

Calendar; the first day of classes varies by program. This policy does not apply to clerkships or intersession courses.

All students are required to report on the orientation or registration date as specified in the Academic Calendar. First-year COM, CDM and PsyD students who fail to appear at the stated check-in time for orientation risk losing their seat unless other arrangements have been made.

Third- and fourth-year COM students must complete registration materials, including financial aid arrangements, by July 1, prior to participating in clerkships. Third- and fourth-year COM students are not required to be physically present on campus for registration.

All outstanding financial obligations to the University or University-affiliated clerkship sites must be cleared in order for a student to register. Students who are not in University compliance may not attend classes or participate in clerkships, off-site clinical experiences, or practicums.

Course Drops & Withdrawals

Students who wish to drop/withdraw from a single or multiple courses, but not withdraw completely from the University, must adhere to the following procedures.

Students wishing to drop a course, must initiate the drop process on or before the sixth business day of the term in which they're enrolled. For intersession courses, the deadline to drop the courses is prior to the first class meeting. Students who wish to drop a course must officially communicate their request to their department and complete their request via Workday within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the program director after the drop deadline and up to the withdrawal date. Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course after the withdrawal date. Students are not eligible to withdraw from a course after the course has ended. A course has ended when all assignments and examinations have been administered and there are no future scheduled class meeting times.

Withdrawing from a course may have financial aid implications. Students are advised to talk with Financial Aid prior to withdrawal from any course. International Students are advised to talk with a DSO prior to withdrawal from any course.

Students who drop or withdraw from dual-degree or tracks within their program will be administratively withdrawn from coursework that does not count towards the completion of their primary degree program.

CDM

The CDM academic calendar is divided into summer, fall, and spring semesters. CDM students do not have the option to drop or withdraw from individual courses. Students who need to drop or withdraw from the University must initiate that request with their college and complete the Withdraw request form on Workday.

The withdrawal deadline for summer is Tuesday, July 16. The withdrawal deadline for the fall semester is Monday, October 28. The withdrawal deadline for spring semester is Friday, March 21.

Appeals to the withdrawal deadline must be made in writing to the dean of CDM. The dean of CDM will make a final determination based on the appeal.

BIOS

The Biomedical Sciences academic calendar is divided into fall and spring semesters with a summer semester for Research Track students only. The withdrawal date for fall is the Friday before Thanksgiving. The withdrawal date for spring is the last Friday in April. The withdrawal date for summer is Tuesday, July 8.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the concurrence of the course director and the approval of the dean of COB.

PSYD

The PsyD academic calendar is divided into fall and spring semesters. Courses are offered in 10-week blocks. Each semester will consist of two 10-week blocks. The withdrawal date is the Friday of the eighth week of each block.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the concurrence of the course director and the approval of the dean of COB.

COM

The COM academic calendar is divided into fall and spring semesters. KCU-COM students do not have the option to drop or withdraw from individual courses. Students who need to drop or withdraw from the University must initiate that request with their college and complete the Withdraw request form on Workday.

The withdrawal date for fall is the Friday before Thanksgiving. The withdrawal date for spring is the last Friday in April.

COM students may be enrolled in elective coursework for a dual degree program or specialty track. Students wishing to drop or withdraw from coursework that is outside of the COM lockstep program must initiate the process on or before the deadlines listed above for either process. For intersession courses, the deadline to drop the courses is prior to the first-class meeting. Students who wish to drop or withdraw a course must officially communicate their request to their department and complete their request via Workday within the prescribed time requirements.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the approval of both the course director and the location-specific campus dean of COM.

Student Separation from the University

Drop or Withdrawal from the University

Students may choose to voluntarily separate from the University entirely through the drop and withdraw process outlined below and are held to the grade and/or transcript implications the separation may have.

Students withdrawing from the University may only receive W's for coursework if withdrawing prior to the withdrawal date for their program. Students may request to withdraw from the University after the withdrawal deadline by appealing to the appropriate dean. Any withdrawals after the withdrawal deadline will result in failing grades for any enrolled courses.

A program withdrawal request may be approved for a student referred to their program's SPC if the request is submitted by the close of business of the business day immediately prior to their scheduled SPC meeting.

Any student considering separating from the University should first talk with their faculty advisor, director of student success, program director, and/or campus dean as appropriate. Separating from the University may have financial aid implications. Students are advised to talk with Financial Aid prior to dropping or withdrawing from the University. See the Tuition & Fee Refund Policy. International students are advised to talk with a DSO prior to dropping or withdrawing from the University.

In order to initiate a drop or withdrawal, student must complete the Program Withdrawal request in Workday before the withdrawal date for their program of study. The Workday Program Withdrawal request initiated by the student will be reviewed by the appropriate campus dean and the senior vice provost for Student Success. If the request has been approved, the student will receive notification via their KCU student email detailing the steps to complete in preparation for separation from the University. Failure to complete the required separation steps may cause the University to withhold readmission and/or registration from the separating student, which also remains subject to applicable readmission requirements.

The following list details general expectations of the University for students prior to formal separation through voluntary student drop or withdrawal:

- The student's KCU ID badge must be surrendered to KCU Safety and Emergency Management (SEM).
- All materials borrowed from the library must be returned.
- All KCU property must be returned to the appropriate department (including the "bone box" issued to COM students).
- Students who withdraw from KCU may keep institution-issued personal technology (i.e., iPad).
- Students who withdraw from the institution may also retain any pin or white coat issued by KCU.

Students who withdraw from KCU are subject to the University's Readmission Policy.

Administrative Withdrawal from the University

In some cases, students may begin coursework but stop attending all courses during the term. If the Office of Financial Aid and the Office of the Registrar are notified by an academic department that a student has unapproved/unexcused absences in excess of 2 weeks for all courses and the student has not responded to any outreach for the entire duration, the student will be administratively withdrawn. A student receiving all grades of fail (F), withdrawal (W) or administrative withdrawal (AW) in any combination may be

subject to the Return of Title IV funds calculation (R2T4) if it is determined that the student should be administratively withdrawn.

The Offices of the Registrar and Financial Aid will contact and request from course instructors confirmation of the date the student ceased attending their courses through graded class assignments, documented group project work or other documentation from the instructor. When instructors provide confirmation of the last date of attendance or coursework completed, the date provided will be used to calculate the R2T4 and federal funds to return.

If a last date of attendance cannot be confirmed, the half-way point of the semester may be used and 50 percent of the aid used to pay direct educational costs (tuition and fees) must be returned to the U.S. Department of Education on the student's behalf. The Office of Financial Aid will use the policy for the Return of Title IV Aid in order to return the funds.

Students may be administratively withdrawn from the University when they:

- Exceeded program length restrictions
- Fail to submit a Student Request for Reinstatement by the agreed-upon date in the LOA approval letter or suspension letter
- Have been absent from all coursework for 2 or more weeks without approved leave and have not responded to any contact/outreach from the University
- Are unresponsive to outreach and have not attempted to continue enrollment for one or more semesters

Administrative withdrawal action is also taken when the University has been notified of the death of a currently enrolled student or a student who was anticipated to continue enrollment.

Students who are administratively withdrawn from KCU are subject to the University's Readmission Policy.

Administrative Withdrawal from a Secondary Program

Students may be administratively withdrawn from honors tracks, dual-degree programs and/or fellowships if:

- The student fails to maintain the academic requirements for continued participation
- The SPC determines that the student cannot continue as a requirement of Academic Warning or Academic Probation