



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18
Revisions proposed by Faculty Senate Exec 4-16-18

UNIVERSITY OF WYOMING REGULATIONS

Subject: Student Registration

Number: UW Regulation 8-238 (2-XX)

I. PURPOSE

To establish the policies and procedures for registration, including adding a class, dropping a class, and withdrawal.

II. INITIAL REGISTRATION

Students shall register for each regular academic term prior to the beginning of classes and in compliance with those dates and deadlines established by the academic calendar for the completion of registration procedures. The Registrar shall announce registration periods for both regular class registrations and special courses taught during other approved periods of time. Initial registrations after the beginning of classes shall be accepted only in accordance with published and established periods of time.

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 even 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.

IV. 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.

37 **A. Adding a Class**

38 A student may add classes during the first four ~~(4)~~ days of scheduled University
39 classes of the fall and spring semesters.

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

43 **B. Dropping a Class**

44 A student may drop classes through the ~~end of business on the enrollment~~
45 ~~Enrollment census Census date Date~~ eighth day of scheduled University classes
46 for the regular semester. Classes that are dropped shall be removed from the
47 student’s initial registration and no record of any kind shall be retained.

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

49 The Registrar, with approval from the Provost and Vice President for Academic
50 Affairs, shall establish the period of time for adding or dropping classes during the
51 summer term, or classes whose duration does not coincide with a regular or summer
52 term.

53 **V. WITHDRAWAL FROM A CLASS**

54 **A. During Withdrawal Period**

55 A student enrolled in more than one full semester course may withdraw from all
56 but one course with a grade of "W" between the end of the drop period and ~~fifteen~~
57 ~~(15)~~ days of classes after mid-semester.

58 **B. After Withdrawal Period**

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

67 incapacitated or where the Dean of Students or designee determines the withdrawal
68 is appropriate to the overall academic retention of a student. ~~No individual class~~
69 ~~withdrawals shall be permitted after 15 days past mid semester.~~

70 **C. Withdrawal Outside a Regular or Summer Term**

71 The Registrar, with approval from the Provost and Vice President for Academic
72 Affairs, shall establish the withdrawal period for the summer term, or classes whose
73 duration does not coincide with a regular or summer term

74 **VI. WITHDRAWAL FROM THE UNIVERSITY**

75 A student who has initially registered to attend the University may terminate enrollment in
76 the University if formal procedures are completed prior to the last ~~fifteen (15)~~ calendar
77 days of a regular semester. The Registrar will indicate on the student's transcript record
78 that the student has withdrawn from all of his/her classes and will include the date of
79 withdrawal from the University. A student may withdraw from the University within the
80 last 15 calendar days of a regular semester only if the student has suffered a severe medical,
81 emotional, or personal problem which directly impacts the student's ability to fulfill course
82 requirements and has obtained written approval from the Dean of Students or designee.
83 The Dean of Students or designee may petition for a special University withdrawal on
84 behalf of a student who has been incapacitated or where the Dean of Students or designee
85 determines the withdrawal is appropriate to the overall academic retention of a student.

86 **VII. LIMITS ON COURSE ENROLLMENT**

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

92 **VIII. ADMINISTRATIVE PROCEDURES**

93 **A.** To initiate a change to an initial registration after the drop/add period, the student
94 must submit the appropriate forms to the Registrar in a timely fashion. The
95 Registrar shall automatically assign the letter "W" for each class for which the
96 student has completed a timely withdrawal.

97 **B.** Students who wish to seek a withdrawal from a class after the withdrawal period
98 because of reasons described in this Regulation must obtain the appropriate form

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- 99 from the Registrar's office for submittal to the student's advisor and instructor.
100 Students who wish to terminate enrollment in the University must report their
101 intentions to the Dean of Students or designee, who may take further action upon
102 the student's request in accordance with this Regulation or other University
103 directives applicable to withdrawals from the University.
- 104 C. No special fees for a change of registration shall be assessed students who have
105 completed initial registration.

Responsible Division/Unit: Division of Academic Affairs

Source:

Links:

Associated Regulations, Policies, and Forms:

History:

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
Revisions adopted 05/13/15 Board of Trustees meeting