

State University of New York
At Fredonia

Office of Student Affairs
608 Maytum Hall
Fredonia, NY 14063
Phone (716) 673-3271
Fax (716) 673-3583

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 _____ Fredonia ID # _____
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