



Fill out **completely**. Fill out lined spaces. Circle items in *italics*. Read "Leaving Brockport" before completing this form.
RETURN THIS FORM TO THE OFFICE OF ACADEMIC ADVISEMENT.

Last Name _____ First Name _____
Banner ID _____

Enter your **new** address **only if it is different** than the Permanent Address now listed with us.

_____ Phone _____

Apply for a Leave of Absence if you plan to return. To be eligible, you must not have been academically dismissed and readmitted/reinstated in this semester, or if you are a first-time student, you must have completed four weeks.

I am requesting: *Leave of Absence* *Inactive Status* for *Fall* *Spring*

Effective: *Now* *End of Current Semester*

_____ I am now registered for: *Fall* *Winter* *Spring* *Summer*

_____ I am not registered.

_____ I intend to return next semester. Please do not delete pre-registered courses for next term of:

Fall *Winter* *Spring* *Summer* (Leave of Absence only)

_____ I am involved in: *Overseas program* *Disney Program*

If you plan on taking classes at another institution while away from Brockport, please speak to the Office of Financial Aid.

I am a matriculated undergraduate. This is my first indication of intent to withdraw from the College, and the date below is my last day of class attendance.

Signature: _____ Date: _____

Office Use Only

Information Sheet Given _____

Request received on _____

Via *Letter* *Fax* *Web* *Call* from _____ *Other* _____

Registrar: *Courses* *Dropped* *Withdrawn* *Not Enrolled* by _____ on _____

Current SGASTDN Status _____ Date _____ *ProR* *Readmit after Dismissal*

New SPACMNT/SGASTDN Status _____ SFAWDRL _____ Sep Date _____

Last earned credits at Brockport in *Fall* _____ *Winter* _____ *Spring* _____ *Summer* _____

You have been approved by: _____ on _____ for *Leave of Absence* or *Inactive status*.

(If you earn no credits at Brockport for three (3) consecutive semesters and are not enrolled in the subsequent forth semester, any Leave will expire and you will be given Inactive Status.)

Distribution: *White/Academic Advisement* *Yellow/Registrar* *Pink/Residential Life* *Gold/Student*