

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 sub-specialty **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.