



Withdrawal Procedure

Policy:

Any School-Based Scholars student wishing to withdrawal from an NKU course after the first day of class must submit the request through their high school counselor. This can also be a College and Career Coordinator or any other designated administrator from the high school.

The [NKU Academic Calendar](#) will be followed for any adding or withdrawing of courses.

The process to withdraw should be as follows:

1. Student contacts their high school Counselor or College and Career Coordinator with request to withdrawal from course(s).
2. School Counselor or College and Career Coordinator will contact the SBS office with the student's request.
3. SBS office will withdraw student or submit request to the registrar (if after a drop deadline) for the date the conversation first started.
 - a. If a student moves during the school year or stopped attending class, the withdrawal will be processed for the last day of dual-credit coursework attended.
4. A confirmation email will be sent to the high school and student once the request is processed

Important: Students and parents are still responsible for any tuition/textbook/course costs that have been incurred up to the point of their request. The NKU Academic Calendar can be found on the NKU website.