

RESIGNATIONS, REFUNDS AND DROP POLICIES

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Resignations

To resign (withdraw from all your classes) from the University, process a [Resignation Request form online](https://forms.shsu.edu/PerfectForms/player.htm?f=GkAgAgIh) (<https://forms.shsu.edu/PerfectForms/player.htm?f=GkAgAgIh>).

The [Resignation Request](https://forms.shsu.edu/PerfectForms/player.htm?f=GkAgAgIh) (<https://forms.shsu.edu/PerfectForms/player.htm?f=GkAgAgIh>) becomes effective the date 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.

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](http://www.shsu.edu/dotAsset/5bc8149e-f848-45ec-828c-e5ae56ea6e35.pdf). (<http://www.shsu.edu/dotAsset/5bc8149e-f848-45ec-828c-e5ae56ea6e35.pdf>).

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](http://www.shsu.edu/~fao_www/documents/ReturnofTitleIVFundsPolicy12-11-12.pdf). (http://www.shsu.edu/~fao_www/documents/ReturnofTitleIVFundsPolicy12-11-12.pdf) .

If you experience difficulty with submitting the online form, please send an email to the Registrar's Office at registrar@shsu.edu (<mailto:registrar@shsu.edu>) to request to resign. Please email from your SHSU email account, include your SAM ID, and the term you wish to resign from.

Resignation Deadlines

Fall 2018

Actions (Fall 2018)	Full Term	7-Week A	7-Week B
Deadline to Resign with 100% refund (all resignation forms must be received by 5 pm)	August 21 (Note: Day Prior to 1st Class Day)	August 21 (Note: Day Prior to 1st Class Day)	October 16 (Note: Day Prior to 1st Class Day)
Deadline to Resign without a grade of "W"	September 7 (Census Day)	August 28 (Census Day)	October 23 (Census Day)
Deadline to Resign and not receive a grade of "F" (all resignation forms must be received by 5 pm)	November 30	October 15	November 30

Spring 2018

Office of the Registrar

Home (/dept/registrar/index.html)
Transcripts and Student Records
Registration
Texas Success Initiative (TSI) (/dept/registrar/texas-success-initiative/index.html)
Student Resources
Graduation
Parent Resources (/dept/registrar/parents/index.htm)
Faculty and Staff
About Us

Important Dates and Calendars

Advance Registration (/dept/registrar/calendars/advance-registration.html)
Academic Calendar (/dept/registrar/calendars/academic-calendar.html)
Registration/Payment Dates (/dept/registrar/students/registration-dates.html)
Add/Drop Deadlines (/dept/registrar/students/registration-dates.html#schedule-changes)
Resignations, Refunds, and Drop Policies (/dept/registrar/students/registration-dates.html#resignations-refunds-and-drop-policies)

Actions (Spring 2018)	Full Term	7-Week A	7-Week B
Deadline to resign with 100% refund (all resignation forms must be received by 5 pm)	January 17 (Note: Day Prior to 1st Class Day)	January 17 (Note: Day Prior to 1st Class Day)	March 19 (Note: Day Prior to 1st Class Day)
Deadline to resign without a grade of "W"	February 2 (Census Day)	January 24 (Census Day)	March 23 (Census Day)
Deadline to Resign and not receive a grade of "F" (all resignation forms must be received by 5 pm)	May 4	March 8	May 4

[refunds-drops.html](#))

Final Exam Schedule
([/dept/registrar/calendars/final-exam-schedules.html](#))

Summer 2018

Actions (Summer 2018)	Minimester	10 Week	Summer I	Summer II
Deadline to Resign with 100% refund (all resignation forms must be received by 5 pm)	May 13 (Note: Day Prior to 1st Class Day)	May 29 (Note: Day Prior to 1st Class Day)	May 29 (Note: Day Prior to 1st Class Day)	July 4 (Note: Day Prior to 1st Class Day)
Deadline to Resign without a grade of "W"	May 14 (Census Day)	June 14 (Census Day)	June 4 (Census Day)	July 10 (Census Day)
Deadline to Resign and not receive a grade of "F" (all resignation forms must be received by 5 pm)	May 25	August 1	June 26	August 1

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.

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 term**. 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 [Schedule Changes Deadlines \(/dept/registrar/calendars/schedule-changes.html\)](#).

NOTE: Students may not resign after 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.

Limitation of Q Drops

Students will be allowed to drop (Q-drop) no more than five classes during their academic career at Sam Houston State University. Classes dropped prior to the 12th class day will not be included in the calculation of the accumulated five Q-drop count. Students who have met their limit of five Q drops will need to petition the University Registrar for permission to drop any additional classes. If the Registrar denies the request to drop a class above the five Q-drop limit, the student will be required to remain in the class for the remainder of the term.

