

Change of Registration

Add/Withdrawal Instructions

Course Number: All letters and numbers before the decimal (eg. GEN 105)

Section Number: All letters and numbers following the decimal (eg. OE01)

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 beginning the second week of the term.

Withdrawal: A course may be withdrawn and a refund granted if it is accomplished according to the tuition refund schedule as listed in the Student Financial Services section of the webpage. It is the student's responsibility to initiate a request to withdraw 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. Students who stop attending classes without completing a Change of Registration form will have failing (F) grades posted on their academic record.

A course may be withdrawn through the last day of the eighth week of the fall or spring semester or the last day of the seventh week of the summer session or the fifth week of a six-week semester. 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 Courses may NOT be withdrawn during the final exam period.

Reasons for Withdrawing

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

SPECIFY

LEAVE OF ABSENCE INSTRUCTIONS

A leave of absence is "time certain" withdrawal from Clarkson College. Leaves are granted for a minimum of one semester and a maximum of three consecutive semesters. A student who wishes to leave the College temporarily must obtain the required signatures on the reverse side. The Leave of Absence becomes final only when the completed form has been filed with the Registrar's Office.

Any student who is on a Leave of Absence and does not register in any classes after three consecutive semesters will be automatically withdrawn from Clarkson College. Students who wish to return after withdrawal will have to apply for readmission and will be subject to the provisions of the catalog at the time of readmission.

WITHDRAW FROM TERM

A student who wishes to withdraw from all classes for the present term must obtain the required signatures 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.

WITHDRAWAL FROM COLLEGE INSTRUCTIONS

A student who wishes to withdraw from the College must obtain the required signatures 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.