Undergraduate Course Drops

Keywords: course, registration, course drops

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 register during the registration period that is announced in Pathway and via UMKC e-mail. Students who are not registered will not receive academic credit and cannot attend classes. All registration and changes in registration must be processed by the UMKC Registration and Records Office either in person or using an approved electronic format such as Pathway.

- A class schedule is published prior to each semester in Pathway and lists courses offered, meeting times and locations. The University reserves the right to cancel without notice any course listed in the schedule for any semester, or to withdraw any course that does not have adequate enrollment at the close of the registration period.

- Eligible students may drop during the drop schedule period that is provided in the Academic Calendar.

- Eligible students may drop classes from the time they register through the first four weeks of a semester without academic assessment.

- If students drop all of their classes prior to the end of the first four weeks of the semester, a notation is placed on their transcript that indicates the date the classes were dropped. Students who drop all of their classes during the first four weeks of the semester are required to follow the Total Withdraw Policy.

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