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6
7 **A BILL TO REVISE UW REGULATION 8-238**
8 **"Procedures for Change of Registration"**
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12 **WHEREAS**, the UW Registrar's Office has been made aware of negative
13 repercussions for students based on the recent revision of Drop/Add policies at UW
14 (approved April 28, 2014 by Faculty Senate, subsequently ratified by the President and the
15 Trustees); and

16
17 **WHEREAS**, the approved new Drop/Add policies had unintended negative
18 consequences on the offices of Student Accounts, Financial Aid, and Medical Insurance; and

19
20 **WHEREAS**, the UW Fee Book currently allows 100% refunds of tuition and fees
21 through the 8th day of class, but only 80% refunds from the 8th to the 15th day of class; thus,
22 students who drop between the 8th and 15th day would be assessed tuition and associated
23 fees for a course that does not appear on their transcript; and

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25 **WHEREAS**, the UW Financial Aid office cannot approve the release of funds to
26 students until after the last day of possible registration changes; and

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28 **WHEREAS**, the UW Risk Management office, which oversees the Student Medical
29 Insurance process, cannot send a final list of students who have purchased the optional
30 medical insurance to the insurance provider until after the last day for registration
31 changes; and

32
33 **WHEREAS**, a student would be able to drop classes and be below full-time status
34 without the ability to add other courses except via petition, which could adversely affect
35 their ability to access certain facilities on campus that usually require a student to be full-
36 time, such as Student Health, Campus Recreation, and UW athletic events; therefore,

37
38 **BE IT ENACTED** by the Faculty Senate of the University of Wyoming to amend
39 UW Regulation 8-238 as presented in the attached addenda.

40 **UW REGULATION 8-238**
41 **Procedures for Change of Registration**
42

43
44 **I. PURPOSE**

45 To establish the procedures for change of registration.

46 **II. INITIAL REGISTRATION**

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

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

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

66 **III. CHANGE OF REGISTRATION**

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

70 **A. Adding a Class**

71 | A student may add classes during the first ~~six (6)~~ **eight (8)** days of scheduled
72 | University classes of the fall and spring semesters. Block courses currently in
73 | session may be added only during the first ~~five (5)~~ **four (4)** days of classes.

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

77 **B. Dropping a Class**

78 A student may drop classes during the first ~~fifteen (15)~~ **eight (8)** days of
79 scheduled University classes of the fall and spring semesters. Block courses
80 currently in session may be dropped only during the first four (4) days of classes
81 for the University. Classes that are dropped shall be removed from the student’s
82 initial registration and no record of any kind shall be retained.

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

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

88 **IV. WITHDRAWAL FROM A CLASS**

89 **A. During Withdrawal Period**

90 A student enrolled in a full semester course may withdraw with a grade of "W"
91 between the end of the drop period and fifteen (15) **eight (8)** days of classes after
92 mid-semester. A student enrolled in a block course may withdraw with a grade of
93 "W" between the end of the drop period and five (5) days of classes after the
94 middle of the block course.

95 **B. After Withdrawal Period**

96 After expiration of the withdrawal period, students are obligated to complete
97 course requirements and are subject to a letter grade other than "W" for their
98 course work, unless one of the following exceptions applies. A student may
99 withdraw from individual classes after the withdrawal period only if the student
100 has suffered a severe medical, emotional, or personal problem which directly
101 impacts the student's ability to fulfill course requirements and has obtained
102 written approval from her/his advisor and the instructor of the course. The Dean
103 of Students or designee may petition for a special class withdrawal on behalf of a
104 student who has been incapacitated or where the Dean of Students or designee
105 determines the withdrawal is appropriate to the overall academic retention of a
106 student. No withdrawal shall be permitted during the last twenty-one (21)
107 calendar days of the semester.

108 **V. WITHDRAWAL FROM THE UNIVERSITY**

109 A student who has initially registered to attend the University may terminate enrollment
110 in the University if formal procedures are completed prior to the last fifteen (15) calendar
111 ~~eight (8)~~ days ~~of classes~~ of a regular semester. The Registrar will indicate on the
112 student's transcript record that the student has withdrawn from all of his/her classes and
113 will include the date for withdrawal from the University.

114 **VI. LIMITS ON COURSE ENROLLMENT**

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

121 **VII. ADMINISTRATIVE PROCEDURES**

122 **A.** To initiate a change to an initial registration after the drop/add period, the student
123 must timely submit the appropriate forms to the Registrar. The Registrar shall
124 automatically assign the letter "W" for each class for which the student has
125 completed a timely withdrawal.

126 **B.** Students who wish to seek a withdrawal from a class after the withdrawal period
127 because of reasons described in this Regulation must obtain the appropriate form
128 from the Registrar's office for submittal to the student's advisor and instructor.
129 Students who wish to terminate enrollment in the University must report their
130 intentions to the Dean of Students or designee, who may take further action upon
131 the student's request in accordance with this Regulation or other University
132 directives applicable to withdrawals from the University.

133 **C.** No special fees for a change of registration shall be assessed students who have
134 completed initial registration.

Source:

University Regulation 238, Revision 4; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 9/12/14 Board of Trustees meeting
Revisions adopted 11/14/14 Board of Trustees meeting