



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

COURSE WITHDRAWAL POLICY

1. Policy

Hybrid courses: Administrative Withdrawal Policy

In a traditional face-to-face course or a hybrid course, if a student misses a week of classes, or if a student, due to missing assignments, is in jeopardy of failing a course, the instructor may start the administrative withdrawal policy procedure. In a virtual course, a student who fails regularly to submit assignments (i.e., misses two or more) can similarly be administratively withdrawn. Before the instructor notifies the Registrar that a student should be administratively withdrawn, he or she will contact the Office of Educational Support with a description of the student's performance in the course. The Office of Educational Support will then attempt to contact the student and help to develop, with input from the student and faculty member, a plan for success going forward. If, after a week from the time of the instructor's initial contact of the Office of Educational Support, the Office is not successful in contacting the student, then the administrative withdrawal process will move forward. The period for administrative withdrawal will be Week Three through Week Eight. An administrative withdrawal will be marked as AW on a student's transcript.

Withdrawal from a Course - On the 13th day of classes, the Office of the Registrar will distribute class rosters to the faculty. Instructors will then verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed.

Students who have attended at least one class meeting but have stopped attending are subject to the Class Attendance Policy. This policy does not apply to the summer session.

If a student withdraws from a course before the end of the tenth full week of classes during a semester, a grade of W will appear on the student's transcript. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of W will appear on the student's transcript.

A student who fails to follow proper University withdrawal procedures will receive a grade of F in that course. Students may appeal for retroactive withdrawal from a course under specified circumstances (see Appeal Procedures at the end of this chapter.)

Withdrawal from the University - A student who has selected courses but has decided not to complete registration (i.e., pay or arrange to pay tuition and

fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:

- Obtain the necessary form from the Office of the Registrar.
- Complete the form and obtain the necessary signatures.
- Return the completed form to the Office of the Registrar.

Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).

If a student withdraws from the University before the end of the tenth full week of classes during a semester, a grade of W will appear on the student's transcript for all courses pursued that semester. If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of W will appear on the student's transcript for all courses pursued that session.

Students may appeal for retroactive withdrawal from the University under specified circumstances (see Appeal Procedures later in this chapter.)

Quality Points

Quality points are the assigned points of a specific letter grade. The total quality points of a course are calculated by multiplying the quality point value of the letter grade earned by the number of semester credit hours for the course.

Grade Point Average

The **cumulative grade-point average** is defined as the total number of quality points earned in all courses taken at Kentucky State University in which the student received a grade of A, B, C, D, or F divided by the total number of semester credit hours in all courses taken at the University in which the student received a grade of A, B, C, D, or F.

- If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
- Unless specifically described in the course description as a repeatable course,

credit may be earned only once for courses that are repeated.

- All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record, unless the student has successfully petitioned and been granted academic bankruptcy.

The **current grade-point average** is defined as the total number of quality points earned in all courses in which the student received a grade of A, B, C, D, or F during the last term (summer session/semester) of enrollment divided by the total number of semester credit hours in all courses in which the student received a grade of A, B, C, D, or F during the last term (summer session/semester) of enrollment.

Time Limitations for Grade Changes

All grade changes must be processed within one semester from the time the original grade was recorded. These grade changes will be permitted only when there was an error in recording or calculating the grade.

2. Entities Affected

- Academic Affairs

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References