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6 **A BILL TO REVISE UW REGULATIONS**  
7 **8-238 “Procedures for Change of Registration,” AND**  
8 **6-715 “Scholastic Probation, Suspension, Reinstatement and Academic Renewal for**  
9 **Undergraduate Students ~~Specifically by Changing the Repeat Grade Policy~~”**  
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13 **WHEREAS**, Student Affairs and the Registrar have studied the impact of current  
14 Drop/Add/Withdraw and Academic Probation and Suspension policies at UW and compared  
15 UW policies with regional universities; and  
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17 **WHEREAS**, new dates for Drop/Add/Withdraw dates have been discussed and vetted  
18 for improving the policies for faculty, staff and students at UW; and  
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20 **WHEREAS**, the current suspension policy can cause suspension of students that do  
21 not complete a subsequent semester due to withdrawal from the university; therefore,  
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23 **BE IT ENACTED** by the Faculty Senate of the University of Wyoming to amend  
24 UW Regulations 8-238 and 6-715 as presented in the attached addenda.

***AUTHENTICATION:*** *The foregoing Senate Bill 326, as amended, duly adopted by the Faculty Senate of the University of Wyoming under date of April 28, 2014, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*

*/s/  
Jennifer Petrie  
Secretary of the Faculty Senate*

1 **UW REGULATION 8-238**  
2 **Procedures for Change of Registration**

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4 **1. PURPOSE.**

5 To establish the procedures for change of registration.

6 **2. GENERAL INFORMATION.**

7 After completing an initial registration, the student's academic record will ~~be continued to~~  
8 reflect the assignment of a grade by the instructor of classes in which enrolled in accordance with  
9 applicable grading standards. If the student decides to not pursue the classes (including specific  
10 class sections) for which initially registered, in whole or in part, the student should effect a change  
11 in registration in accordance with this regulation. Failure to do so will result in the recording of a  
12 failing grade at the end of the academic term for those classes in which the student remains  
13 officially enrolled but did not attend or complete course requirements. Such a failing grade will  
14 remain as a part of the student's academic record. Students may effect a change of registration in  
15 the manner and within the time periods hereafter provided. After expiration of the withdrawal  
16 period, students are deemed to have assumed an obligation to complete course requirements and  
17 they are subject to a letter grade other than "W" for their course work.

18 **3. INITIAL REGISTRATION.**

19 All students are expected to register each regular academic term during those days  
20 established by the academic calendar for the completion of registration procedures prior to the  
21 beginning of classes. Special courses taught during other duly approved periods of time shall have  
22 announced registration periods as determined by the Registrar. Initial registrations after the  
23 beginning of classes will be accepted in accordance with published and established periods of time,  
24 but such registrations may be subject to such special conditions or assessment of late fees as may  
25 be directed.

26 **4. CHANGE OF REGISTRATION.**

27 A change of registration may not be initiated until after expiration of the initial registration  
28 period. Thereafter changes may be made by a student by either adding classes to those for which  
29 the student initially registered and by dropping classes from the initial registration, or a  
30 combination of both. A change of section, or "S-U" grading option, in the same course requires that  
31 a change of registration be processed. Classes that are "dropped" in accordance with this regulation  
32 will be removed from the student's initial registration and no record of any kind will be retained.

33 **A. Adding a Class.**

34 | A student may add classes during the first ~~ten (10)~~ six (6) -days of scheduled  
35 University classes of the fall and spring semesters. However, block courses

1 currently in session may be added only during the first five (5) days of  
2 classes for the University in the semester.

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

6 **B. Dropping a Class.**

7 A student may drop classes only during the first ~~eight (8)~~ fifteen (15)-days of  
8 scheduled University classes of the fall and spring semesters. However,  
9 block courses currently in session may be dropped only during the first four  
10 (4) days of classes for the University in the semester.

11 **C. Changes in Summer or Other Special Terms.**

12 The period of time for adding or dropping classes during the summer term,  
13 block classes beginning in mid-semester, or classes whose duration does not  
14 coincide with a regular or summer term shall be established by the Registrar,  
15 subject to approval by the Provost.

16 **5. WITHDRAWAL FROM A CLASS.**

17 A student enrolled in a full semester course may withdraw with a grade of "W" between the  
18 end of the drop period and ~~ten (10)~~ fifteen (15) days of classes for the University after mid-  
19 semester. A student enrolled in a block course may withdraw with a grade of "W" between the end  
20 of the drop period and five (5) days of classes for the University after the middle of the block  
21 course.

