A university withdrawal is sometimes referred to as a leave of absence, a complete course cancellation, a semester abandonment, etc. At Clarion University, students who are unable to attend or complete the semester for whatever reason be it transferring, an accident, illness, military obligation, employment or some other circumstance are required to notify the Office of the Registrar in writing of their intention to withdraw from all classes. By following the three steps below, you will ensure your complete compliance with the university withdrawal policy.

**University withdrawal policy**

*Individual Course Withdrawal Policy*

An undergraduate student is permitted five individual course withdrawals at Clarion University, which are recorded with a grade of W. Exceptions may be made for withdrawals due to documented extenuating circumstances with approval of the instructor, advisor, and dean of the student’s program.

All class withdrawals must be initiated by completing a class withdrawal form, which is signed by the student’s advisor. If a withdrawal is not made through registrar’s office, a failing grade will be recorded for the affected course(s). Classes a student drops during the period of drop/add will not appear on the student’s record. Course withdrawals may be made between the second and 10th weeks of a regular semester or by the dates listed on the Registrar’s calendar page for winter and summer sessions. Students are limited to five class withdrawals within their career.

Appeals for a late course withdrawal may be made by students to the registrar for withdrawals due to documented extenuating circumstances such as illness or some other unavoidable occurrence. These appeals must be submitted in writing prior to the last day of classes and require approval of the instructor, advisor, and dean of the student’s program.

*Withdrawal from the university*

Students may withdraw from the university (all courses) through the last day of classes by notifying the registrar’s office in writing of his or her intention to withdraw and the reason for withdrawal. University withdrawals, which are recorded with grades of WX, are not included in the limit of five individual course withdrawals. If a withdrawal is not made by the deadline, a failing grade may be recorded for the affected course(s).

Appeals to this procedure must be submitted by the student in writing to the registrar no later than 30 days following the end of the semester for which the student is submitting the withdrawal. Appeals require review and approval by the Academic Affairs office.

Contact Student Financial Services to determine the financial issues associated with withdrawal.

**Deadlines**

The effective date of withdrawal will be the date the student notifies the registrar’s office. This means the effective date of withdrawal will be the date we receive the written intention to withdraw in our office. Refunds will be processed according to the university’s published refund schedule.

The deadline for withdrawing from the university is the last day of classes prior to the beginning of finals week. University withdrawals will not be processed retroactively.
Students who leave the university without officially withdrawing through the registrar's office will receive failing grades for all classes.

**Steps to withdraw**
To process a Clarion University withdrawal, complete the following three steps:
1. Read the Exit Interview Statement For Early Withdrawals. This will explain questions and obligations related to Financial Aid.
2. Complete the Exit Survey.
3. Download the University Withdrawal Form. Print the form, complete it and mail it or fax it to the registrar's office. Return address and Fax number are found on the University Withdrawal Form.

**Special Guidelines for Winter Intersession**

**Cancellations:**
If you have a schedule and do not plan to attend, you may drop your class by logging into MyClarion and dropping the class, or by calling the registrar's office at 814-393-2229. This must be completed the first day of classes for a full refund.

**Withdrawals:**
The student must notify the instructor of the course and the registrar's office via email of their intention to withdraw. The instructor should forward the last date of attendance to the registrar's office for the effective date of withdrawal. Refunds will be processed according to the University's published refund schedule.

**Military Withdrawals**
Students who are required to withdraw from Clarion University due to the Reserve and National Guard call-up will not be penalized. Students should follow the proper procedures for withdrawal by submitting a copy of their military orders to the registrar’s office. Clarion University will encourage flexible re-enrollment options for affected students.

**Reimbursements**
State System policy entitles all active duty personnel to a full refund of tuition and other charges pending their provision of a copy of their military orders to the Office of the Registrar.

**Financial Aid Obligations**
Clarion University observes the U.S. Department of Education guidelines directing universities to provide relief from student loan obligations by postponing student loan payments for borrowers during the period of the borrower’s active duty service. Please note that student aid recipients who withdraw from school because they are called to active duty will not be required to return financial aid funds they received for books and living expenses.