



Withdrawal / Medical Withdrawal / Leave of Absence

Academic Advising Services, 4th Floor Reed Library

Phone: 716-673-3188 Fax: 716-673-3801 Email: advising@fredonia.edu

Read the following before completing the form

Once you have the form, please note you must visit the following offices and have a staff member from each office sign it. Please arrive ready to ask questions you may have about the impact the withdrawal or leave of absence will have in the related areas.

Financial Aid (2nd Floor Maytum Hall) – Withdrawing from Fredonia could impact financial aid in the current and/or future semesters. Due to complex regulations, you will consult with the Financial Aid Office where they will inform students of the implications the withdrawal/leave will have on their financial aid

Student Accounts (3rd Floor Maytum Hall) – When possible, students should withdraw before the start of the semester to minimize tuition and fee liability. Once the semester starts, the effective date of withdrawal/leave determines whether the student will receive any refund. In consulting with the Student Accounts Office, they will provide information regarding how your semester bill will be adjusted as a result of your withdrawal/leave.

Residence Life (1st Floor Gregory Hall) – The Office of Residence Life will inform students about their card access and will discuss the process required for properly checking-out of the residence hall.

* This signature is only needed if you live in campus housing

FSA (1st Floor Gregory Hall) - Provides an opportunity for students to be informed and ask questions about account cancellations and refunds if applicable.

Additional Things to Know

- A student shall not be exempt from disciplinary proceedings for behavioral infractions which occurred prior to leaving. A withdrawal does not override a student conduct (judicial) referral.
- When withdrawing from the current semester, full-semester courses are assigned WC grades (withdrawal from college). WC grades do not count in the semester or cumulative grade point averages. Course(s) completed before the effective date of withdrawal, receive the grade earned and will count in the semester & cumulative GPA's.
- If you plan on returning to Fredonia, please go to the Registrar's Office Readmission/Reinstatement web page [<https://www.fredonia.edu/academics/registrar/readmission-and-reinstatement>]

Leave of Absence Application

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A leave of absence may be obtained for the following reasons: medical, military service, or jury duty. In most cases, a student must have a minimum 2.0 cumulative grade point average and at least a 2.0 average in his/her major.

Please complete this form and return to Academic Advising Services.

COMPLETE ALL REQUESTED INFORMATION AND OBTAIN ALL REQUIRED SIGNATURES

Legal Name: _____ Fredonia ID: _____ Cumulative GPA: _____

Major: _____ Are you currently receiving veteran's entitlement: ___ Yes ___ NO

On Campus Address: _____ Telephone: _____

Permanent Address: _____
Street City State Zip

Personal Email: _____

Have you attended any classes this semester: ___ No ___ Yes

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 _____

I INTEND TO RETURN TO THE COLLEGE AT FREDONIA FOR:

Fall Semester 20 Spring Semester 20

REQUIRED SIGNATURES by the following offices:

<i>Office Name & Location</i>	<i>Signature</i>	<i>Date</i>
Student Accounts (306 Maytum Hall)		
Financial Aid (209 Maytum Hall)		
Residence Life (1st Floor Gregory Hall)		
Faculty Student Association (1st floor Gregory Hall)		

***Additional documentation is required for a Leave of Absence**

For documentation required, please visit, <https://home.fredonia.edu/advising/leave-absence>

Documentation should be sent to Enrollment & Student Services, located in 2121 Fenton Hall [ess@fredonia.edu]

OFFICIAL OFFICE USE ONLY

I verify the requested leave _____
Staff Signature

Date Received: _____
Date Processed: _____
Processed By: _____
Number: _____

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