22 After the withdrawal period, a student may withdraw from individual classes only if the  
23 student has suffered a severe medical, emotional, or personal problem which does directly impact  
24 the student's ability to fulfill course requirements. If the student initially obtains written approval  
25 from her/his advisor and if the student then obtains written approval from the instructor of the  
26 course, the student may withdraw with a grade of "W". The Dean of Students or designated staff  
27 personnel in that office may petition for a special class withdrawal in the name of the student who  
28 has been incapacitated or when such is appropriate to the overall academic retention of a student.  
29 No withdrawal shall be permitted during the last twenty-one (21) calendar days of the semester.

30 **6. WITHDRAWAL FROM THE UNIVERSITY OF WYOMING.**

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

1 **7. LIMITS ON COURSE ENROLLMENT.**

2 A student is limited to a maximum of three (3) attempts in any course at the University  
3 of Wyoming. An "attempt" includes any instance in which the student earns a grade for the course  
4 or withdraws from the course. The three-attempt limit does not apply to courses identified in the  
5 General or Graduate Bulletin as being appropriate for students to take multiple times. A student  
6 can petition for exceptions to this limitation through established university procedures.

7 **8. ADMINISTRATIVE PROCEDURES.**

8 **A.** To initiate a change to an initial registration, the student must obtain the  
9 appropriate forms from the Registrar and complete the change of registration in  
10 accordance with directions provided by the Registrar. The student is responsible  
11 for assuring completion of forms and procedures, including the return of the  
12 change of registration to the Registrar prior to expiration of the period for  
13 changes. The Registrar will automatically assign the letter "W" for each class  
14 from which the student has completed a timely withdrawal.

15 **B.** No forms will be issued by the Registrar after expiration of the established period  
16 for the type of registration change sought by the student.

17 **C.** Students who wish to seek a withdrawal from a class after the withdrawal period  
18 because of reasons heretofore described must obtain the appropriate form from  
19 the Registrar's office for presentation to the student's advisor and instructor.  
20 Students who wish to terminate enrollment in the University, must report their  
21 intentions to the Dean of Students who shall take further action upon their request  
22 in accordance with this regulation or other University directives applicable to  
23 withdrawals from the University.

24 **D.** No special fees for a change of registration will be assessed students who have  
25 completed initial registration.

Source:

University Regulation 238, Revision 4; adopted 7/17/08 Board of Trustees meeting

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**UW REGULATION 6-715**  
**Scholastic Probation, Suspension, Reinstatement and**  
**Academic Renewal for Undergraduate Students Specifically**  
**~~by Changing the Repeat Grade Policy~~**

1. **PURPOSE.**

To establish academic policy as specified.

2. **DIRECTIVE.**

a. **Scholastic Probation**

- i. Scholastic probation shall constitute notice that a student is not progressing satisfactorily toward the bachelor's degree.
- ii. A student enrolled at the University shall be placed on scholastic probation at the end of the semester or summer term when his/her cumulative grade point average at the University of Wyoming falls below a 2.00.
- iii. A student placed on scholastic probation will be so notified by letter.
- iv. A student shall be removed from scholastic probation at the end of the semester or summer term in which his/her cumulative grade point average is 2.00 or above.
- v. A student who fails to remove himself/herself from probation after completing one subsequent semester will be suspended from the University. Completing a semester is where SHALL MEAN THAT the student has earned a grade in at least one course.
- vi. An exception to the suspension rule in 2.(a).(v.) is made when the current semester grade point average is at least 2.00, in which case the student ~~may~~ WILL continue COURSEWORK on scholastic probation.

b. **Scholastic Suspension**

- i. Scholastic suspension shall constitute notice to a student that his/her enrollment in the University of Wyoming has been terminated because of unsatisfactory progress toward the bachelor's degree.
- ii. A student who is suspended for unsatisfactory scholastic performance should not be permitted to petition for reinstatement until one full semester, exclusive of summer term, has elapsed. Students may petition once per semester for reinstatement, and, if denied by any college or the Center for Advising and Career Services, cannot petition for reinstatement until the next fall or spring semester, unless there are documented extenuating circumstances justifying immediate reinstatement.

