CHAPTER TWO: ACADEMIC INFORMATION

Note to Students: **Primary** sources for academic information are the *Undergraduate and Graduate Catalogs*. This chapter of the EKU *Handbook for Students* provides descriptive information regarding some of the academic policies and procedures that students should be familiar with. *Students should seek information regarding revisions, amendments, or changes to policies and procedures that have been made since the Handbook was last revised.*

ACADEMIC FREEDOM

Eastern Kentucky University endorses the American Association of University Professors’ statement concerning academic freedom, which states, in part,

> The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

> The teacher is entitled to freedom in the classroom discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitation of academic freedom because of religion or other aims of the institution should be clearly stated in writing at the time of appointment.

ACADEMIC INTEGRITY

*(See Chapter 4 for more details about this Policy)*

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

PURPOSE

This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor’s belief that some form of academic dishonesty has in fact occurred.

POLICY BACKGROUND

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty.
ACADEMIC STANDARDS

GOOD ACADEMIC STANDING

For the purposes of transferability, a student is considered to be in good academic standing at Eastern Kentucky University when that student maintains a grade point average that permits the student to re-enroll in the institution on a full-time basis and in the duly designated academic program.

MINIMUM ACADEMIC STANDARDS

SATISFACTORY PROGRESS: Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing (2.0 cumulative GPA) and enroll in courses required or allowed in their chosen academic program.

Students having difficulty meeting academic standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled.

GOOD ACADEMIC STANDING: Students are expected to maintain at least a 2.0 cumulative grade point average (GPA) while enrolled at EKU. The actions described below pertain to students whose cumulative GPA falls below 2.0. Once a student’s cumulative GPA returns to 2.0 or above, he/she is once again in good academic standing.

ACADEMIC PROBATION: Students who earn a cumulative GPA of less than 2.0 will be placed on academic probation beginning the next semester they are enrolled. While on academic probation students may not enroll in more than 13 credit hours in either fall or spring terms or more than six hours during a full (12-week) summer term. Effective Fall 2012, students who are on academic probation and cease continuous enrollment, and subsequently wish to return to the institution, must apply for readmission and will be held to specific readmission criteria (please refer to the requirements for readmission section of the Undergraduate Catalog).

ACADEMIC SUSPENSION: At the end of a semester on academic probation, students must have earned a semester GPA of at least 2.0 or raised their cumulative GPA to 2.0. Students not meeting the semester or cumulative GPA requirement will be placed on academic suspension. Students who are academically suspended for the first time may not enroll in classes at EKU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at EKU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically-suspended student will return to EKU on academic probation if his/her cumulative GPA is less than 2.0 at the time of his/her return. Previously-suspended students are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).

ACADEMIC DISMISSAL: Students who have been academically suspended three times must maintain a semester GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester GPA of 2.0, will be academically dismissed from EKU for a period of five calendar years and are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).
ATTENDING ANOTHER SCHOOL WHILE SUSPENDED OR DISMISSED: During the time a student is academically suspended or dismissed from EKU, course work earned at another regionally-accredited college or university will be considered for transfer credit when the student returns to EKU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU office of admissions when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU.

APPELLING ACADEMIC STANDING: Students may appeal an academic suspension if they believe that catastrophic circumstances beyond their control prevented them from being academically successful. They may appeal their academic suspension to the University Readmission Appeals Committee.

For their petition to be considered, students must provide a written appeal with appropriate supporting documentation. Students may not appeal an academic dismissal.

FIRST-TIME FRESHMEN MID-TERM GRADE REVIEW PROCESS

The first semester for first-time freshmen is pivotal to academic success and graduation. All first-time freshmen will have their mid-term grades reviewed by the office of University advising and the registrar during their first semester at EKU. If all reported mid-term grades are F, FN, U, or UN (indicating non-attendance and/or failure to meet course requirements) the student will be required to participate in an intervention program that includes the following:

- a study skills workshop
- a student success contract
- a registration hold
- students will be moved from a baccalaureate program into the associate of general studies major until they have earned a 2.0 term GPA.

Students who fail to attend the workshop, respond to any communication, or comply with a success contract may be academically suspended at the end of the semester.

ATTENDANCE POLICY

Research shows that students who regularly attend class are more likely to succeed. EKU students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student’s control, such as personal illness, critical illness, or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. Initiating the request to make up class work is the student’s responsibility.
FIRST DAY OF CLASS ATTENDANCE: This enrollment verification process gives EKU instructors the authority to request disenrollment of a student for non-attendance. Faculty may request these drops only during the first week of the term.

