



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 for the semester. Classes that are dropped
46 shall be removed from the student’s initial registration and no record of any kind
47 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
51 the summer term, or classes whose duration does not coincide with a regular or
52 summer 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
60 course requirements and are subject to a letter grade other than "W" for their
61 course work, unless one of the following exceptions applies. A student may
62 withdraw from individual classes after the withdrawal period only if the student
63 has suffered a severe medical, emotional, or personal problem which directly
64 impacts the student's ability to fulfill course requirements and has obtained
65 written approval from her/his advisor and the instructor of the course. The Dean
66 of Students or designee may petition for a special class withdrawal on behalf of a

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

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

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

75 **VI. WITHDRAWAL FROM THE UNIVERSITY**

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79 that the student has withdrawn from all of his/her classes and will include the date of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

81 **VII. LIMITS ON COURSE ENROLLMENT**

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

87 **VIII. ADMINISTRATIVE PROCEDURES**

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

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

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- 99 C. No special fees for a change of registration shall be assessed students who have
100 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