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 permission is required to withdraw from a class and a $500 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 charge will be assessed for each withdrawn class (e.g. $150 fee for a 3 cr.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. 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)

☐ 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 Withdrawal 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 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 (effective date of withdrawal = date of instructor’s signature) ____________________________

Class subject (e.g. GEO) ____________________________________________________________________________
Class No. (e.g. 101) ____________________________________________________________________________
CRN ___________________________________________________________________________________________

Instructor NAME and Signature ____________________________ Date of Instructor Signature ____________

A lecture and its corresponding lab section may be included on same form, please list both CRNs.

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.

Instructor: PRINT YOUR NAME ____________________________ Instructor signature ____________________________

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 of team taught classes may approve a class withdrawal.
- Student must submit completed form, with instructor’s original signature, to department or 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.
- Routine: 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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