

ACADEMIC REQUIREMENTS AND REGULATIONS

Course and Organizational Information

Division of the School Year

The academic year of Western Kentucky University is divided into two semesters consisting of sixteen weeks, a 13-week summer term, and a three-week winter term. The opening and closing dates are given in the Academic Calendar, which is published yearly. Specific information about the summer and winter terms is available at <http://www.wku.edu/delo> (<http://www.wku.edu/delo/>).

Unit of University Credit

The unit of credit is a semester hour.

Classification of Students

Beginning students are classified as freshmen; students with a minimum of 30 semester hours earned, as sophomores; 60 hours earned, as juniors; and 90 hours earned, as seniors.

Course Load

To be considered a full-time undergraduate student, one must carry a minimum of 12 hours each semester. Students who wish to enroll for 20-21 semester hours must have a cumulative grade point average of 3.3 or above.

Registration and Student Schedule Changes

After classes begin, registration for a full-time course load and / or changes in schedules may be made only within the first six class days of a semester or the first three days of a bi-term or 5-week session. Courses that do not meet at least twice during the first six class days may be added through, but not past, the day of the second class meeting.

During a term (full semester, bi-term, 5-week session, or summer session, a student may withdraw from a course with a grade of "W" or "F" under the following conditions. It is recommended faculty members inform students of this "W" period deadline.

- A student is permitted to withdraw from any course with a grade of "W" until the 70% point of the term. Refer to the Registration Guide on the Office of the Registrar's website for specific dates. See the Academic Dishonesty section for exception information.
- After the 70% point of the term, any student dropping a course receives an automatic "F." However, when there are extenuating circumstances, and at the discretion of the faculty member and the department chair, the student may be permitted to withdraw with a "W" instead of "F."

Students should refer to the Registration Guide each term for specific dates affecting schedule changes.

Attendance Policy

It is the policy of Western Kentucky University that class attendance is an important part of a student's educational experience and is a requirement for success in courses. Registration in a course obligates the student to be regular and punctual in class attendance. Students should make certain their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see the error is corrected

in the Office of the Registrar. Students who know of necessary absences should consult with the instructor before the absence. Students who miss classes are not excused from the work associated with the course.

Students who cease attending class are expected to report to the Office of the Registrar to initiate withdrawal procedures. Withdrawal deadlines are published each term in the Registration Guide. Non-attendance does not relieve students of the responsibility for tuition or fees. It is the responsibility of each instructor to maintain records to inform the University whether a student was present in class until the 60% point of the term. Records may be kept in the instructor's desired format. Attendance has an effect on the receipt or repayment of financial aid or scholarship.

Instructors may create guidelines for attendance in each course. The instructor must notify students of the attendance policy in writing within one week of the start of the pertinent semester/term/summer session. It is recommended that this information be included in the course syllabus.

Excessive Absenteeism

Excessive absenteeism frequently contributes to poor academic achievement. An instructor who determines a student's absenteeism is inconsistent with the instructor's stated policy should either counsel with the student or request the advising office arrange a counseling session with the student. Excessive absenteeism may result in the instructor's dismissing the student from the class and recording a failing grade, unless the student officially withdraws from the class before the withdrawal deadline. If the student withdraws from the university after the end of the official withdrawal period, excessive absenteeism may be one of the considerations in the instructor's deciding whether circumstances justify a "W" or an "F" in the course. The normal appeal process is available to the student who wants to appeal the decision of the instructor.

Medical or Bereavement Absenteeism

When a student is absent from class because of illness, death in the family, or other justifiable reasons, it is the student's responsibility to consult the instructor at the earliest possible time. Contact the advising office for guidance (270) 745-5065. The advising office provides class attendance notification services as requested by students and faculty. When requested by students, notifications of absences resulting from personal emergencies are relayed to faculty. In addition to this official notification, it is the student's responsibility to contact each professor to make arrangements to complete missed assignments and tests. The advising office also notifies students of excessive absences reported by faculty.

5th Week Check-in

The Advising and Career Development Center (ACDC) provides a 5th week check-in to all freshmen and sophomores in classes at the 200-level and below during the 5th week of each semester to help identify areas that may need improvement. Instructors shall provide information about students' class performance regarding attendance and grades. It is recommended that instructors offer a meaningful assessment during the first five weeks to measure student performance in addition to keeping track of attendance. Students may be flagged or missing class too frequently and/or for having a D/F in the course. Course instructors, academic advisors, residence hall staff and/or the ACDC staff may follow up with flagged students to discuss potential issues the student may be facing in and out of the classroom.

