

Adding/Dropping Courses

~~Dropping/Adding Courses~~

Adding Courses

~~To add courses to their original enrollment, students must get approval from their advisers. Students may not enter courses after the first week of class of a regular semester, the first four days of class of an eight-week session, or the first three days of class of a four-week session.~~

Students may add courses during the first week of a sixteen-week semester. Students with specific academic holds may be required to obtain approval from their advisor to change their schedule. Students may not add courses without instructor approval after the first week of class of a sixteen-week semester, the first four days of class of an eight-week session, or the first three days of class of a four-week session. Students are responsible for any content or assignments missed if they add a course after it has already met.

Dropping Courses

~~Courses may be dropped, without approval and without receiving a grade, through the fourth week of classes of a regular semester, the second week of classes of an eight-week session and the first week of classes of a four-week session. Spring, summer, and fall session calendars include specific deadlines. Students who officially drop one or some of their classes may have fees reassessed and/or refunded based on the current fee reassessment schedule.~~

Courses may be dropped in MyView, without faculty approval and without receiving a grade, through the fourth week of classes of a sixteen-week semester, the second week of classes of an eight-week session and the first week of classes of a four-week session. Students with specific academic holds may be required to obtain approval from their advisor to change their schedule. Semester and session calendars posted on the registrar's website include specific deadline dates for dropping courses. Students who officially drop any of their classes may have fees reassessed and/or refunded based on the current fee reassessment schedule posted on the cashier's website. Courses dropped during this period will not appear on transcripts.

~~During the 5th-12th week of classes, students may withdraw from a course with an "Excused" grade, providing they are passing the course and receive the approval of their instructor and dean's office representative. Otherwise, a failing grade is given. Students not attending classes who fail to drop officially receive an F or FN grades, depending the level of participation in class. After the allowable period, "Excused" grades are given only in exceptional instances where the instructor's approval and dean's approval are given. These grades are recorded on the students' official records. If an F or FN grade is recorded, it is computed in the student's grade point average. No partial credit is granted to students who withdraw from a course during any semester or otherwise fail to complete the work required for full course credit. Please refer to the Semester Calendar to determine allowable timelines.~~

From the 5th week to the end of the 8th week of a sixteen-week semester, students may continue to drop courses in MyView without instructor approval. A grade of "EX" (excused) will be issued on the transcript. Refer to the calendar posted on the registrar's website for summer or winter session withdrawal deadlines. From the 9th week to the end of the 12th week dropping courses will require instructor approval. Students receiving approval to drop during this period will be issued either an EX, or "EX-F" (excused but failing) if the student was failing at the time of dropping. The EX and EX-F grades will be posted to transcripts, but neither one will be used in calculating the GPA. Students who wish to withdraw after the end of the 12th week must provide documentation of exigent circumstance and receive both the instructor's permission and approval of the dean.

Dropping or withdrawing from a course may adversely impact scholarships, financial aid, and progress toward graduation. Students are strongly urged to discuss these possibilities with the financial aid office and their academic advisors before dropping or withdrawing.

Students registered in a course in which they fail to meet a minimal level of participation as deemed by the instructor will be issued a grade of "FN" (Failure, Non-participation). The FN grade indicates that the student is not regularly attending class or is making little or no attempts on assignments or activities and may be violating the terms of financial assistance. This grade is equivalent to an F for GPA calculations.

Sign-offs from other departments affected by this proposal

None

Rationale

This proposal aims to accomplish several changes. First, it more clearly explains the current policy for adding courses, which is now in a paragraph with its own heading "Adding Courses". The only change in this paragraph is a sentence indicating that students can add courses after the first week with instructor approval. That isn't a change in policy, just a clarification. A second aim of this proposal is to address the inconsistent treatment of students who seek instructor's permission to officially withdraw from a course. Faculty have the option of issuing an EX grade or an F when signing withdrawal forms for students. Most faculty issue an EX, but some issue an F instead. The EX does not impact the GPA while the F certainly does. We believe that if an instructor signs a withdrawal form and gives permission for the student to drop the class and not complete it, then it should not impact the GPA. Moreover, it isn't fair or consistent for one student to receive an EX for a particular course with a particular instructor while a second student in the same course with a different instructor gets an F for withdrawing. This proposal seeks middle ground: still allowing faculty to indicate on the transcript with an EX-F that the student withdrew while failing but not counting this grade in the GPA calculation. Two other aims of this proposal are to extend the period that students can drop from classes by self-service in MyView, and to make the excuse or withdraw process paperless with only electronic signatures when necessary. We researched the policies for withdrawing at our sister UM campuses, and we liked the one adopted by UMKC. The above policy is nearly identical to the one in effect at UMKC. The KC policy is to allow students to drop via self-service up through week 8 with no faculty signature (the census date is still at the end of week 4. Students can drop during this period without it appearing on the transcript. After week 4, students are officially enrolled and reported to financial aid services). We like the idea of extending the period that a student can drop without a signature through week 8. Currently students can drop without a signature through week 4, but many students have no major exams or assignments graded on record by this time. By the end of week 8 just about every student should have a major assignment or exam graded and recorded. We are not changing the financial aid census date, just giving students some time after this date where upon they can withdraw with an EX and not need a signature. The proposal is also one that can be made fully electronic, which is something the Registrar wants us to implement soon. I have discussed the proposal at length with the Registrar, and have revised it so that her office approves it and can implement it. Theresa Keuss has discussed how well KC's policy works with the Registrar from UMKC. It was her suggestion to require approval (electronically) to withdraw from weeks 9-12 so that a grade (EX or EX-F) could be submitted along with the last date of attendance (important for financial aid reporting).