



The American University of Kurdistan Policy of Course Withdrawal

Policy Number: AS025
Effective Date: June 15, 2021

1. **Policy:** This policy defines the standards, eligibility criteria, and academic requirements governing the process, approval, and completion of course withdrawals at The American University of Kurdistan (AUK). The University is committed to supporting students' academic progress and success by providing a clear, fair, and structured withdrawal process. All regulations pertaining to course withdrawals shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated openly to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, academic integrity, and alignment with AUK's mission, institutional objectives, and curricular frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT).
 - a. **Purpose:** The policy establishes the guidelines and procedures that students must adhere to when requesting to withdraw from a course at AUK.
 - b. **Scope:** This policy applies to all undergraduate students, Admissions and Registration Department (ARD), Academic Programs, Academic Advisors, College Deans and Provost.

2. Definition of Terms:

Academic Calendar: A schedule that outlines key academic dates and deadlines for an academic year, including start and end dates of terms, holidays, exams, and registration periods.

Academic Catalog: The University's official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

Bachelor's Degree: A bachelor's degree is an undergraduate academic degree awarded after completing a program of study, typically of a minimum of 120 credit hours.

Continuing students: Students who are currently enrolled at the university and plan to remain enrolled, but are only withdrawing from one or more courses — not leaving the university entirely.

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

- "W" Grade: Indicates the student withdrew from a class by the date required and without academic penalty.
- "WF" Grade: Indicates that the student withdrew from a class after the deadline for receiving a "W" grade, resulting in an "F" grade.

Cumulative GPA (cGPA): The overall grade point average across all courses taken at an institution.

Student Records: The Student Records pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

Transcript: Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course.

3. Responsibilities:

- a. **Issuing Unit:** The Office of Provost holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** ARD, Academic Programs, Academic Advisors and College Deans.

4. Procedures

Application and Approval Process

- Prior to initiating a withdrawal, the student must consult with their Academic Advisor and fully understand the academic and financial consequences of the withdrawal.
- Students must complete and sign the Course Withdrawal Form (See Section 6: Related Documents). The withdrawal period begins at the beginning of the third week of class.
- The student must obtain the Course Instructor's signature on the withdrawal form. The instructor is responsible for recording the appropriate grade of W or WF on the final grade roster.
- If the student's remaining credit hours fall below 12 as a result of the withdrawal, approval from the student's Academic Advisor is required.
- The student must submit the fully signed withdrawal form to the ARD for processing.
- The student is responsible for verifying their course schedule to ensure that the withdrawn course has been correctly removed.

All provisions governing course withdrawal shall be aligned with the following requirements:

- The grade of W denotes that the student has withdrawn from the course on or before the conclusion of the twelfth week of the regular semester, or the sixth week of the summer semester. Although a W grade does not affect the student's GPA, it is included in attempted credit hours and influences the student's credit level.
- The grade of WF signifies that the student has withdrawn from the course after the twelfth week of the regular semester or after the sixth week of the summer semester. A WF grade is treated equivalently to an F grade for the purpose of GPA calculation.
- In cases where a student is unable to withdraw from a course by Week 12 and submits a withdrawal request during the last two weeks of a regular semester, approval to record a grade of W instead of WF is subject to the approval of the Provost. Such approval may be granted only in exceptional circumstances resulting from medical emergencies, family emergencies, military service, or other documented extenuating circumstances, and is contingent upon the submission of appropriate supporting documentation.
- Students bear full responsibility for withdrawing from courses they do not intend to complete by the published withdrawal deadline and in accordance with the approved withdrawal procedures.
- Students are responsible for covering any costs associated with repeating a withdrawn course or substituting it with another course.
- Continuing students who withdraw from one or more courses are not eligible to receive tuition refunds for those courses. However, this restriction does not apply to students who formally request a complete withdrawal from AUK. Students who pursue a complete withdrawal from the University may be eligible for tuition refunds according to the refund schedule provided below:
 - By the end of the third week of the semester: **75% refund (Summer Session: End of second week).**
 - By the end of the fourth week of the semester: **25% refund (Summer Session: End of third week).**
 - After the fourth week of the semester: **No refund.**

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	ARD	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
Implementation Support	ARD	March – April, 2026	Email, information sessions	Provide support to employees/student affected by the policy; Monitor early implementation challenges
Feedback Collection	ARD	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

6. Related Documents

[Course Withdrawal Form](#)

[Academic Calendar](#)

[Policy of Student Course Load](#)

[Policy of Student Grievance](#)

[Policy of Change of Grade](#)

7. Ways to Measure Success

Any processed withdrawal request must be accompanied by a completed and fully signed form from all relevant constituencies, submitted in accordance with the established timelines, and retained in the student's official record.

8. Policy History

- a) **Approved by:** Board of Trustees
- b) **Adopted:** June 14, 2021
- c) **Revised:** January 18, 2026