Drop for Non-Attendance

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department. Instructors have the right to drop non-attending students during the drop/add period specified in the Registration Guide to allow other students to register for the course, thus cutting down on waitlists and bottlenecks.

Failure for Non-Attendance (After Registration Period)

Students who attended a course during the first week but ceased attending up to and including the 60% point of a term will receive a failure for non-attendance grade (FN). This grade shows no semester hours earned and no quality points. Non-attendance may include either ceasing to attend the course or failing to complete any meaningful assignments up to and including the 60% point of the term. Instructors must enter the date the student last attended the course when entering the FN grade on the student's record.

Registration Requirement

No WKU student may attend a course for which he or she is not registered, either as a degree-seeking student or as a non-degree seeking student.

Attendance Notification

The advising office provides class attendance notification services as requested by students and faculty. When requested by students, notifications of absences resulting from personal emergencies are relayed to faculty. In addition to this official notification, it is the student's responsibility to contact each professor to make arrangements to complete missed assignments and tests. The advising office also notifies students of excessive absences reported by faculty.

Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments

Instructors are expected to show flexibility to Military and Veteran students who have required absences due to military duties or Veteran Administration medical appointments. These absences are mandated and beyond the students' control. Instructors should not penalize absences of this type in any way. Accommodations and specific time frames to make up all missed assignments, quizzes, and tests will be given and mutually agreed upon by the instructor and student. Students are responsible for notifying faculty members of absences as far in advance as possible, when possible, and for ensuring that their absence is documented. Absences can be verified by official orders, appointment notifications, or through the Office of Military Student Services. Students called to duty for an extended amount of time should be referred to the Military Withdrawal policy.

Auditing of Courses

An auditor enrolls and participates in a course without expecting to receive academic credit. The same registration procedure is followed, and the same fees are charged as for courses taken for credit. An audited course is not applicable to any degree or certificate program.

Regular class attendance is expected of an auditor. Other course requirements, which may be obtained in writing from the instructor, will vary depending on the nature of the course. Students interested in auditing a course should secure permission from the instructor and discuss course requirements prior to enrolling. Failure to meet course requirements may result in the auditor being withdrawn from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation AU.

Any change from audit to credit must be done by the last day to add a class. Changes from credit to audit must be done by the last day to drop a class with a grade of "W." Refunds for withdrawals from audited courses will be prorated on the same basis as refunds for withdrawals from courses taken for credit.

Pass/Fail Grading Option: Student-Initiated Option

The Pass/Fail option encourages undergraduate students to take courses they might otherwise avoid because of lack of background or concern for lowering their grade point average (GPA). It allows students to experiment in academic disciplines without the same grading pressures incurred as in their major area of study. When undergraduates choose this option, they must adhere to the course syllabus the same way as students enrolled for a letter grade. For this reason, this policy can contribute substantially to a student's breadth of experience at WKU.

Note: Not all undergraduate courses are approved to be taken Pass/Fail. Graduate-level courses (400G-499G, 500 or higher) may not be taken under the Pass/Fail option.

1. Taking courses under the Pass/Fail student-initiated option is subject to the following restrictions:

A. The student must complete the appropriate Pass/Fail form by the deadline published in the registration guide.

B. The form can be completed at the time of registration but not later than the last day to withdraw for a class for that semester/term as listed in the appropriate registration guide.

C. The choice to receive a traditional letter grade or a Pass/Fail grade cannot be changed after the last day to withdraw from a course except by withdrawal or by repeating the course.

D. A student may not repeat a course on a Pass/Fail basis in order to replace a previously earned letter grade of A through F.

E. The student must be an undergraduate student (degree seeking or non-degree seeking). Dual credit students are excluded from this policy.

F. Courses taken Pass/Fail must be elective in nature or part of the Colonnade Connections categories and cannot be used to fulfill specific major, minor, or certificate requirements or a prerequisite requirement for admission to a degree program. If a student changes their major/minor after taking and passing the course, they may request a retroactive change to a letter grade from the department chair of the program in which the course is housed.

