

## 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 Resignation from a given term will not be permitted if the student has taken any final exam for that term. Unless a student is granted permission to submit a resignation request after the deadline (per section 4.01 of this policy), a resignation will not be permitted if any final course grade has been earned for that term.

3.04 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).

3.05 The resignation will be processed once the form is received by the Office of the Registrar. After the form is received, the last date of participation in courses will be established. The latest date of participation will be used for determining any eligible refund.

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

3.07 If a student does not establish attendance for a term in which they are registered, the student may, in the University's judgment, be eligible for a backdated resignation.

3.08 A student has established attendance or participated in a course if they have attended a class meeting, submitted an assignment or quiz, sat for an exam, attended a study group, participated in online course discussion, or initiated contact with a faculty member regarding course material. This applies to all course modalities (i.e., face-to-face, online, hybrid).

#### 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, inability to contact the University by the deadline because of a medical or personal emergency, or other circumstances in which the University determines to be extenuating.

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 from 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 If a request to resign after the deadline due to extenuating circumstances is approved:

- a. The official resignation date will be determined based on the student's last date of participation in their course(s).
- b. A refund is not guaranteed.
- c. A mark of "W" may appear on the student's transcript for the term.

4.06 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:                     3/31/2025                    

### 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:                     3/28/2025                    

\*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.