

Withdrawal from a Course

(taken from the King's College 2018-19 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 student's Academic Advisor. 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 No refund will be credited to the student's account for the withdrawn course, nor will the student's status be changed from full-time to part-time.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 Course Withdrawal

Late withdrawal from a course will be considered only for extraordinary circumstances (e.g. medical issues or family emergencies). 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.