



## The American University of Kurdistan Policy of Course Withdrawal

Policy Number: AS025

Effective Date: June 15, 2021

### CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Definition
- IV. Policy Statement
- V. Policy Principles
- VI. Refund Policies for Course Withdrawal
- VII. Policy Procedures
- VIII. Policy History
- IX. Appendix:  
- 1: Course Withdrawal Form

### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The course withdrawal policy outlines the guidelines and procedures that students are required to follow if and when they wish to withdraw from a course.
- c. **Scope:** This policy applies to AUK students, Admissions and Registration Department (ARD), Provost’s Office, Deans/Chairs of Departments and academic advisors.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Deans and/or Department Chairs
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Provost’s Office

### III. DEFINITION

Withdrawal from a course after the add/drop period gives students the opportunity to adjust course load through a significant part of an academic term in accordance with the course withdrawal deadlines.

### IV. POLICY STATEMENT

A student at AUK who wishes to initiate the course withdrawal process should talk to their instructor and in certain circumstances may need to get an approval from their advisor. The withdrawal period begins at the end of the third week of class.

### V. POLICY PRINCIPLES

- a. The grade of W on a course indicates that the student has withdrawn the course by the end of the twelfth week of the semester. While it has no effect on the GPA, withdrawn courses are part of attempted course credits and impact the student's credit level.
- b. The grade of WF for a course indicates that the student has withdrawn beyond the twelfth week of the semester. WF has the same impact as an "F" Grade in the calculation of the GPA.
- c. Students are responsible for withdrawing unwanted courses by the withdrawal date and using the withdrawal procedures.

### VI. Refund Policies for Course Withdrawal

Tuition fees are refundable subject to the following deadlines:

<b>Withdrawal Deadlines</b>	<b>% of Refund</b>
The end of the Third week of the semester	75%
The end of the Fourth week of the semester	25%
Beyond the end of the Fourth week of the semester	No Refund

### VII. POLICY PROCEDURES

- a. The student must complete and sign the Course Withdrawal Form.
- b. The student must get the form signed by the instructor who must record the appropriate grade of W/WF when completing the final grade roster.
- c. If the registered credits drop below 12 credits, the approval of the advisor is required.
- d. The student must submit the signed form to the ARD for processing.
- e. The student must check his schedule to ensure that the withdrawn course has been

## POLICY – Course Withdrawal

removed.

### **VIII. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** June 14, 2021

### **IX. APPENDIX**

- 1: Course Withdrawal Form

**Appendix  
Course Withdrawal Form**

COURSE WITHDRAWAL FORM					
Student Name		Academic Year			
Student ID		Semester			
Major		College			
Courses to be withdrawn from:					
Code	Course Title	Credit	Grade	Instructor's Sig.	Date
			W/WF		
			W/WF		
			W/WF		
Total Credit Hours After the withdrawal ( _____ )					
Student Signature:			Date:		
Advisor Name & Signature : (Required only if the remaining credits are less than 12 credits.)			Date:		
Finance Officer Signature:			Date:		
Registration Officer:			Date:		

- *To be used only by students withdrawing from one or more registered courses. please check the current academic calendar for the deadlines of withdrawal with the grades of "W/WF". The student completes the form and submits it personally to the ARD.*

*Notes to Students:*

- *It is your responsibility to be aware of any credit load restriction that may be associated with special programs, scholarships, tuitions fees, etc.*
- *Withdrawal from courses with a grade of "W" must occur no later than the end of the twelfth week of the semester.*
- *The recorded date of withdrawal is the date of receipt by the ARD.*

• It is the student's responsibility to check for the updated schedule on the Student Information System

Copies: - ARD, Student, Finance, Academic Department.