G. No more than 9 credit hours toward graduation may be completed through the student-initiated Pass/Fail. Format effective May 2013.

H. The grade of P will not be computed in the GPA but the credit hours associated with the course will be counted as credit hours earned and will count toward graduation under the restrictions previously mentioned.

I. The grade of F will be computed in the student's GPA as hours attempted.

2. Under the student-initiated Pass/Fail policy, the instructor will not know whether an individual is taking the course for a traditional letter grade or Pass/Fail. When the semester ends, the instructor will submit traditional letter grades for all students. For those students taking the course as Pass/Fail, grades will be converted by the registrar's office.

Global Studies Designation

WKU offers all students the opportunity to earn a Global Studies Designation as part of their undergraduate education. This designation may be combined with any major.

Students who complete the requirements outlined below will receive the "Emphasis in Global Studies" designation on their official transcript.

Requirements include:

1. Completion of a minimum of twenty-four (24) credit hours of coursework with substantial international content. More than 200 courses are approved to meet this requirement. Any of the approved courses can also be used to meet major, minor, or Colonnade requirements, as appropriate. As part of this requirement, the following conditions must also be met:
 - a. No more than nine (9) credit hours may be counted from any one discipline.
 - b. At least three (3) different departments must be represented.
 - c. Students must achieve an overall minimum GPA of 2.5 in the international content courses in order to receive the "Emphasis in Global Studies" designation.
2. Completion of a minimum of six (6) credit hours of modern language, either six hours in one language or three hours each from two languages. *This requirement must be met in addition to the twenty-four hours of international content coursework above.*
3. Completion of an approved credit-bearing international learning experience that could include study abroad, an internship abroad, service learning abroad, research abroad, or international student teaching.

More information regarding the Global Studies Designation may be found at <http://www.wku.edu/studyabroad/students/globalstudies.php>. Students are encouraged to contact the Office of Study Abroad & Global Learning at study.abroad@wku.edu or (270) 745-5334 with any questions.

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students having earned at least 75 undergraduate hours pursuing their first baccalaureate degree at Western Kentucky University and who have a minimum cumulative undergraduate GPA of 3.0 may enroll in up to 9 hours of graduate credits with approval of the undergraduate advisor, instructor of record, and graduate program coordinator or equivalent.

Undergraduate students enrolled in graduate courses are restricted to a maximum enrollment of 18 hours per term. Graduate credit earned as an undergraduate student may be applied at either the undergraduate or graduate level, but not both.

This policy does not apply to students enrolled in a Joint Undergraduate-Masters Program (JUMP).

Schedule Changes by the University

The institution reserves the privilege at all times of canceling any course for which the enrollment is not sufficient to justify its continuation and to make any other adjustments in the schedule that seem necessary.

Changes in Offerings and Policies

The University reserves the right to make changes as required in course offerings, academic policies, and other rules and regulations affecting students to be effective whenever determined by the University.

Academic Freedom

The University desires every student experience freedom in academic pursuits. Academic freedom, however, is not irresponsibility—it is the opportunity to pursue truth.

Grade-Related Information

Grade Point Average

The overall grade point average is defined as the ratio of the total number (including transfer work) of quality points to the total number of GPA hours attempted. The WKU grade point average is defined as the ratio of the total number of quality points to the total number of GPA hours attempted for courses taken only through Western Kentucky University.

Grade Recording

Grades are recorded by the Office of the Registrar as reported by the faculty at the end of each term. No grade filed in that office may be changed except via a written statement from the instructor certifying that an error has been made. All conditions must be removed before the student will be recommended for any certificate or degree.

Grade Reports

It is recommended that some graded evaluation be accomplished by the end of the first six weeks equal to at least 20% of the student's final grade. Final grades are accessible online through TopNet.

Developmental Course Grading

Courses numbered 050-099 are developmental courses; grades earned in these courses will not count toward the student's GPA, but shall be considered in determining eligibility for financial aid and academic probation status. Credit hours earned in developmental courses are not degree applicable. **Note: In Fall 2019, WKU discontinued offering developmental courses.**

Grading and the Quality Point System

Within one week of the start of the pertinent semester/term/summer session, the instructor will provide students a written statement of the factors to be considered in determining grades and the specific weight to be assigned to each of these factors. The letters A, B, C, D, F, P and X are used by the University to indicate the student's academic proficiency. These letters have the following significance:

A	Excellent, valued at four quality points per semester hour.
B	Good, valued at three quality points per semester hour.
C	Average, valued at two quality points per semester hour.

