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TOPIC:  
Enrollment and Withdrawal - Procedures

Policy Number:  
D5

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### Enrollment Procedures

- A. Any student who wishes to enroll in more than 20 hours in any combination of terms during the fall and spring semesters must first have the written approval of the Vice-President for Academic Affairs.
- B. Any student who wishes to enroll in more than twelve (12) hours in any combination of terms less than 14-16 weeks in length must first have the written approval of the Vice-President for Academic Affairs.
- C. Any student who wishes to enroll in more than twelve (12) hours taken during any combination of summer terms must first have the written approval of the Vice-President for Academic Affairs.

### Withdrawal Procedures

- A. The time period to withdraw from courses in a full 14-16 week semester is from the 11<sup>th</sup> class day through November 1 in the fall term and from the 11<sup>th</sup> class day through April 1 in the spring term or the closest business day following these dates. Prior to the 11<sup>th</sup> class day, classes may be dropped. Policy F6 Tuition and Fees will be followed for tuition and fee refunds.
- B. The time period to withdraw from session one courses is from the 5<sup>th</sup> class day through September 15 in the fall term and from the 5<sup>th</sup> class day through February 15 for the spring term or the closest business day following these dates. Prior to the 5<sup>th</sup> class day, classes may be dropped. Policy F6 Tuition and Fees will be followed for tuition and fee refunds.
- C. The time period to withdraw from session two courses is from the 5<sup>th</sup> class day through November 15 in the fall term and from the 5<sup>th</sup> class day through April 15 in the spring term or the closest business day following these dates. Prior to the 5<sup>th</sup> class day, classes may be dropped. Policy F6 Tuition and Fees will be followed for tuition and fee refunds.
- D. The time period to withdraw from summer term courses is from the 4<sup>th</sup> class day through June 15 for session one courses, from the 5<sup>th</sup> class day through July 1 for full session courses, and from the 4<sup>th</sup> class day through July 15 for session two courses or the closest business day following these dates. Prior to the 4<sup>th</sup> class day of session one or session two, classes may be dropped. Prior to the 5<sup>th</sup> class day of the full session, classes may be dropped. Policy F6 Tuition and Fees will be followed for tuition and fee refunds.

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Adopted 4/27/10	Revised/Reviewed 11/17/15	Revised/Reviewed 5/24/16	Revised/Reviewed 1/31/17	Revised/Reviewed
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- E. The time period to withdraw from courses in term lengths not described above will be calculated for each term to range from the census date through the closest business day at the 50% mark of the term length. Prior to the calculated census date, classes may be dropped. Policy F6 Tuition and Fees will be followed for tuition and fee refunds.
- F. A "W" (withdrawn) will appear on the transcript for these courses. Forms for this purpose are available from the Advisement Center, and the Geary County Campus Office of Student Services.
- G. Before a withdrawal can be finalized the instructor must be informed.
- H. Requests for withdrawals, including total withdrawals, made outside these established timelines will be considered for extraordinary or unusual circumstances as determined by the Vice President for Academic Affairs.

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