



# Separation Form

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

This is a request for:  **Graduation from CLU** Expected Degree Date: \_\_\_\_\_

**Separation from CLU** Reason for Separation: \_\_\_\_\_

I will \_\_\_\_\_ will not \_\_\_\_\_ complete the present semester.

**Leave of Absence:** Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
Street

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Students separating from CLU must obtain clearance from the following offices before the request becomes effective. Please return this form, when completed, to the Registrar's Office.*

<b>Office</b>	<b>Department Signature</b>	<b>Date</b>
Student Accounts (Business Office)	Account review and exit counseling required on Perkins Loans	
Financial Aid (Administration Building)	Exit counseling required on Stafford Loans	
Library/ISS (Circulation Desk)	All books returned and e-mail deactivated	
Telecommunications (Alumni Hall)	Clear telephone account – see Tammy Cormier	
Health Services (Kramer Court)	Close your file	
Mail Center (Student Union Building)	Close your mailbox	
Residence Life (the Apartments)	Complete Residence Life checkout process	
International Services (Student Union Building)	International students only – see Juanita Pryor	
Career Services (Dining Commons)	Graduating seniors only	
Registrar (Administration Building)	Final step – turn in completed form	