

Graduate Course Withdrawal Policy

- Keywords: Course Withdrawal, Enrollment
- Policy Number: KC-ACA-3721
- Originally Issued:
- Revised: Spring 2019
- Effective Catalog Cycle: AY 19-20
- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: Academic Units

Policy Statement

Graduate students may withdraw from a course at any time prior to the first day of the final examination period, provided the permission of the faculty advisor has been obtained and notification to the instructor has been made. However, after the mid-term, students will be academically assessed. If failing at the time of withdrawal, students will be graded "WF" (withdrawn failing). *[Note: Individual academic units may have earlier deadlines for withdrawal.]*

Reason for Policy

Who Should Read this Policy?

Instructions, Procedures and Related Information

Graduate enrollment policies establish the minimum campus standards for graduate students' changes of enrollment. Each academic unit has the ability to set more stringent policies; students should consult the principal graduate advisor or graduate officer in their major area of study for unit or

discipline-specific policies.

Contacts

UMKC Registrar's Office: Website:

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 Office of the Provost:

Exclusions

History & Updates

Appendices

Graduate Course Addition Policy

- Keywords: Add Course, Enrollment
- Policy Number: KC-ACA-3720
- Originally Issued: Prior to 2010
- Revised: Spring 2019
- Effective Catalog Cycle: AY 19-20
- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Students who want to enroll in an additional course may do so during the first week of the term provided they have the approval of the faculty advisor. Course additions or late enrollments after the first week of the term generally are not allowed. All changes in enrollment by graduate students must be initiated in the office of the principal graduate advisor or graduate officer of the respective unit and completed in the Registration and Records Office.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's Office personnel.
All students.

Instructions, Procedures and Related Information

Graduate enrollment policies establish the minimum campus standards for graduate students' changes of enrollment. Each academic unit has the ability to set more stringent policies; students should consult the principal graduate advisor or graduate officer in their major area of study for unit or discipline-specific policies.

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