

UTAH VALLEY UNIVERSITY
Policies and Procedures

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Proposed Policy Number and Title: 503 Add/Drop/Withdrawals		
Existing Policy Number and Title: 503 Add/Drop/Withdrawals		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision – LIMITED SCOPE	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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Draft Number and Date: <u>Stage 1, Temporary Emergency, Limited Scope</u>
President's Council Sponsor: <u>Michele Taylor</u> Ext. _____
Policy Steward: _____ Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>02/11/2016</u></p> <p>University Entities Review Entrance Date: <u>Not applicable</u></p> <p>University Community Review Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u></p> <p>Board of Trustees Review Entrance Date: <u>MM/DD/YYYY</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>

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POLICY TITLE	Add/Drop/Withdrawals	Policy Number	503
Section	Student Affairs	Approval Date	June 16, 2011
Subsection	Admissions, Enrollment, Tuition, and Commencement	Effective Date	June 16, 2011
Responsible Office	Office of the Vice President of Student Affairs		

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1.0 PURPOSE

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1.1 In order to fulfill the mission of the University to provide quality educational experiences, this policy establishes guidelines for students and university personnel regarding class registration and withdrawals.

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2.0 REFERENCES

2.1 UVU Policy 505 *Payment and Non-Payment of Tuition and Fees*

2.2 UVU Policy 507 *Tuition Refunds*

2.2 UVU Policy 541 *Student Rights and Responsibilities Code*

2.3 UVU Policy 601 *Classroom Management*

2.4 Procedures for active duty and death of a student as found in the course catalog.

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3.0 DEFINITIONS

3.1 **Adding a class:** Registering for a class before or on the last day to add deadline.

3.2 **Attendance:** A meeting with the instructor and other students at the scheduled time and place for the class.

3.3 **Audit:** Registering and paying tuition for class(es) as a class participant without receiving academic credit.

3.4 **Class:** Specific section of a university course taken by a student for credit or audited during a term whether day, evening, weekend, off campus, or through distance education.



42 **3.5 Continuing student:** A student who has completed a minimum of one semester and attends
43 for consecutive terms.

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45 **3.6 Deadline:** A published date in the Student Timetable by which registration and changes in
46 registration can be started or must be completed. The following specific deadlines are referenced
47 in this document:

- 48
49 1) Last day to register without an add request
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51 2) Tuition/fee payment deadline
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53 3) Last day to add/audit class(es) deadline
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55 4) Last day to drop class(es)
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57 5) Last day to withdraw from class(es)
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59 **3.7 Documentation:** Official/legal forms or a written statement signed by a qualified individual
60 verifying the extenuating circumstances of the petitioning student.

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62 **3.8 Dropping a class:** Canceling registration for a class before drop deadline. No record of the
63 class registration shall appear on a student's transcript.

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65 **3.9 Extenuating circumstances:** (1) An incapacitating health condition, illness, or injury which
66 prevents a student from attending classes (usually more than five consecutive class days); (2) a
67 death in the immediate family; (3) change in work schedule as required by employer; or (4) other
68 emergencies beyond the control of the student.

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70 **3.10 Holds:** Restrictions on a student's registration that must be cleared by contacting the
71 appropriate administrative office.

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73 **3.11 Proof of attendance:** A written statement or signature, or the appropriate form, signed by
74 the class instructor or other designated department official, verifying a student's attendance for a
75 class.

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77 **3.12 Qualified individual:** An employer, physician, licensed medical practitioner, licensed
78 health care provider, licensed mental health care provider, or person qualified and possessing
79 personal knowledge of extenuating circumstances of the student.

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81 **3.13 Student transcript:** A document created from the academic record that is used to review
82 the academic performance of the student.

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84 **3.14 Student Timetable:** Dates and deadlines for registration and changes in registration
85 published on the University's web pages.

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87 **3.15 Withdrawals:** Canceling registration for a class or all classes after the last day to drop
88 deadline. Types of withdrawals include administrative withdrawals, official withdrawals, and
89 unofficial withdrawals. Withdrawals may or may not appear on transcripts.

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91 **3.15.1 Administrative withdrawal:** Cancellation of a student's registration for a class or classes
92 by the university for lack of attendance during the first three class periods of a term, lack of
93 satisfying prerequisites, and other official administrative reasons.

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95 **3.15.2 Official withdrawal:** A student reduces class load by canceling registration from a class,
96 multiple classes, or all classes. A grade of "W" shall appear on a student's transcript.

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98 **3.15.3 Unofficial withdrawal:** The University assigns this grade when a student ceases to attend
99 a class for which they are registered but does not follow procedures for officially withdrawing;
100 may result in a "UW." ~~or "E" grade on a student's transcript.~~

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102 **3.16 Withdrawal Forms:** Official forms used to appropriately complete registration changes.
103 Types of withdrawal forms are *Official Withdrawal Form* and *Withdrawal Exception Form*.

