

University of Missouri-St. Louis Schedule Change Policy

PURPOSE OF THE POLICY

The Schedule Change Policy has been implemented to ensure minimal negative impact on student schedules as an effort to increase retention and decrease time to graduation.

POLICY OVERVIEW

This policy applies to all courses offered at UMSL. After publication of the schedule, but prior to the first day of pre-registration, certain schedule changes will not be accepted unless submitted by the Dean of the Academic Unit. These include meeting pattern, instruction mode, and session changes, enrollment cap decreases and class cancellations. Once pre-registration begins, meeting pattern, instruction mode, and session changes, as well as enrollment cap decreases, and class cancellation requests will require Dean of the Academic Unit and Provost approval.

PROCESS FOR SUBMITTING CHANGES

If you have a schedule change after publication, but prior to pre-registration, which could potentially negatively impact the students, please submit it to your Dean. Once they have received it and approved of it, they will then submit it to the Office of the Registrar for processing. If the change request is made after pre-registration begins, the Dean will attach Provost approval before submitting the change request to the Office of the Registrar.