

**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 _____

<b>REASON FOR RESIGNATION</b>	
_____ Health (Copy of Medical Documentation must be attached)	_____ 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)	
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.

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 _____
Registrar's Signature _____	Date _____

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 \$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) 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

### Return of Title IV Funds Policy

This policy applies to federal financial aid recipients who withdraw/resign from a term after aid has been disbursed. Repayments for these students are determined according to the following policy:

Students who need to resign for the term should contact their Dean's Office to complete a Resignation Form. The student cannot drop their last class on tegeri. The courses will be dropped by the Office of the Registrar after the resignation request is approved. The withdrawal effective date is the student's last date of class attendance as determined by class roll. If this date cannot be determined, the date the student began the withdrawal process or officially notified the institution of the intent to withdraw is the withdrawal effective date.

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes these programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Perkins Loans, Federal Graduate PLUS Loans, Federal PLUS Loans, Federal Pell Grants, Federal ACG, Federal SMART grants, and Federal Supplemental Grants (SEOG). In accordance with federal regulations, when an aid recipient resigns, repayments are allocated in the above order followed by other Title IV assistance, other federal sources of aid, other state, private and institutional aid.

Title IV aid is earned in direct proportion to the length of time the student is enrolled. A student who remains enrolled beyond the 60% point earns all aid for that period. Until a student has passed the 60% point, only a portion of the aid has been earned. Aid that is unearned based on the calculation must be repaid to the federal program(s). The amount to be repaid will be charged back to the student's billing account and must be repaid by the student. A copy of the worksheet used for this calculation may be requested from the Office of Student Financial Services. Detailed information regarding resignations can be found on our web site [www.financialaid.auburn.edu](http://www.financialaid.auburn.edu).