

## 2009 Spring 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, 262-472-1570 or email [withdraw@uww.edu](mailto: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.

<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>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>	<i>Final deadline to Drop a course – 'W' grade assigned</i>
Full term (Jan 20 – May 20)	Jan 27	Feb 2	Feb 2	Feb 2	Feb 16	NA	Feb 27
First 8-week (Jan 20 – Mar 13)	Jan 21	Jan 21	Jan 26	Jan 26	Feb 2	Feb 6	Feb 6
Second 8-week (Mar 16 – May 20)	Mar 17	Mar 17	Mar 20	Mar 22	Mar 29	Apr 3	Apr 3

## 2009 SPRING TERM WITHDRAWALS

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 (262-472-1570 or email [withdraw@uww.edu](mailto: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 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 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 the 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

<i>Last day to withdraw so that no 'W' grades are assigned</i>	<i>Final deadline to withdraw ('W' grades are assigned and classes appear on transcript)</i>
<p><i>Full Term Classes</i>      Feb 2  <i>First 8-week Classes</i>      Jan 26  <i>Second 8-week Classes</i>      Mar 20</p>	<p>May 1</p>

### REFUND SCHEDULE FOR WITHDRAWALS

- - - Percent Refunded If Withdrawal Processed By Date Listed - - -

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.

<u>Length of session</u>	<u>100%</u>	<u>50%</u>	<u>25%</u>	<u>0%</u>
Full term (Jan 20 – May 20)	Feb 2	Feb 16	NA	After Feb 16
First 8-weeks (Jan 20 – Mar 13)	Jan 26	Feb 2	Feb 6	After Feb 6
Second 8-weeks (Mar 16 – May 20)	Mar 22	Mar 29	Apr 3	After Apr 3