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

15  
16 **WHEREAS**, the approved new Drop/Add policies had unintended negative  
17 consequences on the offices of Student Accounts, Financial Aid, and Medical Insurance; and

18  
19 **WHEREAS**, the UW Fee Book currently allows 100% refunds of tuition and fees  
20 through the 8<sup>th</sup> day of class, but only 80% refunds from the 8<sup>th</sup> to the 15<sup>th</sup> day of class; thus,  
21 students who drop between the 8<sup>th</sup> and 15<sup>th</sup> day would be assessed tuition and associated  
22 fees for a course that does not appear on their transcript; and

23  
24 **WHEREAS**, the UW Financial Aid office cannot approve the release of funds to  
25 students until after the last day of possible registration changes; and

26  
27 **WHEREAS**, the UW Risk Management office, which oversees the Student Medical  
28 Insurance process, cannot send a final list of students who have purchased the optional  
29 medical insurance to the insurance provider until after the last day for registration  
30 changes; and

31  
32 **WHEREAS**, a student would be able to drop classes and be below full-time status  
33 without the ability to add other courses except via petition, which could adversely affect  
34 their ability to access certain facilities on campus that usually require a student to be full-  
35 time, such as Student Health, Campus Recreation, and UW athletic events; therefore,

36  
37 **BE IT ENACTED** by the Faculty Senate of the University of Wyoming to amend  
38 UW Regulation 8-238 as presented in the attached addenda.  
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***AUTHENTICATION:*** *The foregoing Faculty Senate Bill 335, duly adopted by the Faculty Senate of the University of Wyoming under date of April 27, 2015, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*

/s/  
Janet Dewey  
Secretary of the Faculty Senate

40 **UW REGULATION 8-238**  
41 **Procedures for Change of Registration**  
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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) days of classes after mid-  
92           semester. A student enrolled in a block course may withdraw with a grade of "W"  
93           between the end of the drop period and five (5) days of classes after the middle of  
94           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          days of a regular semester. The Registrar will indicate on the student's transcript record  
112          that the student has withdrawn from all of his/her classes and will include the date for  
113          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