

# CHANGE OF SCHEDULE (DROP/ADD)

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## Adding a Class

### Full Semester Course – Fall and Spring Terms

Full-semester courses can be added on MyBLUE until midnight on Friday of the first week of classes. Late adds begin after the 100% refund period ends and require permission before enrollment in MyBLUE. A \$15.00 Late Registration Fee will be assessed to those students whose initial enrollment takes place after the 100% refund period ends. Start dates are found on the class schedule. Refund dates are on the Student Accounts ([https://www.unk.edu/offices/student\\_accounts/refunds.php](https://www.unk.edu/offices/student_accounts/refunds.php)) site.

### Less than Full Semester Fall and Spring Term and All Summer Courses

A course that meets for less than a full semester and all summer courses can be added on MyBLUE until the course's start date. Late adds begin after the start date of the course and require permission before enrollment in MyBLUE. A \$15.00 Late Registration Fee will be assessed to those students whose initial enrollment takes place after the start date of the course. Start dates are found on the class schedule. Refund dates are on the Student Accounts ([https://www.unk.edu/offices/student\\_accounts/refunds.php](https://www.unk.edu/offices/student_accounts/refunds.php)) site.

## Dropping a Class

### Full Semester Course – Fall and Spring Terms

A fall or spring full-semester course may be dropped from your schedule using MyBLUE through the first week of the course. Fall or spring full-semester courses dropped the first week of the term will not appear on the academic transcript. The last day to drop from a full fall or spring semester course can be found on the academic calendar ([https://www.unk.edu/offices/registrar/academic\\_policies\\_handbook/Academic\\_Calendar.php](https://www.unk.edu/offices/registrar/academic_policies_handbook/Academic_Calendar.php)).

### Less than Full Semester Fall and Spring Term and All Summer Courses

For courses of duration other than a full fall or spring semester and all summer courses, students may drop courses before the first day of the course. Courses dropped before the first day of the course will not be listed on your academic transcript.

## Withdrawing a Class

### Full Semester Fall or Spring Course

Beginning the second week through the end of the twelfth week, students may drop courses using MyBLUE. Courses dropped after the first week of the term will be awarded a "W" and will display on the academic transcript. A "W" grade has no impact on your academic GPA. The last day to drop a full fall or spring semester course can be found on the academic calendar ([https://www.unk.edu/offices/registrar/academic\\_policies\\_handbook/Academic\\_Calendar.php](https://www.unk.edu/offices/registrar/academic_policies_handbook/Academic_Calendar.php)). Full-semester classes must be dropped before the end of the twelfth week of the semester.

### Less than Full Semester Fall and Spring Term and All Summer Courses

For courses of duration other than a full fall or spring semester and all summer courses, students may drop courses using MyBLUE and will receive a "W" on the first day of the class through three-fourths of the

class meeting duration (e.g., the end of the sixth week of an eight-week course). A "W" grade has no impact on your academic GPA. Classes cannot be dropped after three-fourths of the course duration.

**A grade of "F" will be submitted if a student stops attending a course and does not officially drop or withdraw before the appropriate deadline. If the student demonstrates before the end of them that there were extenuating circumstances that prevented completion of the courses, an "I" may be recorded on the student's record and transcript. Such circumstances are determined at the course instructor's discretion, and they may submit a grade of "I" (incomplete). Students assigned a grade of "I" (incomplete) should review the Incomplete Removal (<https://catalog.unk.edu/undergraduate/academics/academic-regulations/incomplete-removal/>) policy.**