



Office of the Registrar • Smyth 1  
 4245 East Ave • Rochester, NY 14618  
 Phone (585) 389-2816 • Fax (585) 389-2612

**START/END OF TERM**  
**Undergraduate Leave of**  
**Absence or Withdrawal**

- This form should be used for any student (including freshmen) who indicates their intent to take a leave of absence or withdraw at the end of this current semester or between semesters.
- All undergraduate students seeking to take a leave or withdraw **during** the semester must go through the Center for Student Success.

**CHECK HERE IF YOU ARE A VETERAN OR VETERAN DEPENDENT**

Last Name	First Name	Middle	Student ID # or Last four digits of SS#
Address			Permanent Phone
City	State	Zip	Email

← Select Leave of Absence - OR - Withdrawal →

**REQUEST LEAVE OF ABSENCE (planning to return)**

I am seeking a leave of absence for the following term(s) \_\_\_\_\_

Anticipated return:  Fall  Spring Year \_\_\_\_\_

**REQUEST TO WITHDRAW (NOT planning to return)**

I am seeking to withdraw from Naz and not return

Please check the **PRIMARY** reason for your leave of absence or withdrawal from Nazareth (select JUST ONE)

<input type="checkbox"/> Academic Experience (does not meet expectations) <input type="checkbox"/> Major Not Available <input type="checkbox"/> Residential Experience (refers to on campus living) <input type="checkbox"/> Campus Life or Social Experience (relationships or activities do not meet expectations)	<input type="checkbox"/> Medical (physical or mental health) <input type="checkbox"/> Financial (can't afford Nazareth any longer) <input type="checkbox"/> Personal (reasons not associated with the Naz experience) <input type="checkbox"/> Other _____
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\_\_\_\_\_  
 Last Date of Attendance

\_\_\_\_\_  
 Effective Term of Withdrawal

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**Office Use Only**  
 Internal **UPON RECEIPT**: Courses Dropped (date dropped or no reg) \_\_\_\_\_ Reg Priority Ended \_\_\_\_\_  
 Internal **END OF TERM**: Campus Box Ended (date ended or N/A) \_\_\_\_\_ Official Hiatus Date \_\_\_\_\_  
 Initials confirming processing complete \_\_\_\_\_

\* NOTE – Official Hiatus Date for students leaving in the first week of the semester will be the same as the date the student formally requested the leave/WD, unless faculty have verified LDA was earlier than hiatus date.