

Add/Drop Instructions

Dept: The two-letter abbreviation for department

Course Number: All numbers before the decimal

Section Number: The two numbers following the decimal

Adding: A course may be added through the first **five** days of instruction in a semester. This includes adding a course or transferring from one section of a course to another section of the same course. The signature of the Instructor is required after classes begin.

Dropping: A course may be dropped and a refund granted if it is accomplished according to the tuition refund schedule as listed in the Schedule of Classes. It is the student's responsibility to initiate a request to drop a course and personally submit the completed form to the Registrar's Office. Clarkson College will not be responsible for forms given to faculty or staff for submission.

A course may be dropped through the last day of the eighth week of the Fall or Spring semester or the last day of the seventh week of the Summer session. Students withdrawing from a course after this time will be assigned a grade of "WP"(Withdraw Passing) or "WF" (Withdraw Failing) on their permanent academic record. Courses may NOT be dropped during the final exam period.

Reasons for Dropping:

- 1. Failing** **2. Financial** **3. Medical** **4. Moving** **5. Personal**
6. Time Conflict **7. Other: Specify:** _____

Leave of Absence Instructions

A student who wishes to leave the College temporarily **must obtain the required signatures in the order listed** on the reverse side. The **Leave of Absence** becomes final only when the completed form has been filed with the Registrar's Office. A **Leave of Absence** form must be filed on or before the last day to drop classes for the term. The maximum time allowed for a **Leave of Absence** is one academic year (three consecutive semesters).

Students who stop attending classes without completing a **Leave of Absence** form will have failing (F) grades posted on their academic record. Retroactive leaves are not granted. Students on a leave who do not return after three consecutive semesters must apply for readmission and will be subject to the provisions of the Catalog at the time of readmission.

Withdrawal from College Instructions

A student who wishes to **withdraw** from the College **must obtain the required signatures in the order listed** on the reverse side. The **withdrawal** becomes final only when the completed form has been filed with the Registrar's Office. Students who stop attending classes or tell the Instructor they are withdrawing from the College without completing the required form will have failing (F) grades posted on their academic records.

To return to Clarkson College in a subsequent semester the student must apply for readmission and will be subject to the provisions of the Catalog at the time of readmission.