

**GRADUATE APPLICATION FOR LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE**

Registrar's Office, Moot Hall 210, 1300 Elmwood Avenue, Buffalo, NY 14222-1095

**INSTRUCTIONS:** Student completes step 1. Forwards to **Department Chair** who signs, then **forwards to School Dean for approval**. **Multidisciplinary Studies student forwards to Program Coordinator** who signs, then **forwards to Graduate School Dean for approval**. School Dean/Graduate Dean retains a copy, forwards additional copies to the department/program coordinator, student and the Graduate School and sends original to the Registrar's Office. Check <http://registrar.buffalostate.edu/> for deadline. Requests submitted after the deadline must be petitioned through Academic Standards.

**IMPORTANT: Read this and consult with your academic advisor before you sign. Keep in mind that leaves and withdrawals may affect financial aid, scholarships, and time of graduation.**

**STEP 1– To be completed by student— ALL information must be completed including date last attended.**

Leave/Withdrawal should begin \_\_\_\_\_ **term** (January, Spring, Summer, Fall) \_\_\_\_\_ **year**

**Please check one:**

**Leave of absence** Leaves are granted for one year. Students may request one additional year after that time. Students wishing to return before their leave has expired may do so by registering for classes. Non-degree students are ineligible for leaves.


**Withdrawal from College** Students must contact the Graduate School Office regarding readmission procedures.

Name \_\_\_\_\_ Student ID #B \_\_\_\_\_  
Last First MI


Permanent Address \_\_\_\_\_  
Number and Street City State Zip Code

Major \_\_\_\_\_ Telephone Number \_\_\_\_\_

Reason for request: \_\_\_ Academic \_\_\_ Financial \_\_\_ Personal \_\_\_ Transfer \_\_\_ Religious Leave  
 \_\_\_ Military Leave \_\_\_ Medical \_\_\_ Other

**Student signature and date**  \_\_\_\_\_

**STEP 2– To be completed by Chair/ Program Coordinator /Dean**

 \_\_\_\_\_

Department Chair / Program Coordinator if Multidisciplinary Studies Date

 \_\_\_\_\_ Date Student GPA

Dean/ Graduate School Dean if Multidisciplinary Studies Signature

**FINANCIAL LIABILITY FOR REGISTERED COURSES:** Students who must take a leave of absence due to medical or military reasons should be aware that they can petition to request their semester be dropped and charges removed from their account. Petition forms are available from the Academic Standards Office or at <http://academicstandards.buffalostate.edu/how-file>. Documentation of their extenuating circumstance must be submitted with the petition. Any financial aid distributed must be returned and consumable charges on account must be paid prior to the petition being approved. Petitions resulting in financial changes to students' accounts must be completed within one year of the semester that is being requested to be removed.