To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls

November 3, 2011

RE: UWRF Faculty Senate Motion 2011-2012/45

At the November 2, 2011 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2011-2012/45 was passed and it is effective immediately. This motion is forwarded to you for your action.

Motion from the Academic Standards (Terry Ferriss, Chair) to accept the revised class add-drop policy. This motion will take effect immediately.

Approved  

Disapproved  

Dean Van Galen, Chancellor  

Date  

n/3/11
Proposed Policy:

8.2.8 Drop and Add Policy for Fall and Spring Semesters
Students can drop or add a course online without a faculty signature during the first five (5) university business days of the semester beginning with the first academic class day of the semester. Students must submit a completed drop-add card that includes their instructor's and advisor's signatures on the card to drop or add a class after the first five (5) university business days of the term. Students can drop a class during the first 15 university business days of the semester without any record on their transcript (business days are defined as Monday through Friday, beginning with the first academic class day of the semester and ending on the last academic class day of the semester). Students can drop a class within 16-50 university business days with a "W" recorded on their transcript. Students may initiate a late drop after 50 university business days for verifiable, non-academic reasons. A late drop requires the completion of the late drop form, including signatures of the instructor and the advisor, and approval from the Dean's Office associated with the student's major.

Current Policy:

8.2.8 Drop and Add Policy
Students can drop or add online without a faculty signature during the first seven calendar days of the term (as long as there is space available).

To drop or add a class after the first five days of class, students must obtain a drop-add card from the Office of the Registrar and get their advisor's signature and the instructor's signature on the form. Classes may not be added after the first five days of class except with permission of the instructor and advisor.

Students can drop a class during the first 15 days of the semester without any record on their transcript.

Students can drop a class within 16-30 days with "W" recorded on their transcript.

If a student drops a class after 30 days, it will be considered a late drop and must be approved by the respective Dean's Office.

Only one "W" will be allowed to appear on the transcript of any student in a given class or course.