- 1           iii.     A suspended student may not enroll for any University of Wyoming credit
- 2                     classes (including on-campus, online, correspondence, and outreach).
- 3           iv.     Credit earned at another accredited college or university while a student is
- 4                     suspended from the University may be accepted under the usual regulations
- 5                     governing the transfer of credit after the student has been reinstated.
- 6           v.     A student placed on scholastic suspension will be so notified by letter.

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8           **c.     Scholastic Reinstatement**

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- 10          i.     A college may have a scholastic reinstatement policy that is more restrictive
- 11                     than the general university policy.
- 12          ii.    Scholastic reinstatement shall constitute notice that a suspended student has
- 13                     been reinstated to the University, and is eligible to be considered for
- 14                     readmission. The reinstated student shall be on scholastic probation during
- 15                     his/her first semester or summer term of reinstatement after which he/she may
- 16                     be removed from this probation under the provisions of 2.(a.)(iv.) above.
- 17          iii.   A petition for reinstatement must be submitted not later than 15 CALENDAR
- 18                     days before the beginning of the semester or summer term in which the student
- 19                     wishes to register. A petition received after this deadline may not be processed
- 20                     until after the regular registration period and the petitioner shall then be subject
- 21                     to the late registration fee.
- 22          iv.    The decision on a petition for reinstatement shall be made by the dean (or
- 23                     designee) of the college in which the student wishes to enroll. Undeclared
- 24                     students should contact the Director of the Center for Advising and Career
- 25                     Services. A student who has been reinstated must remain in the college in
- 26                     which he/she has been reinstated for that semester.
- 27          v.     Students placed on scholastic suspension are eligible for a maximum of three
- 28                     reinstatements. Any student placed on scholastic suspension for the fourth time
- 29                     is not eligible for reinstatement for a minimum of five years from the end of the
- 30                     last term of attendance.

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32           **d.     Academic Renewal**

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- 34          i.     An undergraduate student who returns to the University of Wyoming and who
- 35                     has not completed a college course at UW during the previous five years will
- 36                     have the option of continuing his/her earlier UW cumulative grade point
- 37                     average or commencing a new cumulative grade point average ("academic
- 38                     renewal"). An interested student must request academic renewal in writing to
- 39                     the Registrar no later than 10 class days before the last day of classes of the
- 40                     semester in which the student returns to the University.
- 41          ii.    The entire UW transcript will remain intact. A note indicating the policy will
- 42                     precede the new part of the UW transcript if the student opts for academic
- 43                     renewal. At the discretion of the academic department in which the student is
- 44                     enrolled, credit hours for which the student earned the grade of "C" or better

1 may be applied toward the completion of the degree requirements. The list of  
2 departmentally approved courses (if any) will be submitted to the Registrar  
3 with the request for academic renewal.

4 iii. A student's grade point average and completed courses that were applied to a  
5 baccalaureate are not eligible for academic renewal.

6 iv. This policy can be exercised only once by any given individual student and is  
7 only applicable to undergraduate students.

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9 **e. Definitions**

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11 i. Cumulative semester hours attempted shall be the total of all credit hours  
12 attempted through the University of Wyoming, except for those attempted in  
13 repeating a course and for those in which a grade of W was assigned, and those  
14 accepted in transfer from other institutions.

15 ii. The Cumulative grade point average is defined as the sum of all grade points  
16 earned throughout the University of Wyoming divided by the sum of all credit  
17 hours attempted through the University except for credit hours in which grades  
18 of W,S, U, or I were assigned. When a course has been repeated to change a  
19 grade, the last grade points and credit hours assigned shall be entered in the  
20 computation of the cumulative average. All registered courses and grades  
21 earned at the University will remain on the transcript, whether or not they  
22 figure into the cumulative average.

23 iii. Current academic status will be indicated on internal documents and grade  
24 reports as:

- 25 - good standing
- 26 - on probation
- 27 - scholastic suspension

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29 **f. Exceptions**

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31 i. These regulations governing scholastic probation, suspension, and  
32 reinstatement do not apply to a student enrolled in the College of Law or to a  
33 student enrolled in the Graduate School.

34 ii. Upon the request of a student placed on scholastic suspension or denied  
35 reinstatement, the Vice President for Academic Affairs may review the  
36 circumstances and reverse the decision of the dean or the Director of the Center  
37 for Advising and Career Services for undeclared students if, in his/her  
38 judgment, the student has suffered a gross injustice.

Source:

University Regulation 715, Revision 8; adopted 7/17/08 Board of Trustees meeting