This process is designed to ensure clear reinforcement of the message that class attendance at EKU is important. Students who know they will be absent should contact their instructor or the academic department office prior to the first class meeting to explain their absence and request that the instructor not drop them from the class. *Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class.* While faculty may exercise their authority to drop a student for being absent on the first day of class, faculty are not required to do so. A student who never attends a class but remains enrolled will fail that course.

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class periods, including the first class meeting. If you do not attend the first day of class, the instructor has the authority to request that you be disenrolled for non-attendance (http://www.registrar.eku.edu/FirstDayOfAttendance/faqs/). Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student’s control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. It is the student’s responsibility to initiate the request to make up class work missed.

CATALOG

For general education requirements, students will be governed by the Undergraduate or Graduate Catalog in use at the time they enter the University.

CLASSIFICATION OF STUDENTS

A student’s classification is determined by the number of semester hours earned, as follows:

- Freshman - 0 – 29 semester hours earned
- Sophomore - 30 – 59 semester hours earned
- Junior - 60 – 89 semester hours earned
- Senior - 90 or more semester hours earned
ENROLLMENT AND CLASS SCHEDULE

ACADEMIC LOAD
The limitations below apply to all enrollments or combinations of enrollments for the term specified, including campus classes, regional campus classes, online study, and enrollments at other institutions. The registrar will not record credits beyond these maximums.

ACADEMIC LOAD AND FINANCIAL AID: Please note that, for financial aid, enrollment verification, and loan consideration, full-time status is enrollment in twelve or more semester hours in any academic term.

FALL/SPRING TERMS: A full-time student is one who enrolls in 12 or more credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established a superior record may be permitted to enroll for more than 18 hours by the dean of the college of the student’s first major. The absolute maximum load for an undergraduate student is 21 credit hours.

SUMMER TERM: For enrollment verification and financial aid during the summer semester, an undergraduate student must be registered in at least 12 credit hours to be considered a full-time student. Enrolling in more than 12 credit hours is restricted to students who have established a superior academic record. Permission to enroll in more than 12 credit hours during the summer must be granted by the dean of the college of the student’s first major. The absolute maximum summer enrollment is 15 hours.

CLASS SCHEDULE CHANGES

DROPPING A CLASS - 1st Week of Class: If students wish to add courses to their schedule, they must do so by the date published in the Colonel’s Compass for that term. If a student drops a course by the end of a term’s Schedule Change Period (add/drop), the course will not appear on the student’s grade report or transcript. Course drops are executed online through EKU Direct.

WITHDRAWING FROM A CLASS

1. 2nd Week – 10th Week: a student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. A student may officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 4th week of a regular (fall/spring) semester.

Beginning with the 5th week of the term, and until the end of the 10th week, students must have their instructor’s written permission on a completed course withdrawal form and pay a $50 per credit hour fee in order to withdraw from a course ($150 for a typical 3 credit hour course).

2. After the 10th Week – Late Withdrawal Appeals Process: After the tenth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Late Withdrawal Appeals Committee through the registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal.

The student should complete a Withdrawal Petition Form (available from the registrar’s website) and should include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of “W” and will notify the instructor of the class.
For details refer to the registrar’s website (www.registrar.eku.edu).

All course withdrawals approved by the Late Withdrawal Appeals Committee will be assessed a $50 per credit hour fee, to a limit of $150 per course. The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee.

Students who are assigned a grade of “F” or “FX” in a course due to academic dishonesty will not be permitted to withdraw from the course.

3. Withdrawal Deadlines for Partial Semester and Summer Classes: Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU Web site (see Colonel’s Compass). The withdrawal deadline for all courses should be printed in the course syllabus, published in the Colonel’s Compass, and also may be obtained by contacting the registrar’s office. Refer to Section 3 of the Undergraduate Catalog for the University’s tuition refund policy.

GRADE APPEAL

If a student wishes to appeal a course grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation.
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Provost and Vice-President for Academic Affairs and the dean of the college in which the course is offered shall appoint an appropriate committee.
- Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed-upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and Vice-President for Academic Affairs.
PURPOSES OF GRADING

The purposes of grading are to define and communicate the level of educational achievement, to motivate students to greater effort, and to appraise the effectiveness of teaching methods.

PRINCIPLES OF GRADING

Grading should be directly related to the objectives of the course. Grades assigned should reflect the relative level of attainment of objectives. The grading system should take into account the emphasis given to the various objectives of the course.

Students shall be informed in writing, no later than the second class meeting, of the course objectives and the procedure to be used in determining grades.