D	Below average, unsatisfactory, valued at one quality point per semester hour. (A "D" gives credit toward a degree. The student's overall grade point average, however, must be a 2.0 or better to meet the requirements for graduation.)
F	Failure, valued at no semester hours earned and no quality points.
FN	Failure due to nonattendance, or ceasing to attend, up to and including the 60% point of a term, valued at no semester hours earned and no quality points. Nonattendance shall be defined as failure to perform meaningful academically-related activity including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters.
P	Pass, credit is awarded toward a degree, but no quality points are assigned. The "P" designation is restricted to specific courses approved for its use.
X	Incomplete, A grade of "X" is given only when a relatively small amount of work is not completed because of illness or other reason satisfactory to the instructor. A grade of "X" will automatically become an "F" unless removed within the first twelve (12) weeks of the next full term (summer term excluded.) An incomplete must be removed within this twelve-week period regardless of whether the student is registered for additional work in the next term. A student should work with the instructor who assigned the incomplete on an independent basis in order to complete the necessary assignments. A grade of incomplete is not used under any circumstances as a substitute for "F" or "W."

The designations AU, W, NR, ER and NG are not included in the determination of grade point average and are used in the following cases:

AU	Auditor of a course, (See "Auditing of Courses" for additional information.)
W	Officially Withdrew

NR	No report, grades for an entire class were not received by the Office of the Registrar in time for processing. The designation "NR" is not to be used as a grade for individual students.
ER	Error in reporting, this designation is used by the Office of the Registrar when a grade is not reported for an individual student.
NG	No grade, a grade is not appropriate to the course. The "NG" designation is restricted to specific courses approved for its use.
IP	In Progress, the IP designation is restricted to specific courses designed to span more than one term. Unless approved otherwise, an IP designation unresolved at the end of one year after its assignment will be converted to an "F"

Transfer work submitted will be equated to our internal scale and denoted as such on your record.

Repeating Courses

An undergraduate student is permitted to repeat a maximum of six courses. Only two courses in which a grade of "C" or above has been earned may be repeated.

Credit for a course in which a grade of "F" has been received can be earned only by repeating the course in residence unless prior approval is given by the chair of the department in which the course was taken. A course in which a grade of "D" has been received may be repeated at another accredited institution.

A course that has been failed cannot be repeated by WKU On Demand (independent learning) without special permission from the department chair. A student may not repeat by proficiency testing a course that has been previously taken or failed at WKU or another accredited institution.

If a course is repeated, the higher of the two grades will be counted in computing the grade point average; if the course is repeated a second time, the two higher grades combined will be used in computing the grade point average. The grade received for each attempt will continue to appear on the student's academic record. A student may attempt a single course no more than three times.

WKU does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

The Committee on Credits and Graduation has the responsibility for hearing appeals from students regarding the application of these regulations.

An appeal for special permission to repeat a course in the major or minor beyond the third attempt will be considered only upon the recommendation of the chair of the department involved, and then only if special consideration is needed to raise the average in that subject to the minimum required.

Students seeking special consideration to repeat a course beyond the third attempt in the general education requirements and in free electives must first consult with the University Registrar. If, after this conference, an appeal is deemed appropriate, the Committee on Credits and Graduation will consider the student's request.

Transcripts

Transcripts will be released at the written request of the student and in conformity with university policy and existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the University. Consequently, the University reserves the right to withhold the release of a transcript of that record if the student has an obligation to the University. Transcript request information is available on the Office of the Registrar website at http://www.wku.edu/registrar/transcript_request.php.

Academic Standing, Probation, and Appeal

Academic Standing

If a student's overall GPA and/or total institution GPA falls below the 2.0 requirement, the student is placed on Academic Probation. A student on Academic Probation is allowed continued enrollment on a semester-by-semester probationary status, as long as the student continues to achieve a 2.0 term GPA each semester until returning to academic Good Standing. At the end of each academic term, students may access TopNet to view their term GPA, overall GPA, and total institution GPA.

