

LEAVE OF ABSENCE –POLICIES AND PROCEDURES

ELIGIBILITY AND APPLICATION DEADLINE

Students **MUST** have earned a minimum GPA of 2.0 on the date the Leave becomes effective. Failure to do so may void the Leave and result in dismissal and/or administrative withdrawal. Any student who has a cumulative average of at least 2.0, who is not awaiting the completion of a disciplinary investigation, who is clear with all College offices concerning debts or borrowed items, and who wishes to leave the College for a period of not more than two semesters beyond the current one, may request a Leave of Absence:

- a) for the current semester by submitting a request form no later than the two-thirds point of that semester (NOTE: students leaving the College after two-thirds of a semester will receive grades of “E” unless late withdrawals are approved by the Dean of Students and Dean of the College); or
- b) for subsequent semesters by submitting a request form no later than the workday preceding the first day of classes of the semester in which the Leave is to take effect.

PROCEDURE

- A. Initiate the request at the Office of Enrollment Services (Erwin Hall 221 B) and complete the application form.
- B. A student planning to study in a foreign country or taking courses elsewhere through the Visiting Student Program, or other such programs should make an appointment at the Office of the Dean of the College, Erwin Hall 106 (585)- 245-5546 to determine whether a Leave of Absence is necessary.

POLICY

Students granted a Leave of Absence from the College are regarded as approved for readmission provided the students return within the time specified. Failure to return within the specified time will cancel the Leave agreement unless the Enrollment Services Office has granted an extension at least one month prior to the planned return date.

Students who do not return within the specified time and for whom extensions of Leave of Absence have NOT been granted will be withdrawn from the College and must apply for readmission if they wish to return at a later date.

Students participating in the cooperative programs (e.g., 3+2 Engineering) should take a Leave of Absence for the duration of the program at the cooperating institution.