for one full term. If you withdraw without taking a LOA, and wish to return to The Sage Colleges you will need to apply for readmission. Leave of Absences (LOA) are granted for a specific period of time. Undergraduate SPCE and Online students who do not register for a period of one year will be considered administratively withdrawn from The Sage Colleges. If you anticipate not enrolling in courses beyond the allotted one year timeframe, you are encouraged to apply for a LOA. Online graduate students who do not register for a period of two years will be considered administratively withdrawn from The Sage Colleges. If you anticipate not enrolling in courses beyond the allotted two year timeframe, you are encouraged to apply for a LOA. If you are granted a LOA this will guarantee that you will stay under the same catalog year that you are currently under and you will not need to reapply to The Sage Colleges.

Name: _____Student ID: _____Major:_____

Address: _____City:_____State:_____Zip:_____

Email: _____Phone:_____

Today's Date: _____ please enter last date you attended your course(s) _____

Reason(s) for Withdrawal/Leave of Absence – Please circle or highlight

Academic Financial Medical Personal Transferring Other

Please provide additional details if you selected any reason other than Medical in the space below:

Are you interested in returning at a later time? _____Yes _____No

If yes, what term would you like to return? _____

Please read each item carefully and initial to verify that you understand:

I understand that, even though I am withdrawing from The Sage Colleges, I am responsible for all outstanding financial and material obligations to the College. **Initials: _____**

I understand that by withdrawing from The Sage Colleges my academic standing and financial aid status may be affected. This may impact my ability to return in the future. **Initials: _____**

Incomplete (I) and withdrawal (w) grades do not count toward completed credits. *Please consult your Student Policies Handbook to see academic requirements for enrollment.*

_____ Date_____
Student Signature

For Office Use Only:
Date Processed: _____Last Date of Attendance: _____Withdraw Code: _____
Copy Sent to Financial Aid office _____ Copy sent to Program Director _____