



Session I & II Drop/Withdrawal Form

For Students enrolled in only Session I and/or II courses

Instructions: This form is needed for financial aid purposes. Please complete this form if you need to drop or withdraw from a session I and/or session II course. Dropping a class after the drop deadline will result in a grade of “W” on your official transcript for each course. The grade of “W” has no impact on your GPA. Please review the Academic Calendar for deadline dates.

Do you plan on dropping from ALL courses in session I & session II?

Yes - Do not proceed with the form below. Please complete the Withdrawal from University form.

No - Please complete the form below if enrolled in ONLY session I & II courses, or fill out the Add/Drop form if enrolled in a semester-long course(s) in addition to session I & II courses.

First Name _____ Middle Name _____ Last Name _____

Select Term: Fall Spring Summer Year: _____

If you are dropping or withdrawing from a session I class and are registered for session II, do you still intend to enroll in Session II (i.e. stay registered and attend class)?

Yes No **If no, please list Session II course(s) on this form below.*

DROP/WITHDRAWAL

Prefix/Course #	Section	Course Title	Session	Credits	Instructor Signature
<i>Example: EDGR 800</i>	1	<i>Teaching Strategies</i>	II		

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Please FILL OUT ONLINE, PRINT, AND RETURN TO:
 Clarke University Registrar’s Office, 201 Haas Administration, registrar@clarke.edu