



INSTRUCTIONS

Any student who has left Clarkson and wishes to return should fill out this application for readmission. Applications require concurrent approval of the department designated approver or program director and of the University's Continuance and Readmission Committee. All decisions are final and will be communicated to the applicant by email; there is no appeal process. ***Returning to Clarkson will not be allowed if a student is delinquent on a Clarkson loan or has an outstanding tuition balance.***

DEADLINES

This application must be submitted by:

- August 1 – Fall Semester
- December 1 – Spring Semester
- April 15 – Summer Semester

MEDICAL LEAVE OF ABSENCE

If you are returning from a Medical Leave of Absence, you are required to submit documentation to the Dean of Students' Office in order to be medically cleared to return. Please submit the required documentation to:

Kelsey Pearson, Dean of Students
Clarkson University
Box 5770
Potsdam, NY 13699
Email: deanofstudents@clarkson.edu
Telephone: 315-268-6620
Fax: 315-268-6643

APPLICATION SUBMISSION

Undergraduate students wishing to apply for readmission should complete this form and email it to registrar@clarkson.edu.

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID #: _____

Non-Clarkson Email address: _____

Permanent Home Address: _____ Home Phone: _____

Mobile Phone: _____

Country: _____

Application Questions



STUDENT ACHIEVEMENT SERVICES | OFFICE OF THE REGISTRAR
Box 5575, Potsdam, NY 13699-5575 | P: 315-268-6451 F: 315-268-2321

Academic major

Choice 2 (Optional)

1. **Did you take classes at another university while you were away?** ☐ Yes ☐ No
2. **If so, please list those classes below.** Credit will only be awarded for approved courses upon receipt of an official transcript indicating a grade equivalent to the “C” grade or higher at Clarkson and pending course approval from your academic department. Please provide copies of college transcripts with your application if they are available.

3. **Please write a personal statement explaining why you wish to return.** If you are applying for readmission following a period of academic separation, please include the actions you have taken to demonstrate your plan for academic success and readiness to return, including any documentation (such as college transcripts or midterm grade reports) that supports your application.



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If your application is approved, you must resolve any outstanding financial or administrative obligations and related enrollment holds before you will be permitted to register for classes.

date