used for determining any refund as authorized in the State Refund Policy (see Tuition and Fees Refund Policy). The student is responsible for clearing all debts owed to the University. A student who wishes to drop all courses must officially resign. **A student who fails to officially resign from the University will receive the grade of “F” in each enrolled course.**

A student who resigns after the first nine weeks of a regular semester or after the first two weeks of a summer session receive a mark of “WP” (withdrew passing) or “WF” (withdrew failing) for each course for which he/she is enrolled. A student who resigns from the University while enrolled in a course whose duration is less than a normal term will receive a mark of “WP” or “WF” if the resignation occurs after one-half of that course time has been completed. The mark of “WP” or “WF” is the responsibility of the student’s instructor(s). Effective spring 2008 marks of “WP” and “WF” will no longer be awarded and resignations will be identified with a mark of “W.”

**Transcripts**
Students are allowed five free transcripts per semester while enrolled at SHSU. Students who graduate will be extended the five free transcripts for one year following the posting of a degree. The fee for transcripts is included in the Records Fee.

Transcripts may be ordered online through SamWeb with MasterCard or Visa payment, or the Transcript Request Form may be mailed to the Registrar’s Office accompanied by the individual’s signature and a check made payable to Sam Houston State University. The Transcript Request Form can be obtained at http://www.shsu.edu/saminfo/registrar-menu.html.

Transcripts will not be released to anyone who has a financial indebtedness to the University.

**Transfer of Credit**
In accordance with Academic Policy Statement 801007, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred. Only courses with an earned grade of “B” or better may be used as transfer credit.

The maximum number of hours that may be transferred into a graduate degree program are as follows:
- 6 hours of transfer credit toward a degree of 30 or fewer hours;
- 9 hours of transfer credit toward a degree of 31 to 36 hours;
- 12 hours of transfer credit toward a degree of 37 to 48 hours; or
- 15 hours of transfer credit toward a degree of 47 or more hours.

Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

**University Academic Policy Manual and Student Guidelines**
Sam Houston State University’s **Academic Policy Manual and Student Guidelines** provide specific information pertaining to the educational mission of the University and student conduct. Copies of these publications may be viewed at the Reference Desk of the Newton Gresham Library and online at www.shsu.edu/students.