

UNDERGRADUATE 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 or Coordinator of Academic Advisement who signs, retains a copy for their department and the student and sends original to the Registrar's Office. Requests received by the Registrar's Office after drop/add ends incur financial liability. The effective date is the date this form is **received** by 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 adviser before you sign. Keep in mind that leaves and withdrawals may effect 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 undergraduates are ineligible for leaves.


Withdrawal from College Students must contact the Admissions 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/Director of Academic Advisement

 _____
 Department Chair or Director of Academic Advisement Signature Date

FINANCIAL LIABILITY FOR REGISTERED COURSES: Students who take a leave of absence remain financially liable for the charges on their account for the semester, unless their courses are dropped by the drop/add registration deadline. If leaves are taken after that deadline, students can petition to have their courses dropped by the college but there must be an extenuating circumstance to warrant approval of that request. 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; acceptable documentation includes a letter of support from Weigel Health Center for medical circumstances, a letter of support from Buffalo State's Veterans' Services Office for military circumstances, official documentation of other types of significant life events. 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.