

Adding and Dropping a Course

Barton's Barton County Campus

Day and evening classes may be added through the first week of the course only. After the official closing dates for adding classes, a student must first receive permission from the **instructor** and sign a learning contract. A student may enroll with a signed [learning contract](#) for one additional week after the first week of class. This procedure does not include “mini classes” or classes taught for more or less weeks than the regular 16 week class. Change of schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center or from advisors. A student must pay for added classes at the time the addition is effected.

Courses dropped through the first two weeks of classes in both the fall and spring semesters and through the tenth day of classes in the summer session will not be recorded on a transcript. After the first two weeks of classes in the fall and spring semesters and the tenth day of classes in the summer session, a “W” will be recorded for courses dropped officially. Final drop dates are published in bulletins and student handbooks. After this date, courses cannot be dropped. Change of schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center or from advisors. Students are responsible for dropping classes and are required to visit with instructors and/or an advisor before dropping classes.

Class Drop Date

The last day to drop a course with a “W” grade is published in the Academic Calendar for the particular location of the class. Please note that drop dates do vary significantly from one location to another.

Dropping Classes at Barton's Fort Riley Campus

LSEC classes: Students can drop at any time with a W grade up to the last 5 days of the LSEC session. During the last 5 days no drops are allowed. Drop is accomplished through the Army Ed Center Counselor.

College classes: No refund of tuition after the first week of class – 100% before – 0% after the first week. Students can drop with a W up to the last week of class. Students accomplish the drop by coming to the Barton Office on main post.

Dropping Online Courses

BartOnline (BOL): Students can drop during the first seven days and receive a full refund – Monday to Sunday, after that 0% refund. Students can drop with a W grade up to the last week of the class. Specific dates are posted to the academic calendar on the [BOL website](#). Students can drop online, no paperwork required. Whenever a student drops after the refund date, we send them a follow-up so that they know that they will not receive a refund of any type on their tuition.

EduKan

Please visit the EduKan website www.edukan.org or call Pat Schneweis 1-800-433-8526, Assistant Director for EduKan policies on dropping and adding classes.

Learning Contracts

If a student does not attend the first week of classes, the instructor must give permission and must sign the [change of schedule form](#). The instructor must complete a learning contract that requires both the instructor's and student's signatures and specifies the terms under which the student becomes current with course work expectations. The instructor should retain a copy of the learning contract and give a copy to the student. [Learning Contract Form](#)