



Standard Administrative Policy and Procedure

Subject: Student Registration and Census

Number: UW SAP 2-208.2

I. PURPOSE

To establish the policies and procedures for registration, including adding a class, dropping a class, withdrawals, and official Census dates.

II. DEFINITIONS

Calendar Days: Most timelines within this policy are written in calendar days. Any deadline that falls on a calendar day during a weekend, holiday, winter closure, inclement weather, or other instance in which the University is officially closed shall be extended to the next calendar day that the University is officially open.

III. 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 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.

A. Adding a Class

A student may add classes during the first five (5) calendar days of the fall and spring semesters without permission from the instructor.

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 through the first ten (10) calendar days of the fall and spring semesters.

B. Dropping a Class

A student may drop classes during the first ten (10) calendar days of the fall and spring semesters. Classes that are dropped shall be removed from the student's initial registration and no record of any kind shall be retained.

C. Changes in Summer or Other Special Terms

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

D. Census

The census day for Fall and spring classes shall be the 15th day of scheduled University classes of the fall or spring term. Census days for Summer and Other Special Terms shall be coordinated by the Registrar and Institutional Analysis and approved by the Provost and Executive Vice President of Academic Affairs.

V. WITHDRAWAL FROM A CLASS

A. During Withdrawal Period

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

B. After Withdrawal Period

After expiration of the withdrawal period, students are obligated to complete course requirements and are subject to a letter grade other than "W" for their course work. A student may withdraw from individual classes after the withdrawal period only if the student provides documented extenuating circumstances which directly impacts the student's ability to fulfill course requirements and has obtained written approval from her/his advisor and the instructor of the course. The Dean of Students or designee may petition for a special class withdrawal on behalf of a student who has been incapacitated or where the Dean of Students or designee determines the withdrawal is appropriate to the overall academic retention of a student.

C. Withdrawal Outside a Regular or Summer Term

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

VI. WITHDRAWAL FROM THE UNIVERSITY

A student who has initially registered to attend the University 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 that the student has withdrawn from all their classes and will include the date of withdrawal from the University. A student may withdraw from the University within the last fifteen (15) calendar days of a regular semester only if the student provides documented extenuating circumstances which directly impacts the student's ability to fulfill course requirements) and has obtained written approval from the Dean of Students or designee. The Dean of Students or designee may petition for a special class withdrawal on behalf of a student who has been incapacitated or where the Dean of Students or designee determines the withdrawal is appropriate to the overall academic retention of a student.

VII. LIMITS ON COURSE ENROLLMENT

A student is limited to a maximum of three (3) attempts in any course at the University. An "attempt" is defined as 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 University Catalog as being appropriate for students to take multiple times. A student may petition for exceptions to this limitation through the Registrar's Office.

VIII. ADMINISTRATIVE PROCEDURES

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

- B.** Students who wish to seek a withdrawal from a class after the withdrawal period because of reasons described in this policy must obtain the appropriate form from the Registrar's office for submittal 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 or designee, who may take further action upon the student's request in accordance with this Regulation or other University directives applicable to withdrawals from the University.
- C.** No special fees for a change of registration shall be assessed students who have completed initial registration.

Responsible Division/Unit: Office of the Provost and Executive Vice President of Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 1/26/2023