

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSINGACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE AND GRADUATE PROGRAMS

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**TITLE OF POLICY:**                    **TERMINATION OF REGISTRATION/RESIGNATION**

**ORIGINAL DATE:**                    **SEPTEMBER 1994**

**LAST REVIEWED/REVISED:**    **MARCH 2013**

**POLICY:**                                [See University Policy 09-05-08](#)

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- PROCEDURE:**
1. Students are encouraged to meet with their instructor and academic advisor to discuss an alternative to resigning.
  2. For first-time students up to the 60 percent point in time of the term or session and for continuing students through the 14th day of the term and the 7th day of the session, the student initiates the official resignation process in accordance with the following:
    - a. Notification to Student Accounts by one of the following methods:
      - In person
      - Telephone or message on Student Accounts' answering machine
      - Mail
    - b. The effective date of resignation is determined by whichever is earliest:
      - The date the student notifies Student Accounts in person, by telephone, or by tape, of the intent to resign under this procedure
      - The date of the postmark of the letter of intent to resign, or the date of receipt by Student Accounts if no postmark exists.
      - Notification to any other office of the University during this time period is not considered an official resignation.
  3. After the 60th calendar day of the term or 30th calendar day of the session students must process a Monitored Withdrawal Request Form through the School of Nursing Student Affairs and Alumni Relations Office (See Policy #311).

Approved by Total Faculty Organization: 05/91, 1/99, 7/10, 03/13

Revised: 98-99, 09-10

Reviewed: 10/04, 03/10, 12-13