



Office of the Registrar

OFFICE OF THE REGISTRAR
AUBURN UNIVERSITY
STUDENT TERM RESIGNATION FROM THE UNIVERSITY

PRINT

Today's Date _____		
Effective Date _____		
Term of Resignation _____		
STUDENT NAME _____		
_____ Last	_____ First	_____ Middle
BANNER ID _____		
Class and Curriculum _____		

REASON FOR RESIGNATION

Medical (facilitated through Auburn Cares)

Military (copy of military orders must be attached)

Personal

Family Medical (facilitated through Auburn Cares)

Note: This form is for complete resignation from all courses from the University for a designated term. The Schedule Adjustment Form should be used for withdrawal from individual course(s) unless the student is only registered for one class.

To be filled out by instructors (*letter grade must also be confirmed if last day attended is after the last day to withdraw in the academic calendar). See page 2 for details

Department	Course Number	Section	Credit Hours	Last Day Attended	*Letter Grade	Instructor Signature

↳ Dean's Approval: If student is resigning after the last day to withdraw and has failing grade(s), please sign here if you are approving final grade(s) of "W" instead of "WF" _____

Financial aid eligibility, tuition refund, and registration for certain classes may be affected by Student Resignation. It is the student's responsibility to contact the appropriate offices or departments relevant to these concerns.

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Dean's Signature _____ Date _____

Financial Aid Signature _____ Date _____

Students may resign without grade penalty up until the last day to withdraw as indicated in the academic calendar. For resignations effective after the last day to withdraw deadline, course instructors will be contacted to verify the student's current letter grade and their last date of attendance. When a withdrawal after the deadline is approved, grades of W and WF are assigned to courses the student is passing and failing, respectively, as of the withdrawal date. Grades of W are not used in calculating the Auburn University term or cumulative GPA. Grades of WF are used and have the same impact as a grade of F. In situations where it can be clearly demonstrated that a failing grade was directly related to the medical or personal situation leading to a withdrawal, the withdrawal approver may also approve a course grade of W.

Students who receive grades of WF will be held to the standard Academic Warning and Suspension policy. Students who were already on Academic Warning and receive a grade(s) of WF will incur Academic Suspension if their resignation term GPA and Auburn cumulative GPA fall below the minimum requirements. Any student who is already on Academic Warning status will be placed on Academic Suspension if both of the following conditions apply: (1) the term GPA is below 2.2 and (2) the cumulative GPA on Auburn coursework is below that required for the designated number of hours earned as follows:

Hours Earned	Required Minimum Auburn Cumulative GPA
0-30.999	1.50
31-60.999	1.80
61-90.999	1.90
91 or more	1.97

RESIGNATION REFUNDS: If the student who has paid fees before the beginning of the term officially resigns prior to the beginning of the term, all fees will be refunded. If the student resigns within the first 15 days of classes, all fees will be refunded except for a \$100.00 resignation fee. No refunds will be made in the case of resignations after 15 days of classes for Fall/Spring terms (10th class day for the Full summer term or 5th class day for the respective mini terms) except in cases of resignation caused by physical illness (physician's statement required), death or illness of an immediate family member (death certificate or physician's statement required), or call into military service (copy of activation orders required). Students suspended for disciplinary reasons are not eligible for refund or cancellation of accounts due. Refunds for partial resignations within a given term are not allowed. Full Summer term and the mini semesters will be treated separately. If a student received student aid in the form of a scholarship, grant, or loan, any refunds due will be applied back to the student aid fund.

STUDENT FINANCIAL AID

Financial aid recipients who withdraw from all classes for a term must repay aid that is unearned based on the Federal Return of Funds calculation. This calculation takes into account the effective date of withdrawal, amount of institutional charges, and amount/type of aid. Aid recipients should contact Student Financial Services prior to resignation. Please refer to the Financial Aid Resignation Policy located on the Special Information page of the Student Financial Aid website for additional information: www.financialaid.auburn.edu

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