



## Resignations of Students

### No. 6370

**Policy Effective Date:**  
8/12/1990

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10/8/2008

**Policy Owner:**  
Cyril Clarke

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**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

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### 1.0 Purpose

### 2.0 Policy

A student who wishes to withdraw from the University during any term is required to complete an official resignation form. These forms are available in the Office of the University Registrar.

A student may resign without grade penalty on or before the last day of the sixth calendar week of a term. The grade report and permanent record will show that the student was enrolled for the term and that he or she resigned on the date identified on the resignation form.

However, students resigning after the last day of the sixth week will not be eligible to return for the next term without permission from their academic dean (Graduate Dean for Graduate Students and Dean of the College of Veterinary Medicine for DVM students). Eligibility to return should be established at the time of the resignation.

Students who resign after the last day of the sixth week without official authorization by their academic dean will receive automatic "F" grades in all courses in which they are enrolled and will be suspended for the next regular academic term. The permanent record will carry the note "Suspended by committee action for unauthorized resignation," and hours for which "F" grades were received will be included in the cumulative GPA for both academic eligibility and graduation requirements.

Requests for resignations after established university deadlines require the approval of the student's academic dean (associate, undergraduate, graduate, professional). It is the purview of the academic dean to approve requests for resignations after established deadlines as well as retroactive resignations [defined as resignations for prior academic term(s)]. The academic dean may request supporting documentation from the student in establishing approval and effective date(s) of the action. Approvals do not mitigate any financial responsibilities incurred by the student. If a student resigns after the sixth week with an official authorization by the academic dean, there will be no grade penalty.

All students resigning must discharge all University financial obligations before leaving the University.

Contact the University Bursar regarding information for refunds of fees and tuition and monies owed.

### 3.0 Procedures



## 4.0 Definitions

## 5.0 References

Policy 3505, "Student Fee Refunds."

## 6.0 Approval and Revisions

Approved August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe.

Annual review, December 15, 1998, by the Vice Provost for Academic Affairs, David R. Ford. No revisions.

- Revision 1

Title changed from "Resignations of Undergraduate Students" to "Resignations of Students".

Section 2. "QCA" updated to "GPA".

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.

- Revision 2

Clarification statement added regarding the processing of requests for resignations after established university deadlines.

Approved October 8, 2008 by Vice President and Dean for Undergraduate Education, David R. Ford.