# Change in Registration Form

Name _____________________________________  KC ID # ___________________

Reason for requesting a change in registration: ______________________________________

I understand if I withdraw from courses after the 100 % tuition refund period I am still responsible for the full amount of tuition charged for this course.

Student Signature __________________________________ Date __________________________

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## Instructions

1. Student must sign the tuition policy above.
2. Withdrawal: Instructor approval must be secured once the course begins, indicating the last date of attendance and the grade earned (WP or WF), based on the day the drop procedure is properly completed. **CROSS OFF UNUSED LINES**
3. Advisor approval must be secured for all course changes.
4. International students must secure signature of either the Director of Admissions or Director of Records.
5. All students must get signature of Financial Aid Office.
6. Academic petition is required to request to take an overload (more than 18 credits in winter or fall term; more than 13 credits in a summer term).

It is the student’s responsibility to obtain ALL required signatures and to submit completed form to the Records Office for processing by the deadline. The change in registration form may not be processed if form is partially completed.

**Note:** Please refer to the Financial Aid Satisfactory Progress policy in the *Academic Bulletin* when withdrawing from courses to ensure that you remain in satisfactory academic standing.

## Authorization

Secure signatures of officials as listed below.

- Academic Advisor (CROSS OFF ALL UNUSED LINES)
- International Students: Director of Admissions / Registrar
- Financial Aid Counselor / Director of Student Finance

**Term:**  Fall  Winter  Summer (circle one)  Year 20____  
________ Number of credit hours remaining

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### ADD

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<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Credit</th>
<th>Date</th>
<th>Instructor Signature</th>
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### DROP

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<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Credit</th>
<th>Grade Earned (Circle One)</th>
<th>Date Last Attended</th>
<th>Instructor Signature</th>
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Student Signature __________________________________ Date __________________________

Records Office Personnel Signature __________________________________ Date Processed
REASONS FOR WITHDRAWAL

PARTIAL WITHDRAWAL (Add/Drop)

1. Changing sections or adjusting schedule prior to or during the first week of the semester.
   - Reserved course opened up – preferred section
   - Course did not meet expectations
   - Reducing course load, too heavy

TOTAL WITHDRAWAL

2. Extenuating Circumstances
   - Illness (student, student’s family, etc.)
   - Death in the Family
   - Legal
   - Financial Hardship (Fire, Accident, etc.)

3. Financial – Not eligible for Financial Aid or aid does not cover college expenses

4. Work Schedule (course schedule conflicts with work schedule)

5. Failing, will not be able to bring grade up to satisfactory percentage.

6. Time Management: Reduction of heavy course load due to work, family, other obligations

7. Was not admitted into program of choice

8. Satisfaction Level (change of program, etc.)

9. Transferring to another college ___________________________

10. Personal/Other: ____________________________________________

Have you discussed your plans with your academic advisor? Program chair?

Please list faculty/staff member whom you have been in contact with concerning your decision to withdraw:

Can you share where you believe the college could make improvements? What could we do better?

Office Use Only

ADMINISTRATIVE WITHDRAWAL – (Please indicate: total withdrawal, program courses only, Other)

_____ Admissions Revoked (non-disclosure of Academic History)

_____ Nonattendance (prior to semester deadline to withdraw)

_____ Student did not meet financial clearance deadline for registration.

_____ Student Dismissed (Satisfactory Academic Progress (SAP), failure to progress in program, disciplinary)

_____ Student not eligible to take course(s) at this time (reserved, on-line class, or did not meet required pre-requisite)

_____ Other ________________________________________________