

Procedure Title: Processing Student Resignations

Effective: June 2020

Corresponding Policy: Student Resignations Policy

Revised: March 13, 2023

COCA Standard/Element COCA 9.2

Reviewed and Approved: SHSU-COM

CEC on May 2, 2023

Description: This procedure outlines the steps for students who wish to resign from the SHSU College of Osteopathic Medicine.

Procedure Step/Task		Responsible Party
1.	To officially resign from the University for any given term, a student must complete the electronic online resignation form available on the Registrar's website. The completed resignation form will be routed to the Associate Director of Enrollment Services for COM Records and Registration via the Registrar's Office on the main campus.	Student Registrar's Office Associate Director of Enrollment Services for COM Records and Registration
2.	The Associate Director of Enrollment Services for COM Records and Registration will process the completed resignation form in Banner to ensure that the student is fully resigned from all SHSU COM courses.	Associate Director of Enrollment Services for COM Records and Registration
3.	The Associate Director of Enrollment Services for COM Records and Registration will notify all COM faculty and staff of the student's resignation.	Associate Director of Enrollment Services for COM Records and Registration
4.	Students who request to resign after the resignation deadline will notify Medical Student Affairs and ensure that all appropriate documentation is gathered. SHSU COM will assist the student in completing the required steps and gathering necessary documentation.	Student Director of Medical Student Affairs
5.	The student, in consultation with Medical Student Affairs, will submit the completed form and documentation to the Associate Director of Enrollment Services for COM Records and Registration.	Student Director of Medical Student Affairs Associate Director of Enrollment Services for COM Records and Registration
6.	The Associate Director of Enrollment Services for COM Records and Registration will convene the Student Promotions and Academic Progress Committee (SPAP) to consider the request for resignation after the deadline. SPAP will make a recommendation to the COM Dean.	Associate Director of Enrollment Services for COM Records and Registration SPAP Dean
7.	The student will be notified of the Dean's decision by the Associate Director of Enrollment Services for COM Records and Registration. The decision of the Dean is final.	Associate Director of Enrollment Services for COM Records and Registration