

## 1. PURPOSE

To establish a standard procedure for the processing of student resignations from the University.

## 2. DEFINITION

Resignation refers to a situation in which a student withdraws from all classes in which they are enrolled at the University.

## 3. GUIDELINES

3.01 If a student resigns on or before the official census date (see Academic Calendar), no record of the resignation will appear on the student's academic record.

3.02 If a student resigns after the census date and prior to the final examination date, a record of the resignation will appear on the student's academic record with a mark of "W."

3.03 To resign (officially withdraw) from the University for any given term, a student must complete the electronic online resignation form (found on the Office of the Registrar's website).

3.04 The resignation becomes effective on the date the form is received by the Office of the Registrar. This date will be used for determining any eligible refund.

3.05 Texas Education Code, Section 54.006, directs the Refund Policy of the University.

## 4. REQUEST TO RESIGN AFTER DEADLINE BASED ON EXTENUATING CIRCUMSTANCES

4.01 A resignation request after the deadline will be considered where, in the University's judgment, the student has demonstrated extenuating circumstances. Extenuating circumstances include such things as incapacity due to a significant personal injury or to an injury and/or illness requiring an extensive period of recuperation; a significant personal emergency; or inability to contact the University by the deadline because of a medical or personal emergency.

- 4.02 To initiate a resignation request after the deadline based on extenuating circumstances, the student must contact the Office of the Registrar. The Office of the Registrar will assist the student in identifying and gathering all necessary verification documentation. Requests will not be considered after ninety (90) days have passed since the end of the semester for which the student wishes to resign.
- 4.03 Written verification of the emergency must be provided by a physician, hospital, etc. Death in the immediate family may be verified by an obituary notice or a memorial folder.
- 4.04 The Office of the Registrar will submit the completed form and verification documentation on behalf of the student to the student's academic dean for review.
- 4.05 The student will be notified by the Office of the Registrar of the dean's decision. The decision of the dean is final.

APPROVED:                     <signed>                      
Alisa White, Ph.D., President

DATE:                     5/24/2023

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 7, 1999  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2027

Approved:                     <signed>                      
                    Michael T. Stephenson, Ph.D.  
                    Provost and Sr. Vice President  
                    for Academic Affairs

Date:                     5/9/2023                    

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.