Academic Warning

If a student's term GPA is below the 2.0 requirement, but the student satisfies the 2.0 requirement for the overall GPA and total institution GPA then the student's new academic standing is Academic Warning. Students whose academic standing falls to Academic Warning will be asked to attend an Academic Warning Workshop during the first week of classes of the term following the change in academic standing. In this workshop, students will learn what it means to be on Academic Warning, what the implications are for not raising their GPA, and what resources are available on campus to help them succeed in their coursework.

Academic Probation

If a student's overall GPA and/or total institution GPA falls below the 2.0 requirement, the student is placed on Academic Probation. A student on Academic Probation is allowed continued enrollment on a semester-by-semester probationary status, as long as the student continues to achieve a 2.0 term GPA until returning to academic Good Standing. The Advising and Career Development Center (ACDC) utilizes the Best Expectation Program (BEP) and The Learning Center (TLC) to provide students on Academic Probation with resources to achieve academic Good Standing. Students with an academic standing of Academic Probation (AP) or Academic Committee Approval (AA) are required to participate in the Best Expectation Program (BEP) through the ACDC.

Academic Dismissal

Any student who fails to earn a 2.0 or higher term GPA while on Academic Probation will be academically dismissed and is not eligible to enroll in WKU classes for one calendar year. Students may, however, choose to appeal the academic dismissal. For additional details, please see the Academic Dismissal Appeal information below. Academic standing for all students who complete a term is shown on TopNet. It is the student's responsibility to stay informed of academic standing and to improve academic performance until returning to academic Good Standing.

Academic Dismissal Appeal Procedure

Students who are academically dismissed may file an Academic Appeal with the Academic Appeals Committee through the Advising and Career Development Center (ACDC). The Academic Appeals Committee may approve or deny the student for continued enrollment under probationary status with conditions for the following semester. A student whose written Academic Appeal is denied by the Academic Appeals Committee may appeal the decision to the Executive Appeals Committee. The Executive Appeals Committee may approve or deny the student for continued enrollment under probationary status with conditions for the following semester. Detailed operational procedures followed by the Academic Appeals Committee may be obtained from the ACDC located in the Downing Student Union 2141.

Students who are academically dismissed are eligible to apply for readmission after one calendar year of absence from WKU. Readmission will be determined according to WKU admission standards at the time of application for readmission. Applications for readmission are to be filed with the Office of Admissions by published deadlines.

Student Rights and Responsibilities

Code of Student Rights and Responsibilities

The Code of Student Rights and Responsibilities is set forth in writing to provide students general notice of their rights and responsibilities at Western Kentucky University. Further rights and responsibilities are set forth in other University rules and policies, including the Code of Student Conduct, Student Handbook, Residence Hall contracts, graduate and undergraduate catalogs, and academic unit websites. It is the students' responsibility to be aware of all University rules and policies; students should check with the Dean of Students Office or Office of Student Conduct if they have any questions about the purposes or intent of these policies.

Academic Integrity

Students are expected to pursue their studies with commitment to intellectual honesty and personal integrity. The maintenance of academic integrity is of fundamental importance to the University. Examples of academic offenses include (but are not limited to): any act of plagiarism, cheating, or falsification or misuse of academic records. Thus, it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature. A student who believes a faculty member has dealt unfairly with them in a course involving academic offenses such as plagiarism, cheating, or academic dishonesty, may seek relief through the Student Complaint Procedure. Questions about the complaint procedure should be directed to the Student Ombuds Officer at student.ombudsman@wku.edu.

Academic Dishonesty

Academic dishonesty is defined as engaging or attempting to engage in any activity that compromises the academic integrity of the institution or subverts the educational process. This definition applies to work submitted face-to-face or through on-line or electronic means and work submitted for face-to-face, hybrid, and on-line courses. Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected, or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct for disciplinary sanctions and the Office of the University Registrar if action by these offices are required. Students may

be held responsible for committing academic dishonesty while enrolled even if the student withdraws from the course.

Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project that is submitted for purposes of grade determination.

Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be their own. One must give any author credit for source material borrowed from them. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Multiple Submissions

Submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more courses without approval of the instructors involved, including when repeating a course; or submitting the identical or substantially the same assignment or portions thereof from a previously completed course to fulfill the requirements for another course without the approval of the instructor of the latter course; or submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more academic assignments within a course without the approval of the instructor.

