



## RESIGNATION GUIDELINES

Notre Dame of Maryland University recognizes that, on rare occasions, serious extenuating circumstances may prevent a student from completing a term. Resignation is reserved for students who find themselves in this situation after the end of the withdrawal period until the last day of the semester.

**Keep in mind, however, that the University STRICTLY ADHERES to its published policies, procedures and deadlines. Only in EXTRAORDINARY CIRCUMSTANCES will resignations be considered and approved. The burden of proof of these circumstances falls upon YOU, the student. Also note that action taken as a result of this request will only impact your academic record; resignation from a term does not release your financial obligation for the term.**

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**Important!! Read this section before proceeding:**

Please complete the checklist below; incomplete forms will be returned to you with no action taken. If approved by the Dean of your respective School the resignation will be processed by the Registrar's Office. **All decisions are final.** You will be notified via your NDM e-mail of the outcome of your request.

### **Resignation Checklist (please obtain signatures in the order provided on the form)**

- Completed Resignation Form (Page 2).
- Meet with Academic advisor to review options/ability to complete term, obtain signature.
- Meet with Financial Aid to discuss the impact this resignation will have on your current and future financial Aid needs, obtain signature.
- Meet with Business Office to discuss your financial current and future financial obligations to the institution, obtain signature.
- Detailed explanation for this request (Page 3).
- Supporting Documentation (Resignation requests submitted without supporting documents will not be considered).

### **Medical Records**

- For your privacy medical documents should be submitted to the Office of Accessibility and Health promotions
- The Office of Accessibility and Health Promotions will review all medical documents and produce a memo, to be submitted with this form to the Dean of your school.
- Accident reports
- Police reports
- Letters/Email from attorneys, faculty, advisor etc.
- Email completed Institutional Resignation Form and full documentation to the Registrar's Office



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

## Institutional Resignation Form

This form is for students who want to resign from all active courses.

Student ID : \_\_\_\_\_ Name : \_\_\_\_\_  
Last
First

Please check your program: Women's College CAUS Graduate Studies Pharmacy NDMU Online

Advisor Name: \_\_\_\_\_

I request permission to resign from all my enrolled courses: Term \_\_\_\_\_ Year \_\_\_\_\_

Reason for Resignation:      Administrative                      Medical                      Personal                      Relocation

**ALL SIGNATURES MUST BE OBTAINED BELOW BEFORE PROCESSING OCCURS.**

Resignation affects all course registrations; tuition will only be refunded following the standard refund policy for the semester. A request to resign may be requested up to the last day of the semester.

By my signature I acknowledge my responsibility for payment of the tuition and fees generated by my Resignation. I have read and understand the University policies with respect to resignation and refunds as posted on the University Billing and Registration webpage as well as the catalog.

### *Signatures*

Student		Date
Academic Advisor (consulted)		Date
Director of International Programs (F1 Visa holders ONLY)		Date
Financial Aid Signature (consulted)		Date
Business Office Signature (consulted)		Date
Office of Accessibility and Health Promotions (recommended if medical)		
Dean of the School (approved)		Date

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

**PLEASE RETURN/SUBMIT ALL COPIES OF THIS SIGNED FORM TO THE REGISTRAR'S OFFICE FOR PROCESSING.**

## DETAILED EXPLANATION FOR THIS REQUEST