Grades should be based upon a combination of several factors for higher validity and more effective evaluation. Every effort should be made to make measurement valid, reliable, and objective. Grading should be based on understanding rather than belief.

Evaluation should be consistent with accepted norms for the institution. Evaluation should be an integral part of the teaching-learning process; hence, the necessity for students having knowledge of progress during the course. Student personality should not be a factor in grading except where clearly relevant to stated course objectives. In all sections of a multi-section course, evaluations should be consistent with accepted norms for the course.

LETTER GRADES

Grades, which are represented by letters, are given point values as indicated:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Points per Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
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<td>Grade</td>
<td>Description</td>
<td>Credit</td>
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<td>-------</td>
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</tr>
<tr>
<td>FX</td>
<td>Failure due to Academic Dishonesty</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IM</td>
<td>Incomplete Due to Military Obligations</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Passing</td>
<td>0.0</td>
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<tr>
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<tr>
<td>WM</td>
<td>Withdraw Due to Military</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.0</td>
</tr>
<tr>
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<td>Credit Only</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**IN PROGRESS**

Instructors may assign a grade of “IP” in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. A student assigned an “IP” grade for internship, practicum, or self-paced courses must complete requirements within the calendar year after the “IP” is awarded to receive credit. If requirements are not completed, the Registrar will change the “IP” grade to “NC” (NO CREDIT), and the student must register again for the course to receive credit.

Throughout this *Handbook*, specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least “C” is required, a “C-” will not satisfy the requirement. If it is intended that “C-” is to be allowed, “C-” will be listed rather than “C.” This applies to all specific grade requirements.
INCOMPLETE

An instructor may assign a grade of “I” if the instructor believes that a student has been unable to complete the course on time because of unavoidable conditions. An Incomplete Grade Contract must be received by the Registrar’s Office no later than 30 days past the deadline for final grade submission. The student’s signature is not required for the contract to be enforced. A copy of the contract will be mailed to the student by the Registrar’s Office, giving the student a 10 day window in which to decline the incomplete grade.

While the faculty will be able to submit the “I” grade through the online grade submission process, any “I” grade that is not accompanied by an Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an “F.” Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F.”

If, due to extenuating circumstances, a student is unable to complete the contracted course work to fulfill the incomplete course by the established time line, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the established deadline. Approval of an extension of an incomplete grade is not automatic and depends on the student’s unique circumstances.

GRADE CHANGE

All grade changes must be made by the following deadlines: for fall semester grades - the last day of the following spring semester; and for spring and summer semester grades - the last day of the following fall semester.

GRADUATION

APPLICATION FOR GRADUATION

UNDERGRADUATE STUDENTS become eligible to graduate by:

♦ Completing all program requirements as specified in the applicable undergraduate catalog.
♦ Submitting a Graduation Application by:
  April 30 for December graduation
  October 31 for May graduation

GRADUATE STUDENTS become eligible to graduate by:

♦ Completing all program requirements as specified in the applicable graduate catalog.
♦ Submitting a Graduation Application by:
  August 18 for December graduation
  February 27 for May graduation
Ceremonies are held at the close of the Fall and Spring semesters. Students who are candidates for graduation are encouraged to participate in the ceremony.

Satisfactory Academic Progress

Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing and enroll in courses required by or allowed for in their academic program.

Students are expected to maintain at least a 2.0 cumulative grade point average (GPA). The conditions and actions described below pertain to students whose GPA’s fall below 2.0.

Schedule Changes

Adding Courses

Courses may be added to a student’s schedule any time during the first seven days of a full semester class during the fall and spring, and the fourth day of summer school. These dates can be found in the Colonel's Compass which is available under the Schedule Book link.

Courses may be added by accessing EKU Direct http://www.eku.edu/online/. Login to EKU Direct, choose Student Services and Financial Aid, Registration, and Add/Drop classes. If you have questions, please call the Registration Center at (859) 622-2320.

Dropping a Class - 1st Week of Class: If students wish to add courses to their schedule, they must do so by the date published in the Colonel’s Compass for that term. If a student drops a course by the end of a term’s Add/Drop Period the course will not appear on the student’s grade report or transcript. Course drops are executed online through EKU Direct.

Late Registration

If students wish to add courses to their schedule, they must do so by the date published in the Colonel’s Compass for that term.

