

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 he/she is enrolled at the University.

3. GUIDELINES

3.01 If a student resigns from the 1<sup>st</sup> class day through the 12<sup>th</sup> class day (4<sup>th</sup> class day in the summer), no record of the resignation will appear on the student's academic record.

3.02 If a student resigns after the 12<sup>th</sup> class day (4<sup>th</sup> class day in the summer) and prior to taking any final examination, 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, a student must either report to the Registrar's Office to complete a Resignation Request or use the online resignation form.

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

3.05 The Refund Policy of the University is directed by the Texas Education Code, Section 54.006.

4. REQUEST TO WITHDRAW 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 such 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 The student will need to make this request in writing to the academic dean of the major field of study.
- 4.03 Written verification of 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 student will be notified of the dean's decision.
- 4.05 The student may appeal the dean's decision to the Office of the Provost and Vice President for Academic Affairs.

Effective date is fall 2007.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 03/07/07

### CERTIFICATION STATEMENT

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and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 6, 1981  
Reviewer(s): Academic Policy Council

Review Cycle: August, ONY\*  
Review Date: March 1, 2009

Approved: \_\_\_\_\_/signed/  
David E. Payne  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 03/02/07

\*ONY = Odd Numbered Year