Effective Dates for Changes

**Process:** It is important to use the correct date when changing or adding a program of study, major, minor, option, specialty, and/or subspecialty. The information below should help you select the appropriate date when making these changes.

**Role:** Authorized Personnel  
**Frequency:** When Needed

All changes to a student’s program of study, major, minor, option, specialty, and subspecialty must have an effective start date (“Valid From” date) for the change. In most cases you should use the current date, UNLESS a program of study change involves one of the following:

1) **New or Readmitted Students**

If the program of study change is being made prior to the student’s first day of attendance or re-admittance, the program of study “Valid From” date should be the first day of the first term of attendance (new student) or re-admittance (readmitted student). Use this date instead of the current date.

2) **Fee-Based, Graduate, and Professional Programs/Majors, Etc.**

UK policy states that “Program fees will be refunded in full to students who change their program and/or major on or before the census date” (last day to add a class) of the semester. This means that program/major fees will be assessed or refunded based upon whether the “Valid From” date you enter is before or after the last day to add a class in that session.

Examples: If a student moves from a program or major that does not assess a fee into a program or major that does assess a fee and the effective start date is on or before the last day to add a class, the student will be assessed the fee.

If a student moves from a program or major that does assess a fee into a program or major that does not assess a fee and the effective start date is on or before the last day to add a class, then the fee will be refunded.

Changes made after the last day to add a class are not charged or refunded.