



Addendum to the 2020-2021 King University Catalog

Withdrawal from a Course or Drop a Course

Section: Policies—Academic (added to page 71),
Withdrawal from a Course or Drop a Course

This document serves as an addendum to the 2020-2021 King University Catalog to provide the policies and procedures related to *Withdrawal from a Course or Drop a Course*. This document also serves as an addendum with corrections to the published 2020-2021 University Catalog. It should be noted that the policies and procedures outlined herein amend the current *Withdrawal from a Course or Drop a Course* published in the 2020-2021 Catalog to take effect immediately.

The *Withdrawal from a Course or Drop a Course* was initially listed under the Financial Section of the Catalog. Since this policy is related to a student's record of academic process, the decision was made to move this back under the Academic Section. The new policy clearly defines when a course is dropped or withdrawn. In addition, the policy describes the process of withdrawing from the institution. The policy immediately follows this document.

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.

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 students is submitted by completion of the *Course Expectation Agreement (CEA)* or entered by the instructor of the course. In face-to-face classes the course instructor will mark students as “Present” at least once during the first 10 days of the course. For online classes 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 Canvas.

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.

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.*)

Withdraw from a course

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 or Records or his/her assigned Student Success Specialist. This form outlines the process that the student must complete.

Students who have been accused of Academic Dishonesty in a course will not be permitted to drop or withdraw from that course until the Student Conduct Process has concluded (*i.e., the student may not withdraw in an attempt to stop the process*).

Students who are sanctioned for violating the Academic Dishonesty policy in a course forfeit the right to withdraw from the course with a grade of “W.”

Fifteen-Week Courses

A student may modify his/her schedule by dropping a 15 week course 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 an F for the course dependent upon the withdrawal date listed in the Academic Calendar.

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 student may modify his/her schedule by dropping a modular course during the first 5 days of the module. A modular is a course that is shorter than full term and does not span the entire payment period or period of enrollment.

Five Week Courses

A student who attends past the first five days and then decides to withdraw will receive a grade of W, if the withdrawal is request within weeks 2 through 4. Students who attend a modular course and decide to withdraw after week 4 will receive a WP or an F based on instructor discretion. These students will not be eligible for a tuition refund and must still pay

any outstanding balances owed to the university.

Seven and Eight Week Courses

A student who attends past the first five days and then decides to withdraw before the last week of the module, will receive a grade of W. Students who decide to withdraw during the last week of the module will receive a WP or an F based on instructor discretion. These students will not be eligible for a tuition refund and must still pay any outstanding balances owed to the university.

WITHDRAWAL FROM THE INSTITUTION

Official Withdrawal

To withdraw officially from King University, a student **must complete** the online *Withdraw from University Form*. The online withdrawal form is submitted through the student portal.

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.

A student withdrawing from the institution will receive a grade of W in all courses not completed for the term. Students enrolled in a module course will need to refer to the previous policy to know what grade will be assigned for courses that are currently in session. Module courses that are not currently in session during the withdrawal, will be dropped from the students' academic record.

The last date of attendance will be used as the official withdrawal date during verification periods for courses. After verification, the date the student completes the withdrawal form, will be considered the date of official withdrawal. The Office of Registration and Records will send official notice of the student's withdrawal from the institution to all campus offices.

The Vice President for Student Affairs, the Dean of Students, or the Provost may, at their discretion, facilitate an Administrative Withdrawal process due to unusual or extenuating circumstances.

Students who have been accused of Academic Dishonesty in a course will not be permitted to withdraw from the university until the Student Conduct Process has concluded (i.e., the student may not withdraw in an attempt to stop the process).

Students who are sanctioned for violating the Academic Dishonesty policy in a course forfeit the right to withdraw from the course with a grade of "W."

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 official academic records.

Unofficial Withdrawal

Failure to enroll for another module within 45 days after attending a previous module will result in an unofficial withdraw from the University.

A student who receives a grade of 'WF' in all courses at the end of a semester will result in an unofficial withdrawal from the university. The Office of Registration and Records will unofficially withdraw the student from the University due to non-attendance. For Title IV Federal Aid purposes, a WF is defined as failure to attend any classes after the mid-point, and the mid-point of the semester will be used as the unofficial withdrawal date for the student. The mid-point for modular courses is defined as follows:

- Five-Week Module: student stops attending after week 3
- Seven-Week or Eight-Week Modules: student stops attending after week 4
- Fifteen-Week Modules: student stops attending after week 7

If the student receives a passing grade for any course during the same period, it is assumed the student completed the period for all courses.

Students who are unofficially withdrawn must readmit to the University.