



Withdrawal from the Institution

To withdraw officially from King University, a student is strongly encouraged to complete a *Withdrawal Form*, available in both the Office of Student Affairs and Office of Registration and Records. 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. The student will submit the completed *Withdrawal Form* to the Office of Registration and Records so it can be placed in the academic record.

A student withdrawing from the institution will receive a grade of W in all courses not completed for the term. Students will need to refer to the “Withdrawal from a Course” policy (2.02.080) to see what grade will be assigned for courses that are currently in session. No student will be allowed to withdraw from the institution later than the last day to withdraw from a course.

The Vice President for Student Affairs, the Dean of Students, or the Chief Academic Officer may, at his or her discretion, facilitate an Administrative Withdrawal process due to unusual or extenuating circumstances.

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 academic records.

The last date of attendance will be used as the official withdrawal date during verification periods for courses. After verification, the date the student initiates the withdrawal process, which for this process is determined by the first notification by the student to a University employee, will be considered the date of official withdrawal. The Office of Registration and Records will send official notice of the student’s withdrawal from the institution to all campus offices.

A student will be unofficially withdrawn if that student has received a grade of WF in all courses at the end of a semester. The Office of Registration and Records will unofficially withdraw such a student from the university due to non-attendance. 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 official withdrawal date for the student. 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. Withdrawal calculations will be based on this date. Failure to verify in a future module after attending a previous module in the same semester will result in an unofficial withdrawal from the University.

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

A student who fails to attend class during the semester but who remains in the residence hall will have his/her charges calculated based on the check-out date or the withdrawal date if no proper check-out was done. For more information, please refer to the refund policy in this catalog (2.02.060).