

## Drop/Withdrawal Policy – On-Campus and Virtual College – Fall and Spring Semesters

### Tuition Refund for Course Drops/Withdrawals – Fall and Spring Semesters

Course Length	Refund Percentages		Last Calendar Day to Drop (No Transcript Record)	Last Calendar Day to Withdraw
	100%	50%		
Less than 1 Week	None	None	None	None
2 Week	2 <sup>nd</sup> Day	4 <sup>th</sup> Day	4 <sup>th</sup> Day	None
4 Week	4 <sup>th</sup> Day	8 <sup>th</sup> Day	8 <sup>th</sup> Day	21 <sup>st</sup> Day
8 Week	7 <sup>th</sup> Day	14 <sup>th</sup> Day	14 <sup>th</sup> Day	28 <sup>th</sup> Day
16 Week	14 <sup>th</sup> Day	*28 <sup>th</sup> /29 <sup>th</sup> Day	*28 <sup>th</sup> /29 <sup>th</sup> Day	70 <sup>th</sup> Day

\*28<sup>th</sup> day for spring semesters. 29<sup>th</sup> day for fall semesters. Difference is due to the Labor Day holiday in the fall semester.

One week equals seven calendar days.

All deadlines are effective at 11:59:59 PM CT.

Students may drop full-semester (16-week) courses through 11:59:59 PM CT on the 28<sup>th</sup>/29<sup>th</sup> calendar day of the semester. Students dropping during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 70<sup>th</sup> calendar day of the semester will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 70<sup>th</sup> calendar day of the semester. Students who drop/withdraw completely will receive a notation on their transcript of the date drop/withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Picken Hall, 785-628-4408.

Appeal requests for dropping/withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar in Picken Hall, 785-628-4222, for the appeal form.

University procedure for dropping/withdrawal courses ([link](#))

## Drop/Withdrawal Policy – On-Campus and Virtual College – Summer Term

### Tuition Refund for Course Drops/Withdrawals – Summer Term

Course Length	Refund Percentages		Last Calendar Day to Drop (No Transcript Record)	Last Calendar Day to Withdraw
	100%	50%		
Less than 1 Week	None	None	None	None
2 Week	2 <sup>nd</sup> Day	4 <sup>th</sup> Day	4 <sup>th</sup> Day	None
4 Week	4 <sup>th</sup> Day	8 <sup>th</sup> Day	8 <sup>th</sup> Day	21 <sup>st</sup> Day
8 Week	7 <sup>th</sup> Day	14 <sup>th</sup> Day	14 <sup>th</sup> Day	28 <sup>th</sup> Day

One week equals seven calendar days.

All deadlines are effective at 11:59:59 PM CT.

Students may drop/withdraw full-term (8-week) courses through 11:59:59 PM CT on the 14<sup>th</sup> calendar day of the term. Students dropping/withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 28<sup>th</sup> calendar day of the term will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 28<sup>th</sup> calendar day of the term. Students who drop/withdraw completely will receive a notation on their transcript of the date drop/withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Picken Hall, 785-628-4408.

Appeal requests for dropping/withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar in Picken Hall, 785-628-4222, for the appeal form.

University procedure for dropping/withdrawal courses ([link](#))

## Adding Policy – On-Campus and Virtual College – Fall and Spring Semesters

### Last Day to Add/Enroll – Fall and Spring Semesters

Course Length	Calendar Day after Classes Start					
	1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>	7 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>
1 Day to 2 Weeks	X					
3 to 4 Weeks		X				
5 to 6 Weeks			X			
7 to 8 Weeks				X		
9 to 12 Weeks					X	
13 to 16 Weeks						X

Students may officially add open, full-semester courses up to and including the 14<sup>th</sup> calendar day of classes with instructor permission.

All full-semester classes (16-weeks) will officially close 14 calendar days after the start of each semester. Courses offered that meet for less than a full semester will follow the guidelines shown in the chart above.

University procedure for adding courses ([link](#))

## Adding On-Campus and Virtual College Courses – Summer Term

### Last Day to Add/Enroll – Summer Term

Course Length	Calendar Day after Classes Start			
	1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>	7 <sup>th</sup>
1 Day to 2 Weeks	X			
3 to 4 Weeks		X		
5 to 6 Weeks			X	
7 to 8 Weeks				X

Students may officially add open, full-term courses up to and including the 7<sup>th</sup> calendar day of classes with instructor permission.

All full-term classes (8-weeks) will officially close seven calendar days after the start of each term. Courses offered that meet for less than a full term will follow the guidelines shown in the chart above.

University procedure for adding courses ([link](#))