Study Abroad Programs

Students have several options for study abroad at EKU. Courses offered as part of the study abroad programs vary widely, including language and culture, business, literature and the arts, science and social science, philosophy and religion, and many others. Costs vary according to program. Refer to: http://www.eku.edu/academics/studyabroad/

Financial Aid (usually in the form of loans) and Scholarships are available. For additional Study Abroad information contact Professor Michele Gore (859-622-1705 or michele.gore@eku.edu).
SYLLABUS POLICY

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair and shall be distributed to students not later than the second meeting of the course. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

ELEMENTS FOR A COMPLETE SYLLABUS

♦ Department, prefix, number, title, and credit hours.
♦ Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest Catalog.
♦ Text(s) with dates, supplemental text(s), other required readings and references.
♦ Course objectives.
♦ Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.
♦ Course requirements—required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.
♦ Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.
♦ Evaluation method(s) and relative weight of each course requirement.
♦ Student Progress - the syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.
♦ Attendance policy.
♦ Notification of the last day to drop the course if the course starts or stops on nonstandard dates.

WITHDRAWING FROM CLASS/CLASSES

WITHDRAWING FROM A CLASS - 2ND WEEK THROUGH 10TH WEEK: a student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. a student may officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 4th week of a regular (fall/spring) semester.

Beginning with the 5th week of the term, and until the end of the 10th week, students must have their instructor’s written permission on a completed course withdrawal form and pay a $50 per credit hour fee in order to withdraw from a course ($150 for a typical 3 credit hour course).

WITHDRAWING FROM A CLASS - AFTER THE 10TH WEEK: after the tenth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Late Withdrawal Appeals Committee through the Registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should complete a Withdrawal Petition Form (available from the registrar’s Web...
site) and should include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of “W” and will notify the instructor of the class. For details refer to the registrar’s website (www.registrar.eku.edu).

Late withdrawals for individual courses will be assessed the $50 per credit hour withdrawal fee. The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee.

Students who are assigned a grade of “F” or “FX” in a course due to academic dishonesty will not be permitted to withdraw from the course.

WITHDRAWAL DEADLINES FOR PARTIAL SEMESTER AND SUMMER CLASSES: Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU Web site (see Colonel’s Compass). The withdrawal deadline for all courses should be printed in the course syllabus, published in the Colonel’s Compass, and also may be obtained by contacting the registrar’s office. Refer to Section 3 of the Undergraduate Catalog for the University’s tuition refund policy.

WITHDRAWAL FROM THE UNIVERSITY

Students finding it necessary to withdraw from the University may withdraw from all courses online using EKU Direct during the first four weeks of a regular term. Beginning with the fifth week of the term, students must have their instructor’s written permission on the appropriate official withdraw form, and pay a $50 per credit hour fee to withdraw from a class. Students are not allowed to withdraw from a course or from the University after the tenth week of a regular term, unless they are the victim of extraordinary circumstances. A grade of “W” is assigned for each withdrawn class. Students who leave the University without an official withdrawal are subject to the grade of “F.”

After the tenth week, a student who is the victim of extraordinary circumstances may petition to the Late Withdrawal Appeal Committee through the registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Withdrawal Petition Form and should include justification and documentation for the withdrawal. If approved, the registrar will assign grades of “W” and will notify the instructors of the class. For forms and more details, refer to the registrar’s website (www.registrar.eku.edu). The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee.

DINING SERVICES REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY:

1. For Colonel Card dollars, a refund of the full remaining account balance (greater than $10) will be made. If there is a balance due to the University these monies will be applied to that account.

2. For Meal Memberships, a pro-rated refund proportional to the time remaining in the semester will be given. Refunds will only be given to students who are officially withdrawing from the University. Optional flex dollars are non-refundable.
For Colonel Card dollars refund, please send or fax a request to: Dining Accounts Office, 17 Powell Building, Richmond, KY 40475; fax (859) 622-6226. For Meal Memberships, you will automatically be refunded as of the date you officially withdraw from the University.

HOUSING REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY: For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to the Director of Housing, SSB CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

WITHDRAWALS DUE TO EXCEPTIONAL SITUATIONS

When physical or mental illness, or other extraordinary circumstances, intrude upon a student’s ability to successfully meet the requirements of his or her course of study, such that the student is unable to avail themselves of standard methods for withdrawing from the University, per the above described timeframe, the student may complete a request for a Medical Withdrawal or a Compassionate Withdrawal.

COMPASSIONATE WITHDRAWAL

After the tenth week, a student who is the victim of extraordinary circumstances which do not qualify him/her for a Medical Withdraw may petition for a Compassionate Withdrawal from the University. The student must appeal to the Late Withdrawal Committee through the Registrar’s Office. The deadline for filing a petition for withdrawal under extraordinary circumstances (Compassionate Withdrawal) is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Withdrawal Petition Form and should include justification and documentation for the withdrawal. If approved, the Registrar will assign grades of “W” and will notify the instructors of the class. For forms and more details, refer to the Registrar’s website (www.registrar.eku.edu).

