

Clarifications for Timeline Items (per UWW Academic Policies SP 2008)

Registration:

Students must have finalized their semester course load by September 9th. The billing status of matriculated students is determined at the end of the day on September 9th. Matriculated students must drop courses through the Registration/Advising Module and must have their academic advisor's approval. Courses dropped after September 9th will not change a student's billing status.

Grades Due:

Students who have not completed a course by the end of a semester and who have arranged with their instructor to complete the course at a later time may be assigned an Incomplete (I). If the course is not completed and a grade entered by the end of the following semester, the (I) will revert to a W. This deadline may be extended by the instructor with the approval of the UWW Director for no longer than one additional academic term.

Add/Drop:

Matriculated students must add and drop courses through the Registration/Advising Module and must receive their academic advisor's approval. Students who withdraw from a course before the add/drop deadline will have no record of the course on their transcript, nor will the course be considered a part of their enrollment for the semester, and hence, the basis on which they will be charged. (This is known, colloquially, as a "drop.")

Students who withdraw from a course after the add/drop deadline must use the Registration/Advising module to drop the course; the dropped course will be assigned a grade of W (Withdraw) and will appear on the student's transcript. Students will remain liable for the financial costs associated with such a course.

Students who have not withdrawn from a course before the add/drop deadline and do not complete the course or arrange with their instructor for an incomplete (I) will receive a grade of W for the course; this course will appear on the student's official transcript. Students will remain liable for the financial costs associated with such a course.

A Note on "Continuing students" and "Sustaining students"

Continuing students are matriculated UWW students who have neither registered for courses, nor are on approved leave, for any particular semester. They will be billed a "continuation fee" (similar to a "matriculation fee" billed by most educational institutions) for the semester. Students will typically be in this classification for only one semester.

Students who have completed all coursework and whose final project credits have been charged to a previous semester will be considered as "sustaining" and charged a sustaining fee for each semester until the project is completed, submitted to the UWW, and positively evaluated by the assessors.

Please contact your academic advisor with any questions.