



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Course Withdrawal

APPLIES TO:

Students and Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Registrar

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation governs the procedures for student-initiated and KSU-initiated (administrative) withdrawals from a course.

DEFINITIONS:

Withdrawal ("W")

A grade reported for students who officially withdraw from a course prior to the established deadline. The "W" grade is not included in the grade-point average.

Administrative Withdrawal ("AW")

A grade assigned to a student who has been administratively withdrawn by the university due to non-attendance or non-participation in a course.

PROCESS:

Withdrawal for Non-Attendance at Term Start

On the 13th day of classes of a major semester, instructors will verify class rosters.

Students who have never attended a class meeting will be administratively withdrawn, and all applicable charges will be reversed.

Students who have attended at least one class meeting but have stopped attending are subject to the Class Attendance Policy. This process does not apply to the summer session.

Student-Initiated Withdrawal ("W" Grade)

A student may withdraw from a course and receive a "W" grade on their transcript if the withdrawal occurs before the end of the tenth full week of a semester.

For a summer session or short course, the withdrawal must occur before two-thirds of the instructional days have elapsed.

A student who fails to follow proper KSU withdrawal procedures will receive a grade of "F" in that course.

Administrative Withdrawal for Non-Participation ("AW" Grade)

An instructor may initiate the administrative withdrawal procedure for a student who is in jeopardy of failing due to missed classes or assignments. For online courses, this applies to students who miss two or more assignments.

The administrative withdrawal period is from week three through week eight of a semester.

Before notifying the Registrar, the instructor must first contact Student Success, which will attempt to contact the student and develop a plan for success.

If Student Success cannot contact the student within one week, the withdrawal process will proceed. An administrative withdrawal is marked as "AW" on the student's transcript.

REFERENCES AND RELATED MATERIALS:

- KSU Grading System Policy
- KSU Class Attendance Policy

CONTACTS:

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General Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
