Undergraduate Official 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

Official/Total Withdrawals:

- Official withdrawals may be done by mail when a student is unable to appear in person (for example, if you are out of town or suffering from an illness or accident) or if the Registration & Records Office is closed or Pathway is down (for example, during a power outage) and you wish to receive a refund. The postmark on the envelope is used as the refund date.
- Transcript notations are determined based on the time of the semester the withdrawal occurs.
- Students wishing to withdraw from all of their classes must complete an exit interview questionnaire available at https://www.umkc.edu/stu-aff/exit/login.cfm.
- The following actions are not considered official notification of withdrawal.
  - Assuming classes will be cancelled because of nonpayment of tuition and fees by the student.
  - Failure to attend class.
  - Giving notice to an instructor.
  - Stopping payment on a check used to pay fees.
  - Crossing out courses on a schedule.
  - Returning only partial payment to the Cashier's Office.
  - Verbal notice to any University office or employee.

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