



AA-18: Enrollment Resignations

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Revised:

Reviewed:

Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: This policy addresses the policy and processes surrounding students resigning from the University.

II. DEFINITIONS:

Add – The addition of a student to a course.

Drop – Removing a student’s registration in one or more courses without record on the transcript.

Withdrawal – Allowing a student to discontinue participation in one or more courses with a grade of “W” recorded on the transcript.

Resignation – The dropping of or withdrawal from all enrolled courses in a single term.

Last Date of Attendance – The last day on which a student academically participated in any way, not limited to physical class attendance.

Effective Date – The date on which an enrollment transcript is effective in the student information system.

III. GENERAL POLICY GUIDELINES

1. Resignations must be initiated by the student.
 - a. Exceptions will be allowed in documented cases of the student’s incapacity.
2. Resignations are only appropriate if a student is dropping/withdrawing from ALL coursework.
3. Students who remain enrolled and/or receive a grade in any course taken in the term may not resign from that term.
4. Unless the student has been approved for an official leave of absence, resignations will require readmission to the University should the student wish to return.
5. Potential refunds are based on the refund policy as published in the academic catalog.
6. Students must consult a financial aid counselor as part of the resignation process if they have received Title IV federal financial aid.
7. All resignations are effective the date the request is initiated by the student.

8. If applicable, the student is responsible for returning the unused portion of any Title IV federal financial aid received for the term.

IV. PROCEDURES

1. The student will file a resignation form available from the registrar's office.
2. The form must be completed by the student, appropriate student affairs office for the student's program, financial aid office (if applicable), and the bursar's office.
3. Completed forms will be routed to the registrar's office for processing.
4. The registrar's office will process the resignation effectively dated on the date the form was initiated by the student. Students seeking retroactive resignations must also concurrently file a retroactive enrollment appeal.
5. The registrar's office will notify the financial aid office and the bursar's office of the resignation for further processing if applicable.