



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Termination of Registration/Resignation

Date Effective	September 1994
Date Reviewed / Revised	October 2022
Program Level	General

POLICY:

Oakland Campus: [AC 67 Termination of Registration Policy](#) (formerly 09-05-08)

Greensburg Campus: [Withdrawal, Resignation, or Appeals Policy](#)

Johnstown Campus:

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 or voicemail
 - Mail
 - Student email account
 - 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, or email 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 Center for Student Success (See [Policy 311](#)).

APPROVAL & REVISION HISTORY

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

Revised 98-99, 09-10, 10/22

Reviewed 10/04, 03/10, 12-13, 15-16, 18-19, 10/22