Name of Policy: Add/Drop Period and Withdrawing from a Course
Source: Academic Affairs
Date Revised: July 2022
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 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 The withdrawn course will be noted on the transcript and a "W" will appear instead of a grade, but it will not affect the grade point average.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 withdrawing from a course are encouraged to contact their academic advisor regarding the impact this action has on their plan for degree completion.

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 as well as MyKCAI.