

Please complete, print & obtain signatures. Return to Registrar's Office upon completion.

Application for Undergraduate Leave of Absence or Withdrawal from the University
Registrar's Office, Frostburg State University
Phone (301) 687-4346 Fax (301) 687-4597

Date form was returned
(Effective Date)

If you take a leave of absence, you will continue to receive communication from the University. You are also eligible to resume your studies within one calendar year without applying for readmission. To be eligible for a leave of absence, you must have no judicial system penalties or charges pending. If you have no intention of returning to FSU, you may withdraw from the University.

Last Name First Name M.I. PAWS/Student #

Reason for Leave of Absence or Withdrawal (limit 80 characters):

Please select one of the following:

- I expect to return to FSU for the following semester _____ (maximum of one calendar year). I understand that if I do not enroll at the University at the end of the time period specified, I will be withdrawn from the University and need to apply for readmission if I wish to return. You must keep the university informed of any changes to your permanent and local addresses while on a Leave of Absence.
- I wish to withdraw from FSU completely. I understand that I need to apply for readmission if I wish to return.

Taking a leave of absence or withdrawing from the University will have implications.

- Financial Aid: Withdrawing prior to completing 60% of the term will cause any Title IX federal financial aid to be prorated.
- Billing: You will not receive a full refund if you submit this form after the end of the add/drop period. Most fees are non-refundable.
- Grading: If you withdraw after the add/drop period, but before the "W" deadline, you will receive "W" grades for all your courses. If you withdraw after the "W" period, you will receive "WF" grades (equivalent to "F") unless you demonstrate extenuating circumstances, and your request is approved by the offices of Student Affairs and the Provost.
- International Students: Please consult with the Center for International Education (108 Pullen) prior to withdrawing or taking a leave of absence.

By signing below, you acknowledge that you understand these consequences.

Your Signature

Date



HERE AND RETURN THIS FORM TO THE REGISTRAR'S OFFICE UNLESS YOU ARE WITHDRAWING / TAKING A LEAVE OF ABSENCE FOR EXTENUATING CIRCUMSTANCES AFTER THE "W" PERIOD.

After the "W" period. To take a leave of absence or withdraw from the University with "W" grades, you must present documentation of extenuating circumstances to the Office of the Vice President for Student Affairs (116 Hitchins). After the final scheduled class day of a term, your request must be submitted to the Office of the Provost (213 Hitchins).

W grades approved? Yes No

Student Affairs Signature

Room 116 Hitchins Administration Building

Date

Office of the Provost Signature

Room 213 Hitchins Administration Building

Date

Student Affairs/Provost Use Only: Effective Date of Leave of Absence/Withdrawal: _____ (if an earlier date is to be used)

Registrar's Office Use Only: _____ Term Hist/ProgPlan _____ FERPA _____ Beacon _____ Notify Offices