

Withdrawal from a Course

(King's College 2016-17 Catalog, pg. 23)

It is presumed that a student will complete all registered courses. If necessary, a student may withdraw from a course by completing a withdrawal form within the first half of the semester as specified in the college calendar. The withdrawal procedure must be completed within the permitted period. 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 (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 No refund will be credited to the student's account for the withdrawn course, nor will the student's status be changed from full-time to part-time.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 Director of Academic Advisement.

Late Course Withdrawal

To effect a late course withdrawal there must be extenuating circumstances. Change of a major, poor performance, lack of time, or possible failure are not considered sufficient reasons to warrant a late course withdrawal.

Requests for late course withdrawal must be submitted in writing and approved by the following:

- ***First Year Students*** — Director of Academic Advisement
- ***Upperclass Students*** — Associate Vice President for Enrollment and Academic Services