Faculty Senate Bill 326

Introduced by
Student Interaction Committee

A BILL TO REVISE UW REGULATIONS
8-238 “Procedures for Change of Registration,” AND
6-715 “Scholastic Probation, Suspension, Reinstatement and Academic Renewal for
Undergraduate Students Specifically by Changing the Repeat Grade Policy”

WHEREAS, Student Affairs and the Registrar have studied the impact of current
Drop/Add/Withdraw and Academic Probation and Suspension policies at UW and compared
UW policies with regional universities; and

WHEREAS, new dates for Drop/Add/Withdraw dates have been discussed and vetted
for improving the policies for faculty, staff and students at UW; and

WHEREAS, the current suspension policy can cause suspension of students that do
not complete a subsequent semester due to withdrawal from the university; therefore,

BE IT ENACTED by the Faculty Senate of the University of Wyoming to amend
UW Regulations 8-238 and 6-715 as presented in the attached addenda.
UW REGULATION 8-238
Procedures for Change of Registration

1. PURPOSE.

To establish the procedures for change of registration.

2. GENERAL INFORMATION.

After completing an initial registration, the student's academic record will be continued to reflect the assignment of a grade by the instructor of classes in which enrolled in accordance with applicable grading standards. If the student decides to not pursue the classes (including specific class sections) for which initially registered, in whole or in part, the student should effect a change in registration in accordance with this regulation. Failure to do so will 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 but did not attend or complete 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. After expiration of the withdrawal period, students are deemed to have assumed an obligation to complete course requirements and they are subject to a letter grade other than "W" for their course work.

3. INITIAL REGISTRATION.

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

4. CHANGE OF REGISTRATION.

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

A. Adding a Class.

A student may add classes during the first ten (10) six (6) -days of scheduled University classes of the fall and spring semesters. However, block courses
currently in session may be added only during the first five (5) days of
classes for the University in the semester.

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

C. Changes in Summer or Other Special Terms.

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 shall be established by the Registrar,
subject to approval by the Provost.

5. WITHDRAWAL FROM A CLASS.

A student enrolled in a full semester course may withdraw with a grade of "W" between the
end of the drop period and ten (10) fifteen (15) days of classes for the University 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 for the University after the middle of the block
course.

After the withdrawal period, a student may withdraw from individual classes only if the
student has suffered a severe medical, emotional, or personal problem which does directly impact
the student's ability to fulfill course requirements. If the student initially obtains written approval
from her/his advisor and if the student then obtains written approval from the instructor of the
course, the student may withdraw with a grade of "W". The Dean of Students or designated staff
personnel in that office may petition for a special class withdrawal in the name of the student who
has been incapacitated or when such 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.

6. WITHDRAWAL FROM THE UNIVERSITY OF WYOMING.

A student who has initially registered 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 the fact that the student has withdrawn
from all of his/her classes and will include the date for withdrawal from the University.
7. LIMITS ON COURSE ENROLLMENT.

A student is limited to a maximum of three (3) attempts in any course at the University of Wyoming. An "attempt" includes 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 can petition for exceptions to this limitation through established university procedures.

8. ADMINISTRATIVE PROCEDURES.

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

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

C. Students who wish to seek a withdrawal from a class after the withdrawal period because of reasons heretofore described must obtain the appropriate form from the Registrar's office for presentation 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 who shall take further action upon their request in accordance with this regulation or other University directives applicable to withdrawals from the University.

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

Source:

University Regulation 238, Revision 4; adopted 7/17/08 Board of Trustees meeting
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 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
       continue 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.
iii. A suspended student may not enroll for any University of Wyoming credit classes (including on-campus, online, correspondence, and outreach).

iv. Credit earned at another accredited college or university while a student is suspended from the University may be accepted under the usual regulations governing the transfer of credit after the student has been reinstated.

v. A student placed on scholastic suspension will be so notified by letter.

c. Scholastic Reinstatement

i. A college may have a scholastic reinstatement policy that is more restrictive than the general university policy.

ii. Scholastic reinstatement shall constitute notice that a suspended student has been reinstated to the University, and is eligible to be considered for readmission. The reinstated student shall be on scholastic probation during his/her first semester or summer term of reinstatement after which he/she may be removed from this probation under the provisions of 2.(a.)(iv.) above.

iii. A petition for reinstatement must be submitted not later than 15 days before the beginning of the semester or summer term in which the student wishes to register. A petition received after this deadline may not be processed until after the regular registration period and the petitioner shall then be subject to the late registration fee.

iv. The decision on a petition for reinstatement shall be made by the dean (or designee) of the college in which the student wishes to enroll. Undeclared students should contact the Director of the Center for Advising and Career Services. A student who has been reinstated must remain in the college in which he/she has been reinstated for that semester.

v. Students placed on scholastic suspension are eligible for a maximum of three reinstatements. Any student placed on scholastic suspension for the fourth time is not eligible for reinstatement for a minimum of five years from the end of the last term of attendance.

d. Academic Renewal

i. An undergraduate student who returns to the University of Wyoming and who has not completed a college course at UW during the previous five years will have the option of continuing his/her earlier UW cumulative grade point average or commencing a new cumulative grade point average ("academic renewal"). An interested student must request academic renewal in writing to the Registrar no later than 10 class days before the last day of classes of the semester in which the student returns to the University.

ii. The entire UW transcript will remain intact. A note indicating the policy will precede the new part of the UW transcript if the student opts for academic renewal. At the discretion of the academic department in which the student is enrolled, credit hours for which the student earned the grade of "C" or better
may be applied toward the completion of the degree requirements. The list of
departmentally approved courses (if any) will be submitted to the Registrar
with the request for academic renewal.

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

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

e. Definitions

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

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

iii. Current academic status will be indicated on internal documents and grade
reports as:
- good standing
- on probation
- scholastic suspension

f. Exceptions

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

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

Source:

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