This policy will take effect with the start of the Fall 2004 semester. Any drops accumulated prior to the Fall 2004 will not be included in this calculation. However; section 51.907 of the Texas Education code was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later and limits the number of courses a student is permitted to drop. Any course that a student drops is counted toward the limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Any college student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

Resignation Refund Policy

The student who officially withdraws from all of his/her courses for a given term from Sam Houston State University may be eligible for a refund of tuition and the specified fees, based upon the highest number of hours in which he or she is enrolled for the term.

Students that are registered for more than one part of term would not need to process a resignation unless they are dropping ALL class for ALL parts of term. Students process course drops as normal.

Refunds are made in accordance with the following refund schedule:

Resignation Refund Schedule (Fall/Spring)

Refund Schedule	
Before the 1st class day	100% (Less \$15 Matriculation Fee)
1st class day through 5th class day	80%
6th class day through 10th class day	70%
11th class day through 15th class day	50%
16th class day through 20th class day	25%
Thereafter	No refund

Resignation Refund Schedule (Summer I & Summer II)

Refund Schedule	
Before the 1st class day	100% (Less \$15 Matriculation Fee)
1st class day through 3rd class day	80%

Refund Schedule	
4th class day through 6th class day	50%
Thereafter	No refund

Resignation Refund Schedule (Mini)

Refund Schedule	
Before the 1st class day	100% (Less \$15 Matriculation Fee)
1st class day	80%
2nd class day	50%
3rd class day and thereafter	No refund

NOTE: Class days are University class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Counting Class Days For Refunds

Class days are University class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Students who receive Title IV aid in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Federal Stafford Loan or PLUS Loan and resign on or before completing 60% of the term will be required to repay the percentage of unearned financial aid according to the federal "A Return to Title IV Aid*" formula from the 1998 Re-authorization of the Higher Education Act. The percentage of aid to be repaid to SFA programs is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term.

Refunds are to be returned to lenders or program accounts in the following statutorily specified order provided the student has received funds from the account:

1. Unsubsidized Federal Stafford Loan	2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loans	4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans	6. Federal PLUS Loans
7. Direct PLUS Loans	8. FSEOGs
9. Other federal, state, private or institutional sources of aid	10. The Student

The above schedule assumes the student has paid his or her fees in full. A different schedule applies to the installment payment plan participants - the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees has been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe more in tuition and fees than already collected by the University. These extra amounts, if any, would be due and payable before the student would be allowed to resign from the University.

Students may determine their account balance via the Internet. They should select the "Financial System" option from the SamWeb link at the home page. (www.shsu.edu (<http://www.shsu.edu/>))

Maps & Contacts

<http://www.shsu.edu> (<http://www.shsu.edu/map>)

University Contacts (<http://www.shsu.edu/intranet/policies/contacts.html>)

(<http://www.facebook.com/samhoustonstate>)

Contact the Web Editor (http://www.shsu.edu/home/information_request.html)

(<http://twitter.com/samhoustonstate>)

Administration (http://www.shsu.edu/about/people/our_admin.html)

(<http://instagram.com/samhoustonstate>)

Faculty & Staff (http://www.shsu.edu/about/people/our_faculty_and_staff.html)

Students (http://www.shsu.edu/about/people/our_students.html)

Employment (<http://www.shsu.edu/dept/human-resources/employment/>)

(<https://www.snapchat.com/add/shsubearekats>)

(<https://www.youtube.com/channel/UCKfJV7HQ7sw23LGbBvTxQJQ>)

(<http://www.linkedin.com/company/sam-houston-state-university>)

(<http://www.flickr.com/photos/samhoustonstateu/sets/>)

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BEARKAT

Title IX (Sexual Misconduct) (<http://www.shsu.edu/titleix/>)

The Texas State Auditor's Office Hotline (<http://sao.fraud.state.tx.us/>)

Online Institutional Resumes (<http://www.theccb.state.tx.us/apps/resumes/>)

Governor's Committee on People with Disabilities (<http://governor.state.tx.us/disabilities/>)

Where the Money Goes (http://www.texastransparency.org/State_Finance/Spending/)

Compact with Texans (<http://www.shsu.edu/compact.html>)

Texas CREWS (<http://www.theccb.state.tx.us/apps/txcrews/>)

HB 2504 Compliance (<http://www.shsu.edu/services/HB2504.html>)

Web Site Accessibility (<http://www.shsu.edu/intranet/policies/administrative/web-accessibility.html>)

The Counseling Center (<http://www.shsu.edu/dept/counseling/>)

More SHSU

Accreditations (<http://www.shsu.edu/gradcat/accreditation.html>)

Policies (http://www.shsu.edu/intranet/site_policies.html)

State of Texas (<https://texas.gov/>)

Open Records (<http://www.shsu.edu/administrative/policies/administrative/documents/pre20openrecordspolicy.pdf>)

KatSafe - Emergency Management (<http://www.shsu.edu/katsafe>)

Texas Homeland Security (<http://www.texashomelandsecurity.com/>)

Texas Veterans Portal (<https://veterans.portal.texas.gov/>)

TRAIL (<http://www.tsl.state.tx.us/trail/>)

Report Fraud and Abuse (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=12867)



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