



## **Doctor of Pharmacy Program Policy and Procedure Resignation from the Program**

### **Policy**

A student may, for valid reasons, petition in writing directed to the Director of the PharmD Program their intent to resign from the program. School academic resignation procedures are consistent with university policy. (See <https://www.policy.pitt.edu/ac-67-termination-registration-formerly-09-05-08>). A student may not resign by failing to attend classes. Resignation constitutes withdrawal from all courses being taken.

### **Procedure for Academic Resignation**

1. A student who wishes to resign from the program must officially communicate this in writing or via electronic communication (e.g., email) and in a subsequent meeting with the Director of the PharmD Program.
2. The Director of the PharmD Program will notify the School Registrar who will subsequently notify faculty and staff with legitimate educational interest. The School Registrar will initiate the process to withdraw the student from all classes.
3. Should a student who has resigned wish to return to the program, they must apply for re-admission on a competitive basis with all other applicants for that year. Such students, if admitted, will be expected to follow a course of study determined by the APC and must conform to any curricular changes that have occurred since they were last enrolled.

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