

## 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 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 Registrar's website).

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 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 Student Advising and Mentoring (SAM) Center. The SAM Center will assist the student in completing the form and in identifying all necessary verification documentation.

- 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 student, in consultation with the SAM Center, will submit the completed form and verification documentation to the Registrar's Office. The Registrar's Office will convene the Student Resignation Appeals Committee to consider the request for resignation after the deadline.
- 4.05 The student will be notified by the SAM Center of the committee's decision. The decision of the Student Resignation Appeals Committee is final.

APPROVED: \_\_\_\_\_ < signed > \_\_\_\_\_  
Dana G. Hoyt, President

DATED: \_\_\_\_\_ 4/4/19 \_\_\_\_\_

### 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	Review Cycle:	Five years*
Reviewer(s):	Council of Academic Deans Faculty Senate Academic Affairs Council	Review Date:	Spring 2022

Approved: \_\_\_\_\_ < signed > \_\_\_\_\_ Date: \_\_\_\_\_ 4/5/19 \_\_\_\_\_  
Richard Eglsaer  
Provost and Vice President  
for Academic Affairs

\*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.