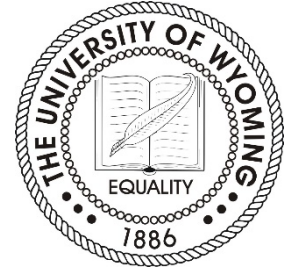

UNIVERSITY OF WYOMING REGULATIONS

Subject: Procedures for Change of Registration

Number: UW Regulation 2-204



I. PURPOSE

To establish the procedures for change of registration.

II. INITIAL REGISTRATION

Students shall register for each regular academic term prior to the beginning of classes and within those dates and deadlines established by the academic calendar for the completion of registration procedures. The Registrar shall announce registration periods for special courses taught during other duly approved periods of time. Initial registrations after the beginning of classes shall be accepted only in accordance with published and established periods of time and such registrations may be subject to special conditions or assessment of late fees.

After completing an initial registration, a student's academic record shall include the assignment of a grade by the instructor of any classes for which the student is enrolled, in accordance with applicable grading standards. If a student decides to not pursue particular classes, including specific class sections, for which he or she initially registered, in whole or in part, the student should effect a change in registration in the manner and within the time periods set forth below.

Failure to follow the procedure set forth in this Regulation shall result in the recording of a failing grade at the end of the academic term for those classes in which the student remains officially enrolled if the student did not attend or complete the course requirements. Such a failing grade will remain as a part of the student's academic record. Students may effect a change of registration in the manner and within the time periods hereafter provided.

III. CHANGE OF REGISTRATION

After expiration of the initial registration period, a student may either add or drop classes by submitting a change of registration. A change of section, or "S-U" grading option, in the same course also requires submitting a change of registration

A. Adding a Class

A student may add classes during the first eight (8) days of scheduled University classes of the fall and spring semesters. Block courses currently in session may be added only during the first four (4) days of classes.

After the "Add a Class" period, a student may add a class only if the student has obtained written approval from her/his advisor and written approval from the instructor of the course.

B. Dropping a Class

A student may drop classes during the first eight (8) days of scheduled University classes of the fall and spring semesters. Block courses currently in session may be dropped only during the first four (4) days of classes for the University. Classes that are dropped shall be removed from the student's initial registration and no record of any kind shall be retained.

C. Changes in Summer or Other Special Terms

The Registrar, with approval from the Vice President for Academic Affairs, shall establish the period of time for adding or dropping classes during the summer term, block classes beginning in mid-semester, or classes whose duration does not coincide with a regular or summer term.

IV. WITHDRAWAL FROM A CLASS

A. During Withdrawal Period

A student enrolled in a full semester course may withdraw with a grade of "W" between the end of the drop period and fifteen (15) days of classes after mid-semester. A student enrolled in a block course may withdraw with a grade of "W" between the end of the drop period and five (5) days of classes after the middle of the block course.

B. After Withdrawal Period

After expiration of the withdrawal period, students are obligated to complete course requirements and are subject to a letter grade other than "W" for their course work, unless one of the following exceptions applies. A student may withdraw from individual classes after the withdrawal period only if the student has suffered a severe medical, emotional, or personal problem which directly impacts the student's ability to fulfill course requirements and has obtained written approval from her/his advisor and the instructor of the course. The Dean of Students or designee may petition for a special class withdrawal on behalf of a student who has been

incapacitated or where the Dean of Students or designee determines the withdrawal is appropriate to the overall academic retention of a student. No withdrawal shall be permitted during the last twenty-one (21) calendar days of the semester.

V. WITHDRAWAL FROM THE UNIVERSITY

A student who has initially registered to attend the University may terminate enrollment in the University if formal procedures are completed prior to the last fifteen (15) calendar days of a regular semester. The Registrar will indicate on the student's transcript record that the student has withdrawn from all of his/her classes and will include the date for withdrawal from the University.

VI. LIMITS ON COURSE ENROLLMENT

A student is limited to a maximum of three (3) attempts in any course at the University. An "attempt" is defined as any instance in which the student earns a grade for the course or withdraws from the course. The three-attempt limit does not apply to courses identified in the General or Graduate Bulletin as being appropriate for students to take multiple times. A student may petition for exceptions to this limitation through the Registrar's Office.

VII. ADMINISTRATIVE PROCEDURES

- A.** To initiate a change to an initial registration after the drop/add period, the student must timely submit the appropriate forms to the Registrar. The Registrar shall automatically assign the letter "W" for each class for which the student has completed a timely withdrawal.
- B.** Students who wish to seek a withdrawal from a class after the withdrawal period because of reasons described in this Regulation must obtain the appropriate form from the Registrar's office for submittal to the student's advisor and instructor. Students who wish to terminate enrollment in the University must report their intentions to the Dean of Students or designee, who may take further action upon the student's request in accordance with this Regulation or other University directives applicable to withdrawals from the University.
- C.** No special fees for a change of registration shall be assessed students who have completed initial registration.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 238, Revision 4; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Revisions adopted 11/14/2014 Board of Trustees meeting

Revisions adopted 5/13/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 8-238, now UW Regulation 2-204