



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Kentucky State University Online Course Drop and Withdrawal Policy

APPLIES TO:

Kentucky State University Online Students Enrolled in Online Courses

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs
Office of Online Education
Registrar's Office

APPROVED BY:

The President
Academic Affairs
The Office of Online Education
The Kentucky State University Board of Regents

EFFECTIVE DATE:

12/30/2025

NEXT REVIEW DATE:

5/1/2026

POLICY STATEMENT:

It is essential for KYSU Online students to have a well-defined drop policy that aligns with the eight-week course calendar. Such a policy would enhance students' understanding of the process of receiving a full tuition refund. Additionally, it is important for students to clearly comprehend the distinctions between dropping a course and formally withdrawing from it. This clarity will support informed decision-making and improve the overall learning experience.

DEFINITIONS:

Drop Period: This is the period during which a student can drop a course without an earned grade and without being responsible for tuition charges.

Withdrawal: This is the term used when a student decides to withdraw from a single course or all courses in a semester. It can also be used to define when someone withdraws from the university. Students will receive an earned grade of “W,” and the course will appear on their transcript.

Administrative Withdrawal: This term defines a student who initially attends a course, but ceases to attend for 21 sequential days or more. Online courses track attendance based on assignment submission. Students will receive an earned “W” grade, and the course will appear on their transcript.

Refund Calculation: This defines the process by which a student qualifies for a tuition charge refund due to dropping, withdrawing, or being administratively withdrawn.

Online Student: An online student is enrolled in a KYSU Online program and lives remotely without reference to the main campus. Online students may register for courses offered in the online modality. Online students access various support services and campus resources made available online.

PROCESS:

Drop Period: Students are allowed to drop a course during the first week of the sub-term without any academic or tuition financial penalty if no assignments have been submitted for that course.

Withdrawal After an Assignment Submission: If a student submits an assignment during the course, they are no longer eligible to drop the course without formally withdrawing. If the student initiates a withdrawal after submitting an assignment, a prorated tuition refund calculation will be applied based on the percentage of time enrolled in the course.

Administrative Withdrawals: After course attendance is established in the first week, students must remain in regular academic engagement with the course to avoid an unsanctioned period of inactivity lasting 21 sequential days. At any point in the course, if a student fails to demonstrate academic engagement for 21 sequential days, the student should be administratively withdrawn from the course. When a student is administratively withdrawn from a course due to an unsanctioned period of inactivity lasting 21 sequential days, it is to establish the date that the student ceased attendance. The date of last attendance will determine the prorated tuition refund calculation amount. A “W” grade will be posted to the student’s transcript for students who fall into this category.

Refund Calculation: The prorated refund will be calculated based on the official withdrawal date in relation to the total course duration. The university's BURSAR's office can provide specific details regarding the prorated refund schedule.

8-Week Subterm (Course withdrawal for an eight-week sub-term course)

Days 1-5: 100% tuition refund.

Days 6-9: Partial refund = 50%.

Days 10-end of term: No tuition refund.

13 - 16 Week Semester (Course withdrawal for full semester course)

Days 1-5: 100% tuition refund.

Days 6-70: Partial refund = 50%.

Days 71-end of term: No tuition refund.

Procedure for Dropping or Withdrawing: Students must officially drop or withdraw from the course by contacting the registrar's office or emailing their Student Support Concierge Advisor. Before deciding, it is advised to review the implications of dropping or withdrawing from a course, including its impact on academic standing and financial aid.

Policy Adherence:

Failure to follow official withdrawal procedures will result in a grade of "F" for the course. Students who require a retroactive withdrawal due to documented, extenuating circumstances may appeal following KYSU Online guidelines.

University Withdrawal:

To completely withdraw from all courses in the session, students must submit the official withdrawal form via the Online Registrar. Withdrawals completed before the fifth week of the 8-week session will result in "W" grades for all courses for that term. Failure to complete this process will result in financial and academic penalties.

REFERENCES AND RELATED MATERIALS:

CONTACTS:

Office of Online Education

HISTORY:
