



## Withdrawal from a Course or Drop a Course

### Overview

A student should withdraw from a course as soon as the determination is made that he/she will not be completing the course. This option carries the potential for grade and tuition penalty and may impact financial aid status.

A student is required to communicate intention to withdraw from a course to both the course instructor and his/her advisor or Student Success Specialist. The student initiates the process by obtaining a *Withdrawal from a Course* form from either the Office of Registration and Records or his/her assigned Student Success Specialist. This form outlines the process that the student must complete.

### Verifying for Class

The Department of Education requires verification of attendance in all courses for which students are registered. Therefore, King University requires attendance to be recorded the first two weeks of every course within every module for verification purposes only.

Verification for online students is submitted by completion of the 'Course Expectation Agreement' (CEA). The CEA must be completed before beginning any coursework in an online class. Once the student has earned 100% on the CEA, the course materials will be available through Blackboard.

Verification means that the face-to-face student is recorded by the course instructor as "Present" at least once during the first 10 days of an academic term or that the online student has completed the CEA.

Students who fail to verify for a course will be dropped from that course. A student who fails to verify for all courses registered at the beginning of a term will have his/her registration cancelled for the term. Failure to verify attendance in a module after attending a previous module in the same semester will result in an Unofficial Withdrawal. A withdrawal calculation will be processed by the Business Office and based on all scheduled courses for the semester.

### Fifteen Week Courses

A student may modify his/her schedule by dropping a 15-week course during the first five days of the semester. When a course is dropped, it must be done by the add/drop deadline published in the Academic Calendar for that semester. A course that is dropped from a student's schedule does not appear on the student's academic transcript. Tuition and financial aid will be adjusted accordingly based on any change in enrollment status. (Example: Going from full-time to part-time would affect tuition charges and financial aid.)

A 15-week course that is dropped after the add/drop period has ended is considered a Withdrawal. The student will receive a grade of W, WP, or F for the course

dependent upon the withdrawal date for that term as listed in the Academic Calendar. However, the student will not be eligible for a tuition refund and must still pay any outstanding balances owed to the university.

**Modular Courses (Five-Week, Seven-Week, or Eight-Week Courses)\***

A modular course can only be dropped from a student's schedule if the student has not attended or not accepted the CEA. To avoid financial responsibility for a dropped course, the course the student wishes to drop within a future module must be dropped before the last day of the current course the student is attending.

A student who attends a class session of a modular course and then decides to withdraw will receive a grade of W within weeks 1 through 3. However, students who attend a modular course and decide to withdraw after the third class session but before the last two class sessions will receive a WP or an F based on instructor discretion. A student who attends a modular course and then decides to withdraw within the last two class sessions will receive an F.

These students will not be eligible for a tuition refund and must still pay any outstanding balances owed to the university.

\* A modular is a course that is shorter than a full term and does not span the entire payment period or period of enrollment.