

KANSAS CITY ART INSTITUTE

Name of Policy: Adding a Course, Mentorship, Internship, or Directed Study After the Academic Deadline
Source: Academic Affairs
Date Revised: June 2018
Form to Complete: Request to Add a Course After the Academic Deadline Form; see the Registrar to initiate

Policy:

Students may request to add a course, internship, mentorship, or directed study past the academic deadline if the following criteria are met:

- In order to request an exception to an academic deadline, students must have senior standing and need the course in order to graduate at the end of the current semester, or
- Students must have documentable extenuating personal or medical circumstances, and
- The appeal must be made no later than one week after the academic deadline (typically the last day of the add/drop period for the semester)

Process:

- Students must visit the Registrar to determine if they are eligible to request for an exception to an academic deadline; documentation must be provided at this time
- The Registrar or designee determines if student meets the policy criteria for an exception
- If students do not meet policy criteria, they will be ineligible to make the request
- If students do meet policy criteria, they will be provided a Request to Add a Course After The Academic Deadline form with effective date and required signatures notated
- Students are responsible for obtaining required signatures
- Completed request form must be returned to the Registrar within three business days of date notated on form
- Registrar will complete requested action and notify signees via email