



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>]

Medical Withdrawal Form

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Important factors to take into consideration:

- **A medical withdrawal requires additional documentation, which is needed to process a medical withdrawal**
- **Tuition and fee Liability:** The effective date of withdrawal determines whether the student will receive any refund of tuition, fees, or meal plan. Refer to the Student Accounts Office (716) 673-3236 for refund details.
- **Financial Aid:** Withdrawing from the college could impact your financial aid in the current and/or future semesters. Due to complex regulations, you should consult with the Financial Aid office ASAP.

College Medical Withdrawal Policies & Procedures:

- If 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.
- Students granted a medical withdrawal relinquish the right to use all college services and privileges.

COMPLETE ALL REQUESTED INFORMATION AND OBTAIN ALL REQUIRED SIGNATURES

Legal Name: _____ Fredonia ID _____

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

On Campus Address: _____ Telephone: _____

Permanent Address: _____
Street City State Zip

Personal Email Address: _____

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

Do you intend on returning to Fredonia? ___ No ___ Yes If yes, when? _____

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 Required Documentation**

An original, signed affidavit from a licensed medical provider, licensed mental health provider or an equivalent healthcare provider (not a relative) on letterhead indicating that the student is unable to continue enrollment, or to continue enrollment in specific courses. The evidence must state that the student's medical/psychological condition is of sufficient severity to make continued enrollment problematic. If the affidavit does not specify courses in which the student may remain enrolled, the student will be withdrawn from all courses.

Send additional documentation to: Enrollment & Student Services, 2121 Fenton Hall, ess@fredonia.edu

Student's Signature: _____

Date: _____

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

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