



## Addendum to the 2021-2022 King University Catalog

### *Withdrawal from the Institution*

**Section:** Policies—Academic (pages 69-70), *Withdrawal from the Institution*

This document serves as an addendum to the 2021-2022 University Catalog to provide the policies and procedures related to *Withdrawal from the Institution*. It should be noted that the policies and procedures outlined herein amend the current *Withdrawal from the Institution* published in the 2021-2022 University Catalog to take effect immediately.

The *Withdrawal from the Institution* policy previously stated that the date a student submits paperwork to Officially Withdraw will be considered the date of official withdrawal. Per the revision, should a student complete a modular course and subsequently withdraw from the institution, the end date of the semester will be the date of the official withdrawal.

The new policy aligns institutional policies with reporting guidelines for federal student aid. The revised policy immediately follows this document.

# Policies—Academic

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## 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 following the deadlines outlined on the Academic Calendar. Students enrolled in a modular course will need to refer to the previous policy to know what grade will be assigned for courses that are currently in session. Modular courses that are not currently in session during the withdrawal, will be dropped from the students' academic record.

If no modular courses have been completed at the time of withdrawal, the date the student submits the withdrawal form will be considered the date of official withdrawal. Should a student complete a modular course and subsequently withdraw from the institution, the end date of the semester will be the date of the 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 withdrawal 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-participation. 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.