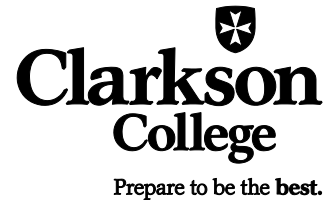


Office of the Registrar

Clarkson College
101 S 42nd Street
Omaha NE 68131-2739
registrar@clarksoncollege.edu



Change of Registration, Leave of Absence or Official Withdrawal Form

Name: _____

Program of Study: _____ Student ID: _____

Term: _____

Change of Registration

Course ID	Section	Course Title	Credit Hours	Add, Drop or Withdraw		
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD
				<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> WD

Leave of Absence or Official Withdrawal (if applicable)

- Leave of Absence _____ Fall (enter year) _____ Spring (enter year) _____ Summer (enter year)
- Withdraw from Term (Withdraw from all classes for current term, will return next semester)
- Withdraw from College (Withdraw from all classes, will not return. Must check reason below.)

- Academic Changed Major Financial Personal Behavioral Unknown

- A change of registration during the term may result in a change of registration fee.
- I must contact my Financial Aid Counselor to discuss any implications this change may have on my financial aid.
- I understand that if I withdraw or drop a class after the 100% tuition refund period and there is a balance due on my student account, this balance must be paid in full upon withdrawal.
- After the first week of the term ends, withdrawals will be recorded as a "W" on the official transcript.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Credit hour change _____ to _____

Input by _____ Date _____

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.

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 web page. It is the student's responsibility to initiate a request to withdraw a course and submit the completed form to their advisor. **The withdrawal becomes final only when the completed form has been filed with 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 6 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.

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 signature** 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 signature** 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 signature** 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.

Reasons for Withdrawing from College:

1. **Academic:** Student leaves the program due to academic difficulty within the program of study
2. **Changed Major:** Student leaves the program due to the decision to change their program within Clarkson College.
3. **Financial:** Student leaves the program due to financial difficulties. (i.e. financial aid, College student financial account issues, etc.)
4. **Personal:** Student leaves the program by choice or extenuating circumstances, including but not limited to individual and/or family situations (i.e. change schools, health issues, relocation, death in the family, etc.)
5. **Behavioral:** Student leaves the program due to behavior that is in conflict with College and/or programmatic policies and procedures (i.e. academic integrity, code of conduct, professionalism, etc.)
6. **Unknown:** Student leaves the program without any reason that is communicated to the College.