I. Policy Statement

At the discretion of the instructor, a student may be administratively dropped from the class roster anytime between the end of the first class meeting to the end of the last meeting of the third week of classes (or equivalent) if the student does not attend any of the class periods without notifying the 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 within seven calendar days from the email notification of the drop.

All refunds will be based upon the date of the drop in accordance with the UMKC Academic Calendar.

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 no later than immediately following the last class meeting during the third 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.

UMKC Academic Calendar: http://www.umkc.edu/calendar/

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

School of Pharmacy

VII. History & Updates

Revised Fall 2014 to extend to third week.

VIII. Appendices

None