VOLUNTARY RESIGNATION FROM GRADUATE ACADEMIC PROGRAM
Office of the Registrar

Name

Last
First
MI
GNumber

Telephone No.
Evening
Day

Degree Program

I am applying for resignation from my academic program for the ______ semester because

________________________________________________________________________
________________________________________________________________________

Student’s Signature

Date

Permission to resign will be granted only when this application is signed by the officials indicated below and processed by the Office of the Registrar. If filed after the last day to drop but prior to the last day of classes, students will be withdrawn from all coursework in progress and a grade of ‘W’ will appear on the academic transcript. All approved resignations create the following notation on the student’s transcript: “Voluntary Resignation from Academic Program [effective date]”. Students who have been granted a resignation will not be able to register for any courses unless admitted to another degree program or non-degree status in a different program.

Department Chair/Director of Department or Program

Date

Dean

Date

Student Accounts

Date

Office of the Registrar, North Chesapeake Module Room 1A, Phone (703) 993-2441, Fax (703) 993-4668

FOR OFFICE USE ONLY
Effective Date
Office of Registrar
VOLUNTARY RESIGNATION FROM GRADUATE ACADEMIC PROGRAM

Purpose: To allow a student to voluntarily withdraw from a graduate academic program.

Instructions: The student must complete the form and submit it to their academic program for review and approval. The form is then forwarded to the College of Education and Human Development, Student and Academic Affairs for approval. Once approved by the Associate Dean for Student and Academic Affairs (Dr. Ellen Rodgers), the form must be forwarded to Student Accounts for signature.

The following signatures are needed for approval:

- Academic Program Coordinator or Division Director
- Associate Dean for Student & Academic Affairs (Dr. Ellen Rodgers)
- Student Accounts

Notes: Students who have been granted a resignation will **not** be able to register for any courses unless admitted to another degree program or non-degree status in a different program.