

## **Withdrawal from a Course**

(from King's College 2017-18 Catalog, pg. 23)

It is presumed that a student will complete all registered courses. If necessary, a student may withdraw from a course by submitting a completed withdrawal form by the date specified in the college academic calendar. Course withdrawal for full-time students is initiated with the Director of Academic Advisement; course withdrawal for part-time students is initiated with the Center for Lifelong Learning. A "W" grade is given for an approved withdrawal. If a student unofficially withdraws from a course (i.e. stops attending class without completing the procedure) a grade of "F" is recorded.

If a course withdrawal for a full-time student results in the student's course load dropping below 12 credit hours, the student will be considered full-time for the entire semester. No refund will be credited to the student's account for the withdrawn course, nor will the student's status be changed from full-time to part-time.

Late withdrawal from a course will be considered only for extraordinary circumstances, accompanied by appropriate documents and subject to the approval of the Associate Vice President for Academic Success.

### **Late Course Withdrawal**

To effect a late course withdrawal there must be extenuating circumstances. Poor performance, lack of time, or possible failure are not considered sufficient reason to warrant a late course withdrawal. Requests for late course withdrawal must be submitted in writing and approved by the Associate Vice President for Academic Success.