



Notice of Graduate Student Withdrawing

STUDENT ADMINISTRATIVE SERVICES

Potsdam Campus: PO Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

Campus: Potsdam Campus Capital Region Campus

Student Name: _____

Student Number: _____

Academic Department: _____

Date of Notification of Intent to Withdraw: _____

Date of Withdrawal: _____

Did the student attend classes during the current semester: Yes No N/A

Check one: Withdrawal – immediately
 Withdrawal – at the end of the current term

Leave of Absence*
(student must be in good academic standing) _____ Department Chair Signature (Required for Leave of Absence)

*Please Note: A leave of absence can only be requested prior to the completion of the student’s minimum total credits (30 credits for MS; 90 credits for PhD)

If returning to Clarkson, expected date/semester of return: _____

Reason for withdrawal or leave (check all that apply):

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Will not/did not enter | <input type="checkbox"/> Financial | <input type="checkbox"/> Academic separation |
| <input type="checkbox"/> Will not/did not return | <input type="checkbox"/> Health | <input type="checkbox"/> Other Academic |
| <input type="checkbox"/> Personal | <input type="checkbox"/> Deceased | <input type="checkbox"/> Completing Off Campus |
| <input type="checkbox"/> Career Change | <input type="checkbox"/> Disciplinary | <input type="checkbox"/> Met Degree Requirements |

Notes:

New mailing address (if applicable):

New telephone number (if applicable):

New (non-Clarkson) email (if applicable):

Please return this form to your Graduate Coordinator (CRC students may return to student services)

Student

Graduate Coordinator

NOTE: Students who plan to return to the University must contact their Graduate Coordinator to request readmission.

Return form to:

Potsdam Campus Students: CU Box 5575, Potsdam, NY 13699-5575 | (Fax) 315-268-6452

Capital Region Campus Students: 80 Nott Terrace, Schenectady, NY 12308 | (Fax) 518-631-9901