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DROP, RESIGNATION AND REFUND POLICIES

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Dropping:

- Removing a course from your schedule but remaining enrolled in at least one course for the semester.
- **Q Drops:** Courses dropped after Census Day earn a grade of "Q."

Resigning:

- Removing all courses from your schedule for a specific semester.
- Resigning after Census Day results in all courses earning a grade of "W."
- If a grade has been earned for any part of term in a semester, a resignation cannot occur.

For more details, please see the [Add, Drop, and Resignation Deadlines webpage](#).

If you are a military student or receive military educational benefits, please see [Deployment, Tuition Assistance, and Veterans Benefits](#).

Dropping Courses

Dropping Courses - A student who drops one or more courses for any given term, but remains enrolled in at least one course for the remainder of the semester as a student at this University, may be eligible for refunds. There is a 100% refund (does not apply to students dropping to "0" hours.) for dropping classes for the **first 12 class days for Fall / Spring terms**. Drops must be processed by 11:59 p.m. on the day of the deadline to receive a refund on My Sam. **You cannot drop your only class. You must resign** if you are dropping your only course for the term.

Students may drop courses online without the grade of "F" until the deadline. See [Add, Drop and Resignation Deadlines](#).

NOTE: Students may not resign **after the last class day** or if the final exam has been administered for that course, regardless of whether the final exam has been taken. A resignation is considered the dropping of all classes from a student's current schedule.

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Drop, Resignation and Refund

Resignations

Deadlines and dates may be found on the [Add, Drop and Resignation Deadlines webpage](#).

A resignation is a withdrawal from all courses and becomes effective the date it is received by the Registrar's Office. This is the date which is used for determining any refund. The student is responsible for clearing all debts owed to the university before any potential refund is issued.

Students who fail to officially resign from the university will receive the grade of "F" for each course in which they are enrolled. **If you are enrolled in only one class you must resign.** To learn more about the University's policy on student resignations, view the [Student Resignation Policy](#).

If you are a financial aid student and resign, you may be responsible for repayment of certain types of financial aid received during the term. For more information, view the [Return of Title IV Funds Policy](#). Also review the [Satisfactory Academic Progress Policy](#) to better understand how this could impact your future aid eligibility.

NOTE:

- A resignation will withdraw a student from all registered courses in the entire term. A student cannot resign from a part of term if another part of term has been completed. Ex. If a student completes Summer I and is registered for Summer II they will not be able to resign from Summer II.
- If this is your first semester attending SHSU and you are resigning prior to the Census Day (12th Class day for Fall or Spring/4th Class day for Summer I & II), a new admissions application and non-refundable application fee through ApplyTexas.org is required. If you have any questions, please contact the Office of Admissions at 936-294-1828 or admissions@shsu.edu.
- If a year or more has passed from the term of resignation a new admissions application will be required. If you have any questions, please contact the Office of Admissions at 936-294-1828 or admissions@shsu.edu.
- If you have experienced an extenuating circumstance that affected your ability to resign at an earlier date, you may qualify for a resignation appeal. You may review the Resignation Appeal Policy for more information. Please note you may only request an appeal within 90 days of the end of the semester and official documentation of your circumstance is required.

Resignation Refund Policy



Counting Class Days for Refunds



[Thinking about resigning?](#)

Resignation Resources

We are here to help, and we encourage you to use the many resources that are available to you

Need to speak with an advisor?	Contact the Sam Center at samcenter@shsu.edu or 936-294-4444 to schedule an advising appointment.
Difficulty paying for school?	Student Money Management Center and Financial Aid can talk to you about options that may be available.
Difficulty managing money?	Student Money Management Center is a financial outreach and educational program that offers personal, one-on-one coaching sessions about your personal finances for you to be a successful Bearkat!
Trouble with grades or keeping up with coursework?	The Academic Success Center supports student learning and success at Sam Houston State University. For information about the Academic Success Center or to make an appointment at any of our locations, please call us at 936-294-3680.
Stress or experiencing personal issues?	<ul style="list-style-type: none">• The Counseling Center provides individual, couples, and group therapy to students who are currently enrolled.• If you live in on-campus housing, you can also talk to your Resident Advisor/Director.
An emergency (prolonged illness, death in the family, natural disaster or major life event) affecting your school performance?	The Dean of Students Office provides consultation services to students in emergency situations.
Looking for short-term internship opportunities?	Visit the Micro-Internships website for more information on short-term internships. For any questions please contact Career Services at careerservices@shsu.edu or 936-294-1713.
Enrolled in the Bearkat Book Bundle and need to return your books?	Visit the Rental Book Return website for information on how to print your label and return your textbook(s). For any assistance please contact the Bookstore at 936-294-1964.