



Office of the Registrar

PRINT

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

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

REASON FOR RESIGNATION

Health
 Financial Services Approval for Health Resignation _____

Military (Copy of Military Orders must be attached)
 Financial Services Approval for Military Resignation _____

Personal (Personal circumstances should be documented to the respective Dean's Office)

Compassionate Resignation (for use in current term only)

Do you plan to return to Auburn: YES NO If so when: _____

The scholastic status of this student is: () Resigned Clear () Passing 50% or more () Failing more than 50% () Suspension

To be filled out by instructors

Title of Course	Dept	Course Number	Cr. Hrs.	Last Day Attended	*Letter Grade	Instructor Signature

* If resigned after mid-term, letter grades must be reported. See text for further instructions.

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Langdon Hall • 152 South College Street
Auburn, AL 36849
334.844.2544 • registrar@auburn.edu
registrar.auburn.edu

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_____

Revised April 2014

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.

Undergraduate Resignation Instructions

Students may resign without penalty of failure if they resign no later than mid-term. After mid-term, the academic dean will review all grades for the term in which a student who is on Academic Warning resigns after mid-term. If the student's GPA in that term's course work results in the student's cumulative GPA being below the minimum cumulative GPA required, the student will incur Academic Suspension. Any student who is on Academic Warning status will be placed on Academic Suspension if: (1) the student's term GPA is below 2.2 and (2) the cumulative GPA on Auburn course work is below that required for the designated number of hours attempted as follows:

Student Classification at beginning of Term	Required Minimum Auburn Cumulative GPA
FRESHMEN (30 or below semester hours).....	1.50
SOPHOMORE (31 to 60 semester hours).....	1.80
JUNIOR (61 to 90 semester hours).....	1.90
SENIOR (91 or above semester hours).....	1.974

After mid-term, the dean will obtain from the student's instructors his or her scholastic standing at the time of resignation, and report it to the Office of Admissions and Records. If the student is failing in over half of the work, the number of hours reported as failing will be counted as credit hours attempted and will be included in academic eligibility calculations and grade point computation. Those hours reported as passing will be dropped and will not be counted in the grade-point computation. Furthermore, if a student has been placed on academic warning at the end of the last term in residence prior to the resignation, the dean will review the grades and determine whether the student will be placed on academic suspension.

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

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\$100.00 resignation fee. No refunds will be made in case of resignations after 15 days of classes 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. If a student received student aid in the form of a scholarship, grant, or loans, 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 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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