



Resignations of Students

No. 6370

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Policy Owner:
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Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

The University recognizes that students may need to withdraw from all courses and resign from the University in any given term due to personal, medical, familial, financial, or other reasons.

2.0 Policy

Students are strongly encouraged to contact their academic advisor(s) or academic dean prior to resigning from the university, as resigning can impact financial aid, veteran's benefits, visa status, NCAA eligibility, assistantships, on-campus housing and more. This policy applies to all students (associate undergraduate, graduate, and professional).

A student may resign without a grade penalty by completing an official resignation form on or before the published resignation deadline for each term (see Academic Calendar). If a student resigns on or before the published resignation deadline, the statement "Resigned effective [Date]" will appear on the student's transcript below the term header.

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. The academic dean may request supporting documentation from the student in establishing approval and effective date(s) of the action. The academic dean's decision is final. Approvals do not mitigate any financial responsibilities incurred by the student. The resignation effective date will be used for determining any eligible refund. If a student resigns after the published deadline with an official authorization by the academic dean, there will be no grade penalty. The grade report and academic record (transcript) will show that the student was enrolled for the term and that they resigned on the determined effective date.

All students resigning must resolve 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.
- Revision 3
Policy revised to remove obsolete references and clarify current resignation process and procedures.
Approved January 9, 2025 by Associate Vice Provost and University Registrar, Rick Sparks.