

WITHDRAWAL

Withdrawal normally means the student is dropping all of his/her classes for the full term with the intent to leave UW-Whitewater. Withdrawal cannot be done through WINS. Each student who finds it necessary to withdraw from all classes (even before the classes begin) should contact the Registrar's Office (phone 262-472-1211 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. **

After processing the withdrawal the Registrar's Office will notify a number of campus offices including Textbook Rental, Financial Services, International Education and Programs, Financial Aid, First Year Experience, Residence Life and the HawkCard Office. This notification by the Registrar's Office does not replace the student's responsibility for taking care of obligations with the offices mentioned or other offices with which the student has unfinished business.

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 their associated grades (including Incomplete grades) will stay on the student's academic record.

Withdrawals initiated after the last day/final deadline to withdraw will result in the student receiving grades of 'F' in those classes which are not being passed at the time of withdrawal and the student may be suspended for not meeting minimum grade point requirements.

International students, student athletes, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing 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 withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so.

ACADEMIC DEADLINES FOR TERM WITHDRAWALS

(See Schedule of Classes for specific dates - <http://www.uww.edu/registrar/schedule/index.html>)

<i>TERM</i>	<i>Last day to withdraw so that no 'W' grades are assigned</i>	<i>Last day/final deadline to withdraw ('W' grades assigned and classes appear on transcript)</i>
Fall or Spring	Full term classes: 10 <i>business</i> days from start of term. 8-week sessions: 5 <i>business</i> days from start of session.	15 <i>business</i> days prior to the end of the term (exam days included).
Winterim	Five <i>business</i> days from start of term.	Friday of week in which 33% of the term is completed.
Summer	All sessions: 5 <i>business</i> days from start of session.	All sessions: Friday of the week in which 33% of session is completed.

REFUND SCHEDULE FOR WITHDRAWALS

(See Schedule of Classes for specific dates - <http://www.uww.edu/registrar/schedule/index.html>)

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.

"End Week 1" is 7th *calendar* day after published start date of term or session; "End Week 2" is 14th *calendar* day; "End Week 3" is 21st *calendar* day; "End Week 4" is 28th *calendar* day. after start of term or session

----- Week Of Session -----

<u>Length of session</u>	<u>End Week 1</u>	<u>End Week2</u>	<u>End Week 3</u>	<u>End Week 4</u>	<u>Thereafter</u>
12 weeks & longer	100%	100%	50%	50%	None
8 weeks thru 11 weeks	100%	50%	25%	None	None
5 weeks thru 7 weeks	100%	50%	None	None	None
3 weeks thru 4 weeks	100%	25%	None	None	