

Termination Form

Student Name: _____

DU ID Number: _____

Department/Major: _____

Degree: _____

Please select one:

- The student is requesting to leave the program. Please attach a copy of the student's request. Upon concurrence by the Associate Provost, the student's status will change to "IW" (inactive withdrawn.) If the student is currently registered for courses, please work with the student to submit a [Withdrawal Form](#) to the Office of the Registrar.
- The department is recommending the student's dismissal from the program. Please attach the **draft** of the termination letter to be sent to the student to this form. Once the Associate Provost has concurred with the termination, it is the department's responsibility to notify the student of termination, and the student status will change to "DA" (dismissed academic.)

Please provide additional detail here:

If the student is registered for coursework during the termination term, the student's registration will be dropped and there may be financial consequences. Please direct the student to the Office of Financial Aid and the Bursar's Office for financial information.

Department Chairperson: _____ Date: _____

Action of the Associate Provost

- Termination approved Draft of termination letter approved

Associate Provost: _____ Date: _____

Termination Form for Graduate Students Updated October 2016

The complete Termination policy and Student Status Definitions are available from the Graduate Policies and Procedures:

<http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/academic-standards/termination/> and
<http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/enrollment-status/student-status-definitions/>