

## UNIVERSITY OF PITTSBURGH POLICY 09-05-08

**CATEGORY:** STUDENT AFFAIRS  
**SECTION:** Tuition and Fees  
**SUBJECT:** Termination of Registration  
**EFFECTIVE DATE:** August 29, 2011 Revised  
**PAGE(S):** 2

### I. SCOPE

This policy establishes Termination of Registration, a process that allows students to drop all their courses during the Add/Drop period, after which time a student resignation is required. It includes the resulting grade assignments, and academic and nonacademic financial adjustments associated with a Termination of Registration by the resignation process. This policy also documents administrative termination of registration resulting from disciplinary sanctions.

### II. POLICY

#### Termination of Registration by the Add/Drop Process

Students may terminate their registration of all classes by informing the Registration Office of their intent to do so prior to the end of the Add/Drop period for the term/session. The last class drop date will be considered the last official date of attendance.

Students registered for courses scheduled to begin after the end of the Add/Drop period for the term/session (e.g., seminars, workshops, etc.) may terminate their registration by informing the Registration Office of their intent to do so at any time prior to the first scheduled meeting day of the class. See Policy 09-04-10, Registration and Add/Drop.

#### Termination of Registration by the Resignation Process

After the end of the Add/Drop period for the term/session, Pittsburgh students must resign through the Student Appeals Office. Regional Campus students must resign through the Student Accounts Office at their respective campus. No adjustment in charges results for English Language Institute (ELI) students after the end of the Add/Drop period, effective with the 2004 Fall Term (05-1). An official resignation occurs when the student notifies the respective office in person, by telephone or by mail, of his/her intent to terminate his/her registration for all classes. Adjustments to tuition charges resulting from official resignations are based on the effective date of resignation and in accordance with the federally mandated calculation.

The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed, as of the date of student notification. After sixty percent of the term has elapsed, students will be charged one hundred percent. From that point and through the end of the term, students can only terminate their registration by withdrawing through the Dean's Office of their School.

Failing to attend the classes for which the student is registered, or failing to notify the appropriate academic and administrative offices of nonattendance, is not considered an official resignation. Students who fail to follow proper procedures for termination of their registration are responsible for all tuition and fees assessed for the term or session.

## Term Resignation

Students who plan to return to the University within one calendar year must indicate this when they provide notification of resignation.

## Third Term Resignation

during the summer, if a student is registered for any combination of sessions and terminates his/her registration in one or more of the sessions while retaining registration for another session, after the end of the Add/Drop period but before the resignation deadline for the session, financial liability is as follows:

- Prior to the date when the student is liable for 100 percent of the charges, the student will be permitted to drop the courses in the affected session(s) and incur no financial liability for the dropped courses.
- From the date when the percentage of charges is equal to 100 percent and prior to the resignation deadline for the term or session, the Registrar's Office automatically assigns a "W" grade for the course(s) in the affected session(s). The student incurs full financial liability.

Time-related fees such as late payment, late registration, etc., are not refundable. All other fees that are not time-related are adjusted at the same percentage as the tuition charges.

Adjustments to housing charges and disposition of housing deposits are subject to the terms and conditions of the Housing contract.

Adjustments to food service charges are subject to the terms and conditions of the Food Service Contract.

Tuition charges and all fees (including time-related, course-related, and student-related fees) will be removed for the term that a student resigns due to involuntary mobilization into a United States military unit. A copy of the student's military orders must be presented to the Student Appeals Office.

## Termination of Registration by Administrative Action

Students placed on interim suspension are excluded from attending classes and are Persona Non Grata on all University property during the period of suspension. If a student is subsequently sanctioned with Disciplinary Dismissal, or Disciplinary Suspension, the Student Conduct Office will provide the University Registrar with the date the student was initially placed on interim suspension. That date will be considered the last official date of attendance for the student and adjustments to financial aid will be calculated based on that date, in compliance with federal regulations. If there is no interim suspension in place, and a student is sanctioned with disciplinary dismissal or disciplinary suspension, then the date of the dismissal or suspension letter from the Dean of Students shall be considered the last date of attendance.

No adjustments will be made to tuition and fee charges when a student is placed on interim suspension, or is sanctioned with disciplinary suspension or dismissal.

## Grades

No grades are assigned if the student terminates his/her registration prior to the end of the Add/Drop period or prior to the first scheduled meeting day of a seminar or

workshop.

R grades are assigned for all courses for which registration is terminated after the Add/Drop period but prior to the resignation deadline for the term or session.

W grades are assigned by the Registrar's Office, with notification to the student's Dean, when the student terminates his/her registration for one or more sessions while retaining registration in another session between the date when the percentage of charges is 100 percent and the resignation deadline for the term or session.

W grades are assigned for all courses for which registration is terminated by withdrawal through the Dean's Office.

R and W grades do not count toward a student's degree or grade point average.

R and W grades assigned as a result of a termination of registration will not be changed to other grades.

### **III. REFERENCES**

[Procedure AC 67, Termination of Registration](#) (formerly 09-05-08)

[Policy AC 14, Course Withdrawal](#) (formerly 09-01-07)

[Policy AC 54, Registration and Add/Drop](#) (formerly 09-04-10)