Withdrawal from the Institution

To officially withdraw from King, a student must complete a *Withdrawal Form*, available in both the Office of Student Affairs and Office of Registration and Records. In addition, a resident student must check out of his/her residence hall by completing the *Room Condition Form* and turning in his/her key(s) to the Area Coordinator. The student will submit the completed *Withdrawal Form* to the Office of Registration and Records for placement in the academic record.

A student withdrawing from the institution will receive a grade of W in all courses for the term unless there is a course that has not begun in which case the course would be dropped from the student’s record. No student will be allowed to withdraw from the institution later than the last day to withdraw from a course as published in the Academic Calendar.

The Vice President for Student Affairs, the Dean of Students, or the Chief Academic Officer may, at his or her discretion, facilitate an Administrative Withdrawal process due to special or extenuating circumstances.

Upon withdrawal, it is the responsibility of the student to resolve all outstanding obligations to the institution (pay outstanding fees, return library resources, return athletic equipment) and to turn in his/her student ID card and any keys issued by the institution. Failure to do so will result in the addition of fees to the student’s account in the Business Office and a Hold on the student’s academic records.

The date the student initiates the withdrawal process, which for this process is determined by the first notification by the student to a University employee, will be considered the date of official withdrawal. The Office of Registration and Records will notify other campus offices (Financial Aid, Business Office, Library, Information Technology, etc.) of the withdrawal.

A student may be unofficially withdrawn if that student has not officially withdrawn and has received a grade of F in all courses at the end of a semester. If a student has all F’s at the end of the semester, the Office of Registration and Records will determine if the F’s are earned or due to non-attendance. If the F’s are due to non-attendance, defined as failure to attend any classes after the mid-point of the semester, the mid-point of the semester will be used as the official withdrawal date for the student. Refunds, if due, will be calculated based on this date.

A student who fails to attend class during the semester but who remains in the residence hall will have his/her refund calculated based on the mid-point date, and he/she will be charged for room and board for the period that he or she lived in the residence hall after ceasing to be enrolled. For more information please refer to “Refunds upon Withdrawal as a Degree Seeking Student.”