

EKU Office of the Registrar

CLASS DROP/CLASS WITHDRAWAL FORM

EKU is supportive of students withdrawing from a class only after advisement and careful consideration. A student should engage in a discussion (in-person or via email) with his/her instructor before making the decision to withdraw from a course. A graduate program advisor may give permission for his/her graduate student to withdraw in lieu of the graduate course instructor.

A. DROP/WITHDRAWAL TIMETABLE:

- a) During the first 4 weeks of the semester students may withdraw from a class, at will, through EKUDirect, with no fee incurred.
- b) Beginning with the **5th week, and until the end of the 10th week** of fall/spring full semester classes, **instructor signature is required** to withdraw from a class and a \$50/cr.hr. charge will be assessed for each withdrawn class (e.g. **\$150 fee for a 3 cr. hr. class**).
- c) Students may not withdraw from classes after the 10th week of a fall/spring full semester class. See the Colonel's Compass online (www.eku.edu/compass) for partial-semester or summer withdrawal dates.
- d) Students with extenuating circumstances occurring after the 10th week should refer to the Registrar's website (<http://www.registrar.eku.edu/Withdrawing>). For questions call 859-622-2320.

B. ONLINE CLASSES: A secure login to EKU email serves as an electronic signature of that student. Therefore instructors may accept an email request to withdraw if sent from the student's EKU email. The **student's email must be printed and attached to completed form as it serves as it replaces their signature** and both documents are to be submitted to the Registrar's Office.

C. DEVELOPMENTAL CLASSES: Withdrawals from dev. classes must also include a signature from the Developmental Educ. Office.

D. MILITARY WITHDRAWALS: If leaving for military reasons you must contact the Registrar's Office directly to arrange for a Military Withdrawal.

STUDENT: Please obtain your copy of this form directly from the department office. (See instructions below.)

Student name (PRINT) _____ Student ID _____

Current phone contact (REQUIRED) _____ Student email _____

Why are you dropping this class? (You may check as many as apply - this is not a required field)

If you wish to discuss your reasons for dropping this class please contact the University Advising Office at 859-622-2276.

- Financial difficulties
 I enrolled in too many hours
 Homesickness
 Medical
 Family issues
 GPA concerns
 Other: _____

Student: You must read and initial each of the statements below.

[To withdraw from more than one individual course please submit a different form for each class section. If withdrawing from all classes please refer to the Registrar's website for details on the University Withdraw policy – This form cannot be used to withdraw completely from the University.]

I wish to withdraw my registration from the class listed below. I realize that I will be assigned a "W" grade in this class. I will know that this request has been processed by **looking at my class schedule in EKUDirect**.

I understand that **withdrawing from coursework can result in denial of future financial aid**. I will refer to the Satisfactory Academic Progress Policy at www.finaid.eku.edu to learn any further details regarding possible impact on my financial aid.

I understand and **agree to pay a \$50 per credit hour**, per CRN, fee (**\$150 for a 3 cr. hr. class**) for withdrawal from the class listed below. Should I default on this charge, I agree to pay any and all fees, including collection, attorney, and litigation costs incurred by EKU in efforts to collect this debt.

Student signature

Date

Class subject (e.g. GEO)	Class No. (e.g. 101)	CRN	Instructor NAME and Signature; Dev Ed Office also sign if drop is developmental class. Student - you MUST first speak with your instructor. He/she may have suggestions that could help you remain enrolled and successfully complete the course. Only instructor's original signature is acceptable, not the department chair or dean . Graduate students may speak with his/her program advisor.	Date of Instructor Signature
A lecture and its corresponding lab section may be included on same form, please list both CRNs.				

Instructor: PRINT YOUR NAME

Instructor signature (& Dev.Educ.Office if dropping 090 or 095 class)

INSTRUCTOR - Individual Class Withdrawal Processing Instructions.

- The steps below are intended to ensure that students meet with instructors to obtain critical information regarding the potential to complete the course successfully. Either instructor or team taught classes may approve a class withdrawal.
- Student must submit completed form, with instructor's original signature, to department or Corbin, Danville, Lancaster, or Manchester Center office to be stamped, thus verifying authenticity of instructor's signature. Department will provide a copy of form to student. The original form must go to the Registrar's Office.
- Student may deliver original stamped form directly to Registrar's Office or leave for department or center staff to forward.
- **Routing: instructor to sign and approve - department to verify instructor signature with stamp and copy form – original form to Registrar to process.**

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REG Office use only:

Banner data entry

Date

Staff initial

10/26/10