I. Policy Statement

A student may be administratively dropped from the class roster if the student does not attend any of the class periods during the first week of classes (or equivalent) without notifying the class instructor. A student is entitled to appeal the administrative drop decision to the Department Chair based on compelling reasons. The appeal must be in writing and occur before the beginning of the third week of classes (or equivalent).

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; Registrar’s office personnel. All students

IV. Instructions, Procedures and Related Information

Process: Instructor submits add/drop request with copy of email notification to the student for the administrative drop to the Registrar, with a copy sent to the Department Chairperson. The administrative drop process should be executed immediately following the last class meeting during the first week of classes (or equivalent).

Appeal to the Department Chair: The written appeal should state the compelling reason for the appeal and provide any additional documentation or evidence to support the basis for the appeal. The Department Chairperson’s appeal decision is final.

V. Contacts

UMKC Registrar’s Office: Website: [http://www.umkc.edu/registrar/default.asp](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

None

VII. History & Updates

None

VIII. Appendices

None