

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.