



Name of Policy: Add/Drop Period and Withdrawing from a Course
Source: Academic Affairs
Date Revised: July 2021
Form to Complete: Course Withdrawal/Change in Enrollment Form, see the Registrar to initiate

### **Policy and Procedure:**

Students may drop and/or add classes through the first 5 days of class for the fall and spring semesters using MyKCAI online registration with their student ID and password. During the summer sessions, students may add or drop classes during the first two days of class. A dropped class will not appear on a student transcript.

After the add/drop period, students can withdraw from courses through the 11th week of classes by emailing [registrar@kcai.edu](mailto:registrar@kcai.edu) and including the following information: student ID#, first and last name, course and section code and course title. The withdrawn course will be noted on the transcript and a "W" will appear instead of a grade, but it will not affect the grade point average. Course withdrawals are not allowed past the withdrawal deadline (with the exception of approved extenuating circumstances); students are responsible for all course requirements, and are graded accordingly.

**Students may not change courses simply by telling their instructor(s) or by attending or not attending a class and are responsible for following official change in enrollment policies.**

Deadlines and dates can be found in the Academic Calendar located on [kcai.edu](http://kcai.edu) as well as MyKCAI.