



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a student who fails regularly to submit assignments (i.e., misses two or more) can similarly be administratively withdrawn. Before the instructor notifies the Registrar that a student should be administratively withdrawn, he or she will contact the Office of Educational Support with a description of the student's performance in the course.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

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:~~

- ~~1. Obtain a withdrawal form from the Registrar's Office.~~

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

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