

## 2007 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), in Baker Hall for the proper withdrawal forms and procedures.

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</i>	<i>Last day to drop a course for 50% refund</i>	<i>Last day to drop a course for 25% refund</i>	<i>Final deadline to Drop a course – 'W' grade assigned</i>
Full term (Jan 22 – May 23)	Jan 26	Feb 2	Feb 2	Feb 4	Feb 18	NA	Mar 2
First 8-week (Jan 22 – Mar 16)	Jan 23	Jan 23	Jan 26	Jan 28	Feb 4	Feb 9	Feb 9
Second 8-week (Mar 19 – May 23)	Mar 20	Mar 20	Mar 23	Mar 25	Apr 1	Apr 8	Apr 13

Late Add (after the “Last day to Add a course”) – add must be signed by the instructor and department chair, and signed/approved by the dean of the college offering the course.

Late Drop (after the “Final deadline to Drop a course – ‘W’ grade assigned”):

- Undergraduate students – drop must be signed by the instructor and department chair, and signed/approved by the dean of the college of the student's major.
- Graduate students – drop must be signed by the instructor and department chair, and signed/approved by the Dean of Graduate Studies.

## 2007 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 (262-472-1211 or email [withdraw@uww.edu](mailto:withdraw@uww.edu)) for the proper forms and procedures. 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). 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, New Student Programs, 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>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Full Term Classes</b></td> <td>Feb 2</td> </tr> <tr> <td><b>First 8-week Classes</b></td> <td>Jan 26</td> </tr> <tr> <td><b>Second 8-week Classes</b></td> <td>Mar 23</td> </tr> </table>	<b>Full Term Classes</b>	Feb 2	<b>First 8-week Classes</b>	Jan 26	<b>Second 8-week Classes</b>	Mar 23	May 2
<b>Full Term Classes</b>	Feb 2						
<b>First 8-week Classes</b>	Jan 26						
<b>Second 8-week Classes</b>	Mar 23						

### REFUND SCHEDULE FOR WITHDRAWALS

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

<u>Length of session</u>	<u>100%</u>	<u>50%</u>	<u>25%</u>	<u>0%</u>
Full term (Jan 22 – May 23)	Feb 4	Feb 18	NA	After Feb 18
First 8-weeks (Jan 22 – Mar 16)	Jan 28	Feb 4	Feb 9	After Feb 9
Second 8-weeks (Mar 19 – May 23)	Mar 25	Apr 1	Apr 8	After Apr 8