

Memorandum

July 7, 2009

To: Steve Rosenberg,
Chair, Academic Affairs Council

From: Barb Erickson
Registrar

Re: Clarification of drop/add policy for mini courses

Existing catalog copy:

Program Change (Drop/Add)

Students may drop from or add courses to their official program on or before the dates indicated in the University's Academic Calendar. Students who are required to change sections in a class must initiate this action on a Drop/Add Form.

A change in program is official only when the Drop/Add has been processed in the Registrar's Office.

Add to existing copy:

Drop/Adds, for Mini courses (courses running less than full-term)

Length of Course	Last Day to Add	Last Day to Drop
2-5 days	first day of class	first day of class
2-3 weeks	second day of class	7th calendar day
4-5 weeks	third day of class	14th calendar day
6-10 weeks	fourth day of class	21st calendar day
10 weeks and beyond	fifth day of class	established term drop date for all courses

Note: These are the dates for dropping of classes. Partial or full refund of tuition dates may differ and are published on the cashier's web site at

<http://www.uwsuper.edu/bursar/fees/index.cfm>