Other Types of Academic Dishonesty

Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Conduct at (270) 745-5429 for further action. <http://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>.

Academic Renewal

Academic renewal allows students to void a semester of coursework or all previous coursework, if the coursework has not been used for a previous degree earned at WKU nor another accredited institution. The policy prevents voided coursework from counting toward graduation and the computation of the grade point average; however, the voided coursework will remain a part of the transcript.

In order to qualify for academic renewal, students must be admitted to WKU and enrolled or previously enrolled in coursework at WKU. In addition, qualified students must fall into one of the following categories:

1. Have at least 60 earned credit hours; or
2. Have not attended any accredited college or university for at least two previous years.

Qualified undergraduate students who have earned at least 60 credit hours should work with an advisor to determine if all coursework should be voided or the coursework for a single semester. If the student chooses to void all coursework, all coursework will be voided prior to the submission of the petition.

Qualified undergraduate students who have not attended any accredited college or university for at least two previous years must have a cumulative grade point average, since readmission, of at least 2.0 (with no grade below a "D"), computed at the end of the term in which the student completes 12 semester hours or the number of hours required for degree completion if less than 12. Students who have not attended

any accredited college or university for at least two previous years should work with an advisor to determine if all coursework should be voided or the coursework for a single semester. If the student chooses to void all coursework, all coursework will be voided prior to the readmission term.

WKU accepts transfer credit retained through academic renewal at other institutions but will use grades from those courses for the computation of the higher education grade point average.

Students requesting academic renewal are required to complete and submit the "Petition for Academic Renewal" form to their advisor and then their department chair or equivalent, indicating whether one semester or all previous coursework is to be voided. The Office of the Registrar processes the approved form. The academic renewal decision is final once it is approved by the academic department and processed by the Office of the Registrar. Students may not declare academic renewal more than once. Academic Renewal is irrevocable.

Procedures

The form shall be approved by the student's advisor and then their assigned Department Chair. The department will send the approved form to the Office of the Registrar, Potter Hall 216.

The petition should not be filed until the student has fulfilled the conditions of eligibility mentioned above. The Office of the Registrar will notify students by email when the Petition for Academic Renewal has been processed. Students who request academic renewal for a semester(s) may not use any credit earned during that period toward degree requirements. Voided courses required for the degree must be repeated.

Withdrawal from the University

For various reasons it is occasionally necessary for a student to withdraw from the University. Prior to the 70% point of the semester, students may use TopNet to withdraw. After the 70% point of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which they are enrolled and endanger their future status in the institution. Students withdrawing after the 70% point of the semester, a bi-term, 5-week session, or comparable period during a summer session must consult with their instructors as to the withdrawal grade. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar. Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications. Refer to the Registration Guide on the Office of the Registrar's website for deadlines.

In special circumstances, as described below, a complete withdrawal from the University after the 70% point of a term will be considered. Request forms are available on the Office of the Registrar website at <http://www.wku.edu/registrar/withdrawal.php>.

Administrative Withdrawal

A request for an administrative withdrawal is initiated by the University because of a disciplinary situation or when, in the professional judgment of a health care provider, psychologist and/or university administrator, there is reason to believe a student is a substantial threat to him/herself or interferes with the welfare of other members of the University, the education process, or the orderly operation of the University. The Vice President for Enrollment and Student Experience or the Associate Vice President for Academic Affairs, or their respective designees, will notify the student of the involuntary withdrawal, and the University Registrar

will be directed to withdraw the student from all classes in which the student is currently enrolled and cancel registration that has occurred for any future terms. The Office of the Registrar will notify the student's instructors of the withdrawal, and "W" grades will be recorded for the term in progress. A student who is administratively withdrawn will have a registration hold placed by the Vice President for Enrollment and Student Experience or the Associate Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee. A student may file a written appeal of an involuntary withdrawal through the office that administered the withdrawal. Tuition refund appeals for administrative withdrawals are handled in a separate procedure, and instructions may be obtained from Student Billing and Account Services.

