

# DROP/WITHDRAWAL POLICY SPRING SEMESTER 2016

## STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current policies and registration information booklet. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. **Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester. Please refer to the catalog for more information on the consequences of dropping or withdrawing.**

**All withdrawals from courses must be made using Student Self-Service ([www.uis.edu/registration/](http://www.uis.edu/registration/)). Non-attendance or non-payment does NOT constitute an official withdrawal.** Students who change sections, add, and/or drop will be charged full tuition and fees for every transaction according to the date, as listed below.

**The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of "W" on the transcript. A failing grade will be assigned and calculated in the grade-point average for courses not dropped by specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at 217/206-6174.**

### ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

**Full-Term Courses** begin prior to the midpoint of the semester (March 12, 2016) and end after the mid-point.

**First-Half Courses** begin and end by the midpoint of the semester (March 12, 2016).

**Last-Half Courses** begin and end after the midpoint of the semester (March 12, 2016).

*Any courses that do not fit into the categories above by definition (e.g., courses designated with "To Be Arranged" days/times) are considered to be full-term courses, unless otherwise indicated in the dynamic course schedule.*

### PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES

#### DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

Partial withdrawals are made according to the following schedule. **THERE WILL BE NO REFUND FOR A PARTIAL WITHDRAWAL AFTER THESE DATES:**

FULL-TERM	FIRST-HALF	LAST-HALF
Feb 1, 2016	Jan 25, 2016	Mar 27, 2016

### COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES

#### DROPPING ALL HOURS FOR THE SEMESTER

The amount owed depends on the official date of the last drop/withdrawal. Adjustments for tuition and fees for **complete** withdrawals are made according to the following table.

#### **DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES**

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 19-25 †	10% <b>plus</b> pro-rata fee*
Week 2	Jan 26-Feb 1 ◆	10% <b>plus</b> pro-rata fee*
Week 3	Feb 2-7	20% <b>plus</b> pro-rata fee*
Week 4	Feb 8-14	30% <b>plus</b> pro-rata fee*
Week 5	Feb 15-21	30% <b>plus</b> pro-rata fee*
Week 6	Feb 22-28	40% <b>plus</b> pro-rata fee*
Week 7	Feb 29-Mar 6	40% <b>plus</b> pro-rata fee*
Week 8	Mar 7-13	50% <b>plus</b> pro-rata fee*
Week 9	Mar 14-20	60% <b>plus</b> pro-rata fee*
Week 10	Mar 21-25	60% <b>plus</b> pro-rata fee*
Week 11	After Mar 25 Apr 15	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

#### **DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES**

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 19-25 ◆†	Mar 21-27 ◆†	10% <b>plus</b> pro-rata fee*
Week 2	Jan 26-31	Mar 28-Apr 3	30% <b>plus</b> pro-rata fee*
Week 3	Feb 1-7	Apr 4-10	40% <b>plus</b> pro-rata fee*
Week 4	Feb 8-14	Apr 11-17	50% <b>plus</b> pro-rata fee*
Week 5	Feb 15-19	Apr 18-22	60% <b>plus</b> pro-rata fee*
Week 6	After Feb 19 Feb 26	After Apr 22 Apr 29	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

\* The pro-rata fee is \$50.

† After these dates, registration requires instructor permission, late fees apply (a one-time \$25 fee – **subject to change**), and courses can only be added by contacting Registration.

◆ A grade of **W** will be recorded on the transcript for courses dropped after these dates.

**Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.**