

The image features two thick black L-shaped brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner. They are oriented towards each other, framing the central text.

GRADUATE STUDENT WITHDRAWALS


Agenda

- Resources
- Review of the Form
- Impact and Exceptions
- Readmission Process

Resources

- Form: <https://intranet.clarkson.edu/wp-content/uploads/Grad-Student-Withdrawal-2019.pdf>
- Process: <https://confluence.clarkson.edu/display/SAS/Graduate+Student+Withdrawal+Process>
- Regulations can be found in both the Catalog and the Clarkson Regulations
- Tuition policy: <https://www.clarkson.edu/student-administrative-services-sas/refund-policy>

The Withdrawal Form



Clarkson
STUDENT ADMINISTRATIVE SERVICES

Notice of Graduate Student Withdrawing
STUDENT ADMINISTRATIVE SERVICES
Potsdam Campus: Box 5575, Potsdam, NY 13699
Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308

Student Name:

Student Number:

Academic Department:


Campus: Potsdam Capital Region Campus

Withdraw from:
 Current Term (immediate withdrawal) Did Student attend classes?: Yes* No
 Upcoming Term (student plans to complete the current term, or is not enrolled in the current term)

Date the student notified the University of their intent to withdraw:

- Always access the form from the SAS intranet site, as updates are occasionally made.
- Current term withdrawals indicate the student is enrolled for the term in progress.

Date of Notification

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Withdraw from:
 Current Term (immediate withdrawal) Upcoming Term (student plans to complete the current term, or is not enrolled in the current term)

Did Student attend classes?: Yes* No

Date the student notified the University of their intent to withdraw:

Type of Withdrawal:

<input checked="" type="checkbox"/> Withdrawal from the University <i>Student wishes to withdraw from the University, with no current plans to return to their program. If this option is selected, please indicate a withdrawal reason, below.</i>	<input type="checkbox"/> Leave of Absence* <i>Students must be in good academic standing to qualify for a Leave of Absence. 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)</i>	<input type="checkbox"/> Standard Period of Non-Enrollment <i>SPN should only be selected if a student is withdrawing for an upcoming term, and intends to return to their program at a later date. Students must contact their Grad Coordinator when they wish to return.</i>
		Planned Return Term:

Withdrawal/Leave of Absence Reason:


<input type="checkbox"/> Will not/did not enter	<input type="checkbox"/> Health	<input type="checkbox"/> Academic separation
<input type="checkbox"/> Did not return	<input type="checkbox"/> Deceased	<input type="checkbox"/> Other Academic
<input checked="" type="checkbox"/> Personal	<input type="checkbox"/> Disciplinary	<input type="checkbox"/> Completing Off Campus
<input type="checkbox"/> Career Change	<input type="checkbox"/> Transferring	<input type="checkbox"/> Visa
<input type="checkbox"/> Financial		

Reason for SPN:

<input type="checkbox"/> Personal
<input type="checkbox"/> Financial Hardship
<input type="checkbox"/> Health
<input type="checkbox"/> Courses Not Offered/Academic
<input type="checkbox"/> Work Obligations
<input type="checkbox"/> Family Obligations
<input type="checkbox"/> Graduating

- The date of notification is the date the student first contacted a University official to initiate the withdrawal process.
- It is always a business day – if an email is received from a student on a Saturday or Sunday, the date of notification is the preceding Friday.
- It is recorded as the student’s “last day of attendance” and impacts federal financial aid earned, tuition refunds, and enrollment reporting.

Standard Period of Non-Enrollment (SPN)

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Type of Withdrawal:

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Planned Return Term:

Withdrawal/Leave of Absence Reason:

<input type="checkbox"/> Will not/did not enter	<input type="checkbox"/> Health	<input type="checkbox"/> Academic separation
<input type="checkbox"/> Did not return	<input type="checkbox"/> Deceased	<input type="checkbox"/> Other Academic
<input type="checkbox"/> Personal	<input type="checkbox"/> Disciplinary	<input type="checkbox"/> Completing Off Campus
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Reason for SPN:

<input type="checkbox"/> Personal
<input type="checkbox"/> Financial Hardship
<input checked="" type="checkbox"/> Health
<input type="checkbox"/> Courses Not Offered/Academic
<input type="checkbox"/> Work Obligations
<input type="checkbox"/> Family Obligations
<input type="checkbox"/> Graduating

- SPN is an option when a student needs to stop attending for a short period of time, but has plans to return in the near future.
- Always ask for the planned return term, and the reason they wish to take an SPN. Use “personal” if they do not wish to share the reason, or do not wish the reason to be recorded in writing.
- If they are unsure of when they will return, we will assume they will return for the next possible term. Use that term on the form.

Impact and Exceptions

- Timing

- *What appears on the transcript?*

- <https://intranet.clarkson.edu/student-life/sas/add-drop/>

- *Financial impact*

- <https://www.clarkson.edu/student-administrative-services-sas/refund-policy>

- *Exceptions*

- <https://intranet.clarkson.edu/wp-content/uploads/2018/03/requestforexceptionfillable.pdf>

Readmission Process

- When a student withdraws permanently, and wishes to return, they are directed to contact their Graduate Coordinator.
- If the department allows the student to return, the Grad Coordinator sends a readmission request to registrar@Clarkson.edu
 - *It should contain the following information:*
 - Student name, ID number
 - Major
 - Term to be readmitted to
 - New anticipated graduation date
- What the Registrar's office will do...
 - *Update the student's record to active w/ correct major and AGD*
 - *Term activate (depends on time of year)*
 - *Add appropriate service indicators*
 - *Add enrollment appointment (if needed)*
 - *Record documentation in Nolij*