Medical Withdrawal

A student may request and be considered for a medical withdrawal from all courses in a term when extraordinary circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing his or her classes after the mid-point of a term, and incompletes or other arrangements with the instructors are not feasible or possible. A medical withdrawal must be substantiated with appropriate documentation from the attending health care provider. Once the rationale for a medical withdrawal has been validated by the Office of the Registrar, the student's instructors will be sent notification of the withdrawal, and "W" grades will be recorded for each course. A student who requests a medical withdrawal, or an individual requesting a withdrawal on behalf of the student who is physically or mentally unable to request the withdrawal, should contact the Office of the Registrar to obtain medical withdrawal procedures. Tuition refund appeals for medical withdrawals are handled in a separate procedure, and instructions may be obtained from Student Billing and Account Services.

Military Withdrawal

Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled at WKU are entitled to the following options:

Students may work with each individual instructor to determine if an incomplete grade is appropriate, or

If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the entire schedule of classes. A full refund of tuition and fees will be issued for those courses from which the student has withdrawn.

Students who are called to active duty while enrolled should contact the Office of the Registrar to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process.

Retroactive Withdrawal

A student who leaves the University for extenuating circumstances without an official withdrawal during the term of departure may apply for a retroactive withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance that is not attributed to non-academic extenuating circumstances is not a consideration for retroactive withdrawal. A student may appeal for a retroactive withdrawal within two calendar years following the end of the term for which withdrawal is requested. A student need not be enrolled at WKU at the time the application for retroactive withdrawal is submitted.

An appellate board will review the request for a retroactive withdrawal. The board will consider the following factors, including, but not limited to:

1. Documentation of extenuating circumstances
2. Written letter of support from an academic administrator, faculty member, advisor or other university professional who is familiar with the student's situation.

If a retroactive withdrawal is approved, the Office of the Registrar will notify the student's instructors and department chairs of the request for a retroactive withdrawal, and they will be given 14 calendar days to raise objections if the student's classroom performance was such that a withdrawal (W) would not be appropriate. If objections are raised by the instructor or department chair, the Office of the Registrar will be informed of the objection, and the student will not receive a "W" in the class. A tuition refund is not granted for a retroactive withdrawal.

Student Academic and Grade Complaint Procedure

The student complaint procedure for resolving an academic or grade complaint:

Step 1 (Faculty Member)

- The student must attempt to discuss the academic issue with the faculty member involved within 15 workdays after the issue has occurred or the grade within the first 15 workdays of the first regular semester (fall; spring) following the assignment of the grade.
- If the faculty member is no longer employed by the university, the student should go directly to that faculty member's department chair, who will attempt to contact the former faculty member concerning the academic issue or grade assigned. If the department chair is unable to facilitate communication between the former faculty member and the student, the student may proceed to step 2.
- If the faculty is employed by the university and declines to discuss the academic issue or grade with the student, the student may proceed to step 2.

Step 2 (Department Level)

- If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department chair. Written notification of the complaint must be given to the department chair within two weeks after the meeting with the faculty member. If the faculty member is also the department chair, proceed to Step 3.
- The written notification to the department chair should clearly state what the student believes are the faculty member's unreasonable and/or unfair practices or procedures, and include any available documentation.
- The department chair may attempt to resolve the complaint by meeting with the student and faculty member separately to mediate the issue.
- If the department chair is unable to resolve the complaint in this way, a meeting will be arranged where the student, faculty member, and the department chair will be present for discussion.
 - Neither the faculty member nor the student will be allowed representation at the meeting.
 - The department chair shall hear both sides of the complaint and attempt to resolve the matter.

- If the department chair is unable to bring about an agreed upon resolution between the student and the faculty member, the department chair will issue a recommendation.
- The department chair shall create a written record of the meeting, including his/her recommendation. A copy of this record shall be provided to the student and the faculty member at the time the department chair's recommendation is issued to them.
- If the faculty member is no longer with WKU or refuses to participate, the decision of the department chair shall be followed.

