

## 2016 Spring Deadlines

### Course Adds & Drops, Grade Basis Changes and Withdrawals

Students who enroll for courses at UW-Whitewater and wish to drop one, some, or all of the courses must do so by published deadlines to avoid academic and/or financial penalties (nonattendance does not exempt the student from such penalties). Classes can be dropped using WINS up to the published deadlines.

Withdrawal normally means the student is dropping all of his/her classes for the full term with the intent to leave UW-Whitewater. Students who find it necessary to withdraw from **all** classes (even before the classes begin) may do so using WINS. See instructions at: <http://www.uww.edu/registrar/forms/withdrawal-procedures-web>. Any refund of fees is based on the official effective date of the withdrawal as recorded by the Registrar's Office (nonattendance does not exempt the student from tuition and fee payment responsibilities). The student is responsible for taking care of obligations at other offices with which the student has unfinished business. Please see withdrawal confirmation email for details. Any questions regarding the withdrawal process should be directed to the Registrar's Office (262-472-1570).

If the student completes one or more classes in the term and subsequently notifies the Registrar's Office of his/her intent to withdraw, only the student's remaining in-progress classes will be dropped. Completed classes and grades (including Incomplete grades) will stay on the student's academic record.

International students, student athletes, and students who are receiving financial aid, veteran's and/or other benefits and who are considering dropping all classes or dropping below full-time status after classes have begun are strongly encouraged to meet with the appropriate official (e.g., international student advisor, athletic director, financial aid counselor, or veteran's affairs officer) **before** dropping classes since there may be legal, certification, and/or repayment penalties associated with doing so.

<i>Length of Course and Session</i>	<i>Last day to Add a course</i>	<i>Last day to Change a class' Grading Basis to/from: Graded, S/NC, or Audit</i>	<i>Last day to Drop a course so that no 'W' grade is assigned.</i>	<i>Final deadline to Drop a course – 'W' grade assigned</i>	<i>Final Deadline to drop <u>ALL</u> classes and <u>Withdraw</u> ('W' grades are assigned and classes appear on transcript)</i>
Full term (Jan 19 – May 17)	Jan 26	Feb 01	Feb 01	Feb 26	April 26
First 8-week (Jan 19 – Mar 12)	Jan 20	Jan 20	Jan 25	Feb 05	NA
Second 8-week (Mar 14 – May 17)	Mar 15	Mar 15	Mar 18	Apr 08	April 26

## 2016 Spring Refunds Deadlines

The deadlines for dropping classes to obtain a refund are indicated in the chart below. Please be aware that the listed refund percentages for dropping classes by certain deadline dates pertain only to the portion of course charges that relate to normal tuition and fees. Supplemental course fees (e.g., on-line fees, equipment costs, field trip expenses) may be refunded in full if the course is dropped by the 100% deadline; after that no refund of such fees is available. Costs associated with travel study courses are non-refundable. \*\*

<i>Length of Course and Session</i>	<i>Last day to drop a course for 100% refund for normal tuition (**see above)</i>	<i>Last day to drop a course for 50% refund for normal tuition (**see above)</i>	<i>Last day to drop a course for 25% refund for normal tuition (**see above)</i>
Full term (Jan 19 – May 17)	Feb 01	Feb 15	NA
First 8-week (Jan 19 – Mar 12)	Jan 25	Feb 01	Feb 8
Second 8-week (Mar 14 – May 17)	Mar 20	Mar 27	April 3