

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Dropping/Adding/Cancelling Classes (number AP1119)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 4/19/11 (approved by Faculty Senate)

I. Background and Purpose

- 1.1 The current policy lacks specific language for the number of days to drop and add especially since E-Hive was changed to allow students to do this procedure on line.

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 Drop is when students can remove a class(es) from their schedule. Dropped classes do not display on a transcript.
- 3.2 Add is when students can register for additional credits.
- 3.3 Cancel is when students remove classes from their schedule prior to a term beginning.
- 3.4 Withdrawal is when students drop all classes.

IV. Policy Statements

4.1 Adding Classes During a Regular Term

Students may add classes via their E-Hive account, or at the Registrar's Office, without instructor permission, through the fifth class day of each term (pro-rated for Summer College). From the sixth through the tenth class day of each term, students are required to have permission from instructors before they are allowed to enroll. This requires either a permission number to add a course via E-Hive, or a signature on a Drop/Add form submitted to the Registrar's Office for processing.

- 4.1.1 After the eleventh class day of each term, students may add a class with signatures from the instructor, their advisor and department chair on a Petition form which is submitted to the Registrar's Office for consideration by the Credits and Student Reinstatement Committee.

- 4.1.2 Students who wish to add a class during the last week of the term, or thereafter, are required to pay a \$20 fee.

4.2 Adding Classes During Summer College or Shorter Periods

- Students enrolled in classes that are two weeks in length are allowed the first two class days of the session to add a class without instructor permission
- Students enrolled in classes that are three weeks in length are allowed the first three class days of the session to add a class without instructor permission
- Students enrolled in classes that are four weeks in length are allowed the four class days of the session to add a class without additional instructor permission
- Classes five weeks in length or longer, will follow the same procedure listed above for adding regular-term classes.

- 4.2.1 After the specific class day of the session listed above, students may add a class with signatures from the instructor, their advisor and department chair on a Petition form which is submitted to the Registrar's Office for consideration by the University Petition Committee.

4.3 Cancelling Classes Before a Regular Term/Summer College/Shorter Period

Students may cancel classes via their E-Hive account, or by submitting a signed Cancellation form to the Registrar's Office, BEFORE the first day of each term. No additional signatures are required on the Cancellation form. Cancelled classes are not recorded on students' official transcripts.

4.4 Dropping Classes During a Regular Term

Students may drop classes via their E-Hive account, or by submitting a signed Drop form to the Registrar's Office, through the tenth class day of each term (pro-rated for Summer College). No additional signatures are required on the drop form during this period. Individual classes dropped during this period are not recorded on students' official transcripts. If all classes are dropped a single **notation of "withdrawn" and the date the student initiated the process is noted for the respective term on the official transcript.**

- 4.4.1 From the eleventh class day of each term through the 60% calendar day of each term (does not include 9 days of Spring Break week), students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a \$20 fee that

must first be paid at the Cashier's Office. This \$20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal).

4.4.2 Students seeking to drop classes after the 60% day of each term must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

4.4.3 **Dropping Classes During Summer College or Shorter Periods**

4.4.3.1 Two Week Classes

The last day to drop without permission is the second day of classes for the session. From the third class day of the session to the 60% calendar day of the session (does not include 9 days of Spring Break week), students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a \$20 fee that must first be paid at the Cashier's Office. This \$20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

4.4.3.2 Three Week Classes

The last day to drop without permission is the third day of classes for the session. From the fourth class day of the session to the 60% calendar day of the session (does not include 9 days of Spring Break week), students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a \$20 fee that must first be paid at the Cashier's Office. This \$20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session (does not include 9 days of Spring Break week) must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

4.4.3.3 Four Week Classes

The last day to drop without permission is the fourth day of classes for the session. From the fifth class day of the session to the 60% calendar day of the session (does not include 9 days of Spring Break week), students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a \$20 fee that must first be paid at the Cashier's Office. This \$20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session (does not include 9 days of Spring Break week) must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

4.4.3.4 Fives Week (or longer) Classes

Classes five weeks in length or longer, will follow the same procedure listed above for dropping regular-term classes.

4.5 **Total Withdrawal from All Classes for a Term/Summer College/Shorter Period**

Dropping all classes for a term is considered a Total Withdrawal. Students must complete a Total Withdrawal form, secure all required signatures on the form and then meet with the Registrar, who is the last person to sign the Total Withdrawal form. There is a \$50 fee for this procedure during the drop/add period for each term/Summer College. This fee must be paid to the Cashier's Office before the form is submitted to the Registrar's Office. Withdrawn classes are listed on the official transcripts with a grade of W (withdrawal) for each course and a **notation of "withdrawn" and the date the student initiated the process**. See further information in the Total Withdrawal policy.

V. **Policy Procedures**

5.1 see above

V1. **Compliance**

6.1 Approved by UAAC (4/12/11), Faculty Senate (4/19/11) and Chancellor Erlenbach (4/21/11)

6.2 No consequences

6.3 Faculty, Department Chairs are aware of this policy change.

VII. **Attachments**

7.1 no attachments