Step 3 (College Level)

- Should the student remain dissatisfied with the outcome of the academic issue or grade complaint at the departmental level, the student may continue the complaint to the college level.
- The student should notify the Dean of the College, or the Dean's designee, in writing, within two weeks following issuance of the department chair's recommendation, that the complaint remains unresolved.
- The written notification to the Dean of the College should include a copy of the department chair's record and recommendation, and clearly state what the student believes are the faculty member's unreasonable and/or unfair practices or procedures, and include any available documentation.
- The dean or dean's designee may attempt to resolve the complaint by meeting with the student, faculty member, and department chair.
- If those meetings do not resolve the student's concern(s), the Dean or Designee shall notify the College Complaint Committee:
 - It is expected that a meeting will be scheduled to take place within two weeks after the submission of a written notification to the Dean of the College.
 - The committee shall be composed of at least three faculty members and two student representatives and shall not include representation from the department of the faculty member mentioned in the complaint.
 - If the notification is submitted at the end of a semester and convening the committee is not feasible within the stipulated two weeks period, the committee must be convened within the first two weeks of the first regular semester (fall; spring) following the Dean's receipt of the written complaint.
 - Neither the faculty member nor the student will be allowed representation at the conference.
 - All material presented at the meeting is considered subject to FERPA and confidential.
 - The College Complaint Committee shall hear both sides of the complaint, and shall create a written record of the meeting. The student and faculty member may elect to remain in the meeting while the other presents his or her side of the complaint. The decision and its rationale shall be reduced to writing, with copies sent to the Dean of the College, the student, faculty member, and the faculty member's department chair.
 - If neither party has appealed the Committee's decision after two weeks, the decision will be final. The Dean's office will be responsible for taking action required by the decision, if any.

Step 4 (University Level)

- Should the student or the faculty member be dissatisfied with the decision of the College Complaint Committee, either may appeal the decision to the University level.

- The appealing party should deliver a written appeal to the Office of the Provost within two weeks following issuance of the College Committee's decision.
- The written appeal should include a copy of the College Committee's decision, and clearly state the basis for the appeal, including but not limited to, any unreasonable and/or unfair practices or procedures, and include any available documentation. Copies of the appeal should be delivered by the appellant to the party not appealing the College Committee decision.
- The Office of the Provost will coordinate and convene the University Complaint Committee.
 - The student and faculty member will be provided with a copy of the University Complaint Committee's procedural guidelines.
 - The University Complaint Committee will secure copies of the recommendations rendered by the department chair and the College Complaint Committee.
 - The University Complaint Committee will schedule a conference where the faculty member and the student are present and will discuss the issue.
 - Neither the faculty member nor the student will be allowed representation at the conference.
 - All material presented at the meeting is considered subject to FERPA and confidential, and no new materials may be presented at this meeting. If new material is presented, the appeal will be referred back to the College Complaint Committee.
 - The University Complaint Committee shall hear both sides of the complaint, and shall create a written record of the meeting. The decision and its rationale shall be reduced to writing, with copies sent to the Provost, the Dean of the College, the student, faculty member, and the faculty member's department chair.
 - The Office of the Provost will see that decisions of the University Complaint Committee are carried out. **The University Complaint Committee's decision is final.**

Out of State Distance Learners

Students enrolled in distance learning courses at WKU will follow the university complaints procedure outlined in this policy and may access additional resources through WKU Online <https://www.wku.edu/online/srp/studentcomplaint.php>. Students may also review information in the WKU Student Handbook. If the issue is not resolved at the institution level, distance students may file a complaint with the Kentucky Council for Postsecondary Education http://cpe.ky.gov/campuses/consumer_complaint.html. (http://cpe.ky.gov/campuses/consumer_complaint.html) For out-of-state distance learning students, the next level in the complaint process is with the National Council for State Authorization Reciprocity Agreements (NC-SARA) <https://nc-sara.org/student-complaints> (<https://nc-sara.org/student-complaints/>). Additionally, students may file a complaint with WKU's accrediting body, The Southern Association of Colleges and Schools Commission on Colleges (SACS) by downloading the SACS Complaint Procedures Form (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>). Student complaints related to grades or student conduct may not be appealed to Kentucky Council for Postsecondary Education.

Supplements

Supplements to this procedure may be issued during the school year to keep the University community advised of newly adopted programs and policies.

Important Complaint Exceptions:

- Student Disability regarding denial of accommodations, report to Student ADA Compliance Officer and follow WKU policy #6.1010
- Discrimination and Harassment concerns, see below reporting process and follow WKU policy #0.2040 and #0.2070
 - Discrimination is always reported to the Office of Equal Opportunity Employment (EEO)
 - Student-to-student harassment is reported to Office of Student Conduct or the WKU Title IX Coordinator
 - Student-to-faculty/employee harassment is reported to the Office of Equal Opportunity Employment (EEO).