

Withdrawal and Resignation Policy

Resignation of Enrollment from Auburn University

The University has developed procedures to assist those enrolled students who find it necessary to resign from their enrollment. The following information is designed to help students in making a smooth transition from and to enrollment at the University. Resignation of enrollment is defined as a complete withdrawal from all current class registrations. This is separate from the dropping of individual courses.

Students officially resigning prior to the start of a term will not be held liable for those fees defined as refundable. If the student resigns within the first fifteen (15) days of classes, all refundable fees will be refunded. While students resigning during the first fifteen (15) days of classes will be refunded all applicable fees, a \$100.00 resignation fee will be charged to the student. The liability for fees will not be excused for resignations effective after the 15th class day except in cases of resignation caused by personal illness (physicians statement required) or a call into active duty military service (copy of activation orders required, excluding temporary training assignments).

NOTE - The 15th class day deadline applies to the fall and spring semesters. The 5th class day of any summer term or session is the deadline. This policy refers to tuition and related fees.

A pro-rata reduction will be made in cases of personal illness and a full reduction for military service activation. Students having made prior payment will be refunded the amount paid less their liability after the resignation. Resigning students receiving refunds will first have their refunds applied to any outstanding obligations and to any scholarship, grant, or loan which they have received for the term.

Any Federal Title IV Financial Aid recipients who resign will be liable for any unearned funds received as determined by the [Student Financial Aid Resignation Policies](#).

Procedures for Resigning Your Enrollment

Please follow these steps to assure that your academic record is protected and that you bring to closure any financial obligations and/or refunds related to your enrollment at Auburn University.

1. Students may resign for personal, health, or military reasons. Students resigning for personal reasons from the University must contact his/her Academic Advisor. The Academic Advisor will process a Resignation Form. The form indicates the term of resignation and the effective date of the resignation.

Students resigning for medical reasons must contact the [Office of Accessibility](#). They will be asked to provide medical documentation from their physician stating that the student had to withdraw for medical reasons. Students resigning for military reasons must contact their Academic Advisor and provide a copy of military orders. The advisor will complete a Resignation Form with the military orders attached.

For students resigning after drop/add and prior to mid-term, grades of "W" are assigned to all courses. If the resignation, for whatever reason, is processed after mid-term, each instructor will report letter grades. Passing grades will be processed as grades of "W," and failing grades will be processed as grades of "WF." Students who resign are subject to any academic action incurred as a result of failing grades.

2. Student resigning for personal reasons from the University may drop classes on [tigeri](#) if on or prior to midterm. Drops after midterm must be initiated thru the Academic Advisor.

For students resigning after drop/add and prior to mid-term, grades of "W" are assigned to all courses. If the resignation, for whatever reason, is processed after mid-term, each instructor will report letter grades. Passing grades will be processed as grades of "W," and failing grades will be processed as grades of "WF." Students who resign are subject to any academic action incurred as a result of failing grades.

3. It is the student's responsibility to contact [Student Financial Services](#) and the [Office of the Registrar](#) upon withdrawal or resignation. The Office of the Registrar will leave the courses in "WITHDRAWAL" status according to standard guidelines when a Military Resignation is processed. In the case of withdrawal for active military service, students must contact their Academic Advisor and will be asked to provide a copy of his/her military orders. Student Financial Services will review the military documents to determine the status of active duty and eligibility for refund.

Additional Information Links:

[Student Financial Aid Resignation Policies](#)

[Auburn University Bulletin](#)

[University Policy Database](#)

*Questions may be referred to the [Office of the Registrar](#) at 334-844-2544.