MEDICAL WITHDRAWAL

VOLUNTARY MEDICAL WITHDRAWAL

Students may request a Medical Withdrawal from EKU when serious physical or mental health issues prevent the student from continuing with coursework. The severity and duration of the medical problems must be such that it would be unreasonable to expect the student to make up missed class work. A Medical Withdrawal is appropriate only when “incompletes” or other arrangements with instructors are not possible. A request for a medical withdrawal can only be considered when the request is to withdraw from all classes and will not be granted if final exams have been taken for that semester. This policy does not address withdrawal from individual classes.

Requests for a Medical Withdrawal requires thorough and credible documentation by the appropriate healthcare provider. Details regarding the process and standards for approval are found on the Registrar’s website; http://registrar.eku.edu/withdrawalinformation. The deadline for filing a petition for a Medical Withdrawal is the last day of the regular full semester (fall/spring) following the term from which the student is seeking withdrawal. If the request to take a medical leave of absence is due to physical issues, the appropriate documenting healthcare provider is a licensed medical practitioner with knowledge of the student’s past medical history and who is presently working with the student to resolve current physical health issues. The medical practitioner should be the student’s primary health care provider at the time of the request for Medical Withdrawal, and should not be a family member. If the medical situation involves emergency hospitalization, documentation from the emergency
room physician or hospitalist is required in lieu of the preceding information. If the request is due to mental health reasons, the appropriate documenting healthcare provider would be a licensed psychiatrist, psychologist or counselor with knowledge of the student’s past mental health history and who is presently working with the student to resolve the current mental health problems and should not be a family member. Taking a Medical Withdrawal of at least one full semester away from the University will enhance the likelihood of success upon the student’s return. The student will be obligated to adhere to the requirements for returning from a medical leave (see details on Registrar’s website: http://registrar.eku.edu/withdrawal-information). The student is expected to provide documentation that the physical or mental health condition has been treated and symptoms that required withdrawal from the University are sufficiently resolved to allow the student to return to the University. A Medical Withdrawal is designed for academic purposes, not financial purposes; it allows the student the opportunity to protect his/her academic standing with the University by preventing the student from failing all courses for that semester. Providing that the requested withdrawal is approved, tuition charges will be adjusted based on the regular, published, refund guidelines, effective as of the date the completed withdrawal form was received by the Registrar’s Office. For details on the process to request a Medical Withdrawal refer to the Registrar’s website at www.registrar.eku.edu.

**INVOLUNTARY MEDICAL WITHDRAWAL**

Eastern Kentucky University may place a student on an Involuntary Medical Withdrawal for reasons of personal or community safety. The University may require a student to take medical leave of absence, if in the judgment of the Student Assistance & Intervention Team (SAIT), and in coordination with the Director of Student Health Services and/or the Director of the EKU Counseling Center, the student, (a) poses a threat to the lives or safety of himself/herself or other members of the EKU community or (b) has displayed behaviors associated with a medical or mental health condition that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the EKU community. Detailed information regarding the process for determining the necessity of an Involuntary Medical Withdrawal can be found on the Registrar’s website: www.registrar.eku.edu.

**MILITARY WITHDRAWALS FROM THE UNIVERSITY**

If a student is called to active duty, a Military Withdrawal will be processed with a hundred percent (100%) refund. A copy of the activation papers, along with the request to be withdrawn should be sent to the Registrar’s Office, SSB CPO 58, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158. The request does not need to be sent prior to leaving. It can be accepted later, but must include a copy of the orders for military activation as documentation. Students who enlist in the military during the semester may not exercise this option.

**STOPPING OUT AND RETURNING TO EKU**

Students who either stop out* or officially withdraw** and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months and have an overall GPA of 2.0 or higher. Students who have stopped out or withdrawn and have a GPA of less than 2.0 must apply for readmission and will be held to EKU readmission criteria (please refer to Requirements for Readmission section of the Undergraduate Catalog). All regular registration deadlines apply to stop-out students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment in preparation for their return to EKU. To register for classes, students can log in to their EKU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before
they will be able to register. Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions. Refer to Section Two of the Undergraduate Catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes. All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

*A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have “stopped out.” Students must be on good academic standing to qualify for stop out. **Students who have received a “W” grade in all classes during a semester are considered to have “withdrawn” from the University.