

TO: Faculty Senate Academic Affairs

FROM: Committee on Academic Policy and Procedure (CAPP)

CC: Pamela Erickson, Executive Director

DATE: January 21, 2026

Point of Information Only – Removal of “Last Course Drop/Withdrawal Barrier”

As of Wednesday, January 21, 2026, CAPP has approved a change to remove the KSIS barrier that prevents students from dropping their final remaining course when attempting a complete withdrawal. This change streamlines the withdrawal process and reduces unintended negative outcomes, such as students missing refund deadlines, accruing failing grades, or generating unnecessary appeals, caused by the current requirement to contact an advisor or college office to complete the last class drop.

Under the new process, students (except for those who already have federally or NCAA-required enrollment protections—such as F1/J1 visa holders and student athletes) will be able to complete a full withdrawal directly in KSIS. A twice-weekly Power BI report will provide advisors and colleges with timely visibility to students who have fully withdrawn, so outreach and support can occur as needed. Work is also underway to establish an appropriate barrier for students receiving military education benefits to ensure compliance with federal requirements.

This process aims to improve student experience, reduce administrative burden across campus, and maintain necessary oversight for regulated student groups.

A copy of the full proposal from the University Advising Committee is included below for Faculty Senate Academic Affairs’ reference.

A recommended update to the [University Handbook, Section F64.6](#), will also be forthcoming to align policy language with this approved business process change.

Current State	<p>When students attempt a complete withdrawal (drop all courses) in KSIS, the system allows them to drop all but their last course.</p> <ul style="list-style-type: none">• Students must contact their advisor or other college personnel to request the last course to be removed, often leading to missed deadlines for refunds. This results in requests to the Backdated Withdrawal Committee, college dean’s offices, and other personnel time being spent rectifying the withdrawals.• Students neglect to attempt to contact anyone to drop the remaining course and end up with an F grade or sent to collections if a balance is due. Some of these show up at the University Withdrawal Appeals committee.
----------------------	---

Proposed Change	<p>To remove the barrier and allow students to withdraw from all courses.</p> <ul style="list-style-type: none"> • It should be noted that international students with an F1/J1 Visa and student athletes have a 12-credit-hour threshold in KSIS that does not allow them to withdraw, so they would be excluded from withdrawing on their own. • Students receiving military benefits currently have no hold or barriers preventing withdrawal. We would like to initiate a process that prevents this population from withdrawing on their own. • A PowerBi report of any students who did a complete withdrawal of courses in KSIS will be available twice a week, beginning with the start of the term.
Communication & Follow-up Plan	<ul style="list-style-type: none"> • Advising leads or other college deans' staff will have access to the PowerBI report and will choose how to provide outreach to students who have withdrawn from the university. • A general email will be sent from the Executive Director of Advising weekly to all students who withdraw, acknowledging the student made a complete withdrawal with a brief confidential exit survey as to the general reason for the withdrawal. • If a student needed to re-enroll in the course(s) immediately, the University Registrar would be able to facilitate this. • The Office of Student Financial Assistance notifies affected students weekly (or more frequently during key points in the term) via email of Return of Title IV funds.
Steps needed to Implement	<ul style="list-style-type: none"> • A report of students who completely withdraw is in development; would need to be ready by the time of implementation. • Credit hour threshold or hold applied to military students receiving benefits preventing withdrawal will need to be explored with relevant parties.