

2008 Fall 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 withdraw from the University and drop 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 for the proper 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.

The deadlines for dropping classes are indicated in the chart below:

<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 Sep 02 – Dec 23	Sep 09	Sep 15	Sep 15	Sep 15	Sep 29	NA	Oct 10
First 8-week Sep 02 – Oct 24	Sep 03	Sep 03	Sep 08	Sep 08	Sep 15	Sep 19	Sep 19
Second 8-week Oct 27 – Dec 23	Oct 28	Oct 28	Oct 31	Nov 2	Nov 09	Nov 16	Nov 16

2008 FALL 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) for the proper 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, 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 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>Last day/final deadline to withdraw ('W' grades are assigned and classes appear on transcript)</i>
September 15 (full-term classes) September 08 (first 8-week classes) October 31 (second 8-week classes)	December 1

REFUND SCHEDULE FOR WITHDRAWALS

The academic and financial 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.

- - - Percent Refunded If Classes Dropped By Date Listed - - -

<u>Length of session</u>	<u>100%</u>	<u>50%</u>	<u>25%</u>	<u>0%</u>
Full term (Sep 02 – Dec 23)	Sep 15	Sep 29	NA	After Sep 29
First 8-weeks (Sep 02– Oct 24)	Sep 08	Sep 15	Sep 19	After Sep 19
Second 8-weeks (Oct 27 – Dec 23)	Nov 2	Nov 09	Nov 16	After Nov 16