Undergraduate Course Withdrawals

Keywords:	course, registration, course withdrawals				
Policy Number:	To be assigned				
Originally Issued:	Prior to 2010	**Revised:**	Spring 2012	**Effective Catalog Cycle:**	Fall 2012
Approved by:	Provost	**Executive Sponsor:**	Provost	**Responsible Office:**	registrar@umkc.edu

I. Policy Statement

- Eligible students may withdraw from their classes during the withdraw schedule period that is provided in the Academic Calendar.
- After the fourth week through the eighth week students will receive an automatic W on their transcript.
- After the eighth week, students will be assessed academically and, if they are failing at the time of withdrawal, they will be given a grade of WF (withdrawn failing) at the discretion of the faculty member. A WF is not calculated in the grade-point average.
- After the twelfth week students must petition their home academic unit before being allowed to withdraw from a course.
- Students who want to withdraw from all of their classes must follow the Total Withdraw Policy.
- Students in 8-week courses follow a similar schedule. See the academic calendar for specific dates.

II. Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III. Who Should Read this Policy?

All faculty; Academic advisors; All students

IV. Instructions, Procedures and Related Information

- UMKC add-drop form (http://www.umkc.edu/registrar/forms/add_drop.pdf)
- UMKC academic calendar (http://www.umkc.edu/registrar/acal.asp)

V. Contacts

UMKC Registrar's Office: **Website**: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

VII. History & Updates

None

VIII. Appendices

None