

Policy: 3.07

Petition to Administrative Enrollment Deadlines

Purpose

Kansas City Kansas Community College (KCKCC) is committed to providing a fair and transparent process for students to petition for an exception to administrative enrollment deadlines, such as requesting to be retroactively withdrawn from a class(es) after the last day of a semester.

Policy Statement

A student may submit a petition for an exception to the published administrative academic calendar deadlines no later than 30 days after the last day of the semester to the Office of the Registrar. If the Office of the Registrar denies the petition, the student may appeal the decision within 30 days to the Student Affairs Appeal Committee.

Administrative academic calendar deadlines include, but may not be limited to, the last day to withdraw from a class, last day to add a class online, and requests for retroactive enrollment for the semester.

Board Approved: 10/18/2022