

Deadlines – Course Adds & Drops, Grade Basis Changes, and Refunds

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. However, students who desire to leave the University and withdraw from all classes for a term will not be able to do so using WINS. These students should contact the Registrar’s Office, phone 262-472-1570 or email withdraw@uww.edu, for the proper procedures.

The deadlines for dropping classes 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. **

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.

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Note, in the table below:

Deadlines are calculated from the published start date of the term or session (see Schedule of Classes for specific dates - <http://www.uww.edu/registrar/schedule/index.html>)

“Calendar” days include holidays, Saturdays, and Sundays.

“Business” days do not include holidays, Saturdays, or Sundays.

<i>Length of Course and Session</i>	<i>Last day to add a course</i>	<i>Last day to change Grading Basis to/from Audit, Graded, S/NC</i>	<i>Last day to drop a course so that no ‘W’ grade assigned.</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 or normal tuition (**see above)</i>	<i>Last day/final deadline to drop a course – ‘W’ grade assigned & no refund</i>
Fall & Spring Full term	6 <i>business</i> days	10 <i>business</i> days	10 <i>business</i> days	14 <i>calendar</i> days	28 <i>calendar</i> days	NA	Friday of the 6th week of the term
Fall & Spring 8-week session	2 <i>business</i> days	2 <i>business</i> days	5 <i>business</i> days	7 <i>calendar</i> days	14 <i>calendar</i> days	21 <i>calendar</i> days	Friday of the week in which 33% of the session is completed.
Winterim	First day of term	2 <i>business</i> days (No Audits in Winterim)	5 <i>business</i> days	3 <i>calendar</i> days	NA	NA	Friday of the week in which 33% of the session is completed.
Summer 3-week session	2 <i>business</i> days	2 <i>business</i> days	5 <i>business</i> days	7 <i>calendar</i> days	NA	14 <i>calendar</i> days	Friday of the week in which 33% of the session is completed.
Summer 6-week session	2 <i>business</i> days	2 <i>business</i> days	5 <i>business</i> days	7 <i>calendar</i> days	14 <i>calendar</i> days	NA	Friday of the week in which 33% of the session is completed.
Summer 9-week session	2 <i>business</i> days	2 <i>business</i> days	5 <i>business</i> days	7 <i>calendar</i> days	14 <i>calendar</i> days	21 <i>calendar</i> days	Friday of the week in which 33% of the session is completed.
Summer 12-week session	2 <i>business</i> days	2 <i>business</i> days	5 <i>business</i> days	14 <i>calendar</i> days	28 <i>calendar</i> days	NA	Friday of the week in which 33% of the session is completed.