LEAVES AND WITHDRAWAL

Withdrawal from the college
A student desiring to withdraw from the college must consult with a
designated member of the Griff Center for Academic Engagement who
will forward the withdrawal form to the appropriate associate dean.
In the case of freshmen, a parent or guardian must indicate approval
of withdrawal by signing the withdrawal form. The official date of
the student’s withdrawal is the date on which the withdrawal form is
received and approved by the appropriate associate dean. A student
withdrawing from the college at any time during a semester without
proper authorization fails all of his/her courses for that semester.

A student who does not register for two or more semesters and returns to
the college is required to follow the catalog requirements at the time they
are readmitted to the college.

Medical Leave of Absence
Students may request a leave of absence from Canisius College when a
medical condition significantly interferes with their ability to function at
the college. This policy is intended to assist students with an absence of
one to two semesters. It is not intended to allow a long period of absence
during a single semester. A student taking a leave of absence for medical
reasons will not be eligible to complete courses within the semester for
which the medical leave of absence is approved.

Students must submit a written request for a medical leave of absence
with the Griff Center for Academic Engagement (OM 013). For a leave of
absence to be considered, a student must provide written verification
from a licensed health/mental health professional of the presence and/or
severity of a medical condition. Questions or concerns should be directed
to the Griff Center for Academic Engagement.

A student granted a leave of absence will be expected to return to
Canisius College after the leave has ended. Failure to return from a leave
of absence after two semesters results in a formal academic withdrawal
from Canisius College. A registration hold will be placed on the student’s
account during a leave of absence.

To return from a leave of absence, the student must provide the Griff
Center for Academic Engagement with an appropriate written statement
from a licensed health/mental health professional that confirms the
student sought and received treatment and is capable of meeting
the challenges of academic life. When appropriate, this statement
should also include recommendations for continued treatment once the
student returns to the college and any needed academic restrictions
or accommodations. It is expected that a request to return should be
made at least 30 days in advance of the commencement of the new
semester. The Griff Center for Academic Engagement will determine the
conditions a student will need to meet in order to return after reviewing
the statement with appropriate personnel.

Voluntary Leave of Absence
A student who wishes to take a semester or two off, but plans to return
to the college within one calendar year, may elect to take a leave of
absence. A student who has been on leave for more than one year and/or
attended another institution while on leave will be required to re-apply for
admission to the college.

Involuntary Leave of Absence
When a student’s behavior is disruptive to the college community or
when a student’s behavior presents a danger to themselves or others,
the senior associate dean of students or their designee may place
the student on an involuntary leave of absence in accordance with
the College’s Students of Concerns Policy. A student’s return from an
involuntary leave is dependent upon the resolution of the circumstances
leading to that leave and must be coordinated with the senior associate
dean of students or their designee.