

CHANGE OF SCHEDULE (DROP/ADD)

Students may adjust their schedules (drop and/or add classes) using the MyBLUE (<http://myblue.unk.edu>) Registration System through the **FIRST** week of the semester (until 5:00 pm on Friday) or through the Sunday before the summer term begins. After that date students may still use MyBLUE to drop classes, and the refund will be calculated based on the appropriate refund schedule.

Students **MUST** complete the transaction on MyBLUE to change their registration. Failure to attend class does **NOT** constitute a drop and does **NOT** cancel the student's registration or his/her obligation to pay all tuition and related fees for the course. Students are encouraged to consult with either their advisor or the course instructor before making the decision to withdraw. Students receiving financial aid should consult the Financial Aid Office to determine whether their eligibility will be impacted by dropping a class, and international students should work with their advisor to be sure dropping a class will not affect their full-time status for immigration purposes.

A student dropping a course after the first week of the **Fall or Spring** semester and any time prior to the end of the ninth week of the semester will be awarded a "W." For courses of duration other than an entire semester, a student dropping a course after the first day of the class and any time prior to the end of the mid-point of the class duration (e.g., the end of the fourth week of an eight-week course) will be awarded a "W."

The "W" will appear on the student's grade report and transcript.

During the Summer term, students will receive a "W" on their transcripts for classes dropped **on or after the first day of the class** .

An "F" will be reported if a student stops attending class and neither officially withdraws from the course prior to the appropriate deadline nor establishes, prior to the end of the term and to the satisfaction of the instructor, that extenuating circumstances prevented completion of the course. If the instructor determines that such extenuating circumstances were present, an "I" (incomplete) may be recorded on the student's grade report and transcript.

A student may not withdraw from a course AFTER the mid-point of the class unless highly unusual, extenuating circumstances (beyond the student's control) are established to the satisfaction of the Senior Vice Chancellor for Academic and Student Affairs (undergraduates) or the Graduate Dean (graduates).

A student may not withdraw from a course after the semester/session in which the course was taken has ended.

Beginning the third week of the semester or the third day of a summer class, students wishing to add must have permission from the course instructor, department chair, and the dean of the college for each class in which they plan to enroll. Students cannot add full semester classes following the fourth week of the term.