

State University of New York  
At Fredonia

Office of Student Affairs  
608 Maytum Hall  
Fredonia, NY 14063  
(716) 673-3271

**APPLICATION FOR LEAVE OF ABSENCE**

A Leave of Absence may be granted for medical reasons (self or family), military or jury duty. Complete this form and return to the Office of Student Affairs.

Student must have at least a 2.0 G.P.A. overall and within his/her major. If a major requires a higher G.P.A. for admission to the program, a student must have a G.P.A. at or about that level. Leave of Absence will be based on the G.P.A. established at the end of the current semester of enrollment. The purpose of the Academic Leave of Absence is to permit the student to return without applying for reinstatement.

**Registration materials will be mailed to students on leave, at the appropriate early registration time each semester.**

(Student to complete Number 1 and 2 - PLEASE PRESS FIRMLY)

1. NAME \_\_\_\_\_ SS# \_\_\_\_\_  
Last First M.I.

PERMANENT ADDRESS \_\_\_\_\_  
Street City State Zip Code

MAJOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

2. I WISH TO NOTIFY THE COLLEGE AT FREDONIA THAT I PLAN TO TAKE A LEAVE OF ABSENCE FOR:

Fall Semester 20 Spring Semester 20 Reason \_\_\_\_\_

**(documentation required)**

A student who is granted a Leave of Absence is considered to remain in an in-school status for Title IV loan purposes. If that student fails to return from an approved Leave Of Absence, the student's withdrawal date and the beginning of the student's Title IV loan grace period is the date the student began the Leave of Absence.

While on Leave of Absence, you will be considered a matriculated student for insurance purposes. However, student loan grace period begins upon date of withdrawal.

-----  
SEMESTER GPA \_\_\_\_\_ CUMULATIVE GPA \_\_\_\_\_

I recommend that the requested leave be granted \_\_\_\_\_  
Department Chairperson

I approve the requested leave \_\_\_\_\_  
Student Affairs Office

Copies: Registrar (original), Academic Department, Financial Aid, Office of Student Affairs, Student