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105 **3.16.1 Official Withdrawal Form:** Used to drop or withdraw from all classes according to the
106 deadlines noted in the Student Timetable.

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108 **3.16.2 Withdrawal Exception Form:** Used to withdraw from individual classes or all classes
109 after the last day to withdraw deadline noted in the Student Timetable.

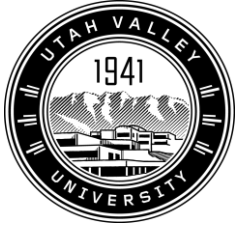
4.0 POLICY

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114 **4.1** Admitted students without holds on their student record may register for classes according to
115 the dates noted in the Student Timetable.

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117 **4.2** Students may add or drop classes without penalty before the add/drop deadlines published in
118 the Student Timetable.

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120 **4.3** Students may withdraw from a class after the drop deadline and up to the last day to
121 withdraw deadline published in the Student Timetable. Students may not withdraw from class
122 after the last day to withdraw deadline except under extenuating circumstances as defined in
123 section 3.9. Students who withdraw after the drop deadlines shall receive a "W" grade on their
124 transcript.

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5.0 PROCEDURES

5.1. Initial Registration for Semesters/Terms

5.1.1. Once admissions processing, orientation, assessment, and advisement are completed, new students and returning students without holds may register for classes according to the dates on the Student Timetable.

5.1.2 Continuing students without holds may register according to dates on the Student Timetable.

5.1.3 To audit a class, students register for the class, pay tuition, and submit an *Audit Request Form* by the audit deadline noted in the Student Timetable. Audited classes may not be changed to credit status during the semester/term.

5.2 Changing Class Schedules before the Add/Drop Deadline

5.2.1 Adding Classes

5.2.1.1 When adding classes after the add/drop deadline, students must adhere to the deadline dates in the Student Timetable, submit an *Add Request Form*, and pay appropriate add fees.

5.2.1.2 Changing sections or increasing credit on a variable credit class is a change in registration and is processed using an *Add Request Form*.

5.2.1.3 An add fee may be waived for changes requested by the department chair of the class.

5.2.2 Dropping Classes

5.2.2.1 Students may reduce their course load without a fee beginning and up to the drop deadline.

5.2.2.2 To drop ALL classes beginning the first day of the semester/term, students must use a *Withdrawal Request Form*.

5.2.2.3 Classes dropped prior to the drop deadline shall not appear on transcripts.

5.3 Class Withdrawals Prior to the Last Day to Withdraw Deadline

5.3.1 After the drop deadline, students may withdraw from a class, multiple classes, or all classes up to the last day to withdraw deadline.



170 **5.3.2** To withdraw from ALL classes beginning the first day of the semester/term, students must
171 submit a *Withdrawal Request Form*.

172
173 **5.3.3** When students withdraw from classes before the withdraw deadline, a “W” grade shall
174 appear on their transcript.

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176 **5.4. Exceptions for Class Withdrawals after the Last Day to Withdraw Deadline**

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178 **5.4.1** Withdrawing from a class or multiple classes, while remaining registered for at least one
179 class, must be approved by the department chair of the course(s).

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181 **5.4.2** Withdrawing from ALL classes must be approved by the department chair of the student’s
182 major course of study.

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184 **5.4.3** Students must submit a *Withdrawal Exception Form* and provide supporting documentation
185 from a qualified individual as defined in section 3.12

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187 **5.4.4** The withdrawal process must be completed prior to the last day of the semester/term (last
188 day of finals).

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190 **5.5 Administrative Drops and Withdrawals**

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192 **5.5.1** Upon notification from the department chair to the Registrar’s Office, students may be
193 dropped or withdrawn from classes administratively. Administrative drops and withdrawals may
194 occur when there is a lack of attendance during the first three class periods of a term, lack of
195 satisfying prerequisites, and other official administrative reasons.

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197 **5.6 Unofficial Withdrawal**

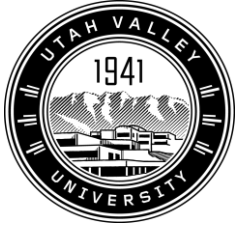
198
199 **5.6.1** Students who stop attending a class without officially withdrawing may receive a “UW” or
200 other grade at the instructor’s discretion.

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202 **5.7 Appeals to Add/Drop/Withdraw Policy**

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204 **5.7.1** Contact the Registrar’s Office for the appeal procedure (see UVU Policy 541 *Student*
205 *Rights and Responsibilities Code*).

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207 **5.7.2** Unusual exceptions to this policy and students seeking a tuition refund after the established
208 deadline shall be handled on an individual basis by the Registrar’s Office. (See UVU Policy 507
209 *Tuition Refunds*.)

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211 **5.7.3** Students who are called to active duty in the armed forces should contact the Registrar’s
212 Office; such cases are addressed on an individual basis.



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5.7.4 Family of students who die during the semester shall contact the Registrar's Office; such cases are addressed on an individual basis.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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POLICY OFFICE DRAFT