DROP/WITHDRAWAL POLICY
SPRING SEMESTER 2027

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines and procedures contained in the catalog and registration policies. 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 (uis.edu/registrar). 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 SPRING UIS COURSES ARE CLASSIFIED INTO FOUR CATEGORIES

Full-Term Courses begin prior to the midpoint of the spring semester (March 6, 2027) and end after the midpoint.
Intersession Courses begin prior to the start of the spring semester, but after the end of the prior fall semester.
First-Half Courses begin and end by the midpoint of the semester (March 6, 2027).
Last-Half Courses begin and end after the midpoint of the semester (March 6, 2027).
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 FOUR CATEGORIES
DROPPING SOME BUT NOT ALL HOURS (COURSES) 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	INTERSESSION	FIRST-HALF	LAST-HALF
Jan. 24, 2027	Dec. 16, 2026	Jan. 15, 2027	March 19, 2027

COMPLETE WITHDRAWALS BASED UPON FOUR 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. 11–15†	10% **plus** pro-rata fee*
Week 2	Jan. 16-25 ◆	10% **plus** pro-rata fee*
Week 3	Jan. 26–31	20% **plus** pro-rata fee*
Week 4	Feb. 1–7	30% **plus** pro-rata fee*
Week 5	Feb. 8–14	30% **plus** pro-rata fee*
Week 6	Feb. 15–21	40% **plus** pro-rata fee*
Week 7	Feb. 22–28	40% **plus** pro-rata fee*
Week 8	March 1–7	50% **plus** pro-rata fee*
Week 9	March 8–14	60% **plus** pro-rata fee*
Week 10	March 15–21	60% **plus** pro-rata fee*
Week 11	After March 21	No reduction in tuition and fees
	April 9	Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF, INTERSESSION AND LAST-HALF COURSES

Time Period	Intersession Dates	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Dec. 14–16 ◆†	Jan. 11–15 ◆†	March 15–19 ◆†	10% **plus** pro-rata fee*
Week 2	Dec. 17–20	Jan. 16–25	March 20–28	30% **plus** pro-rata fee*
Week 3	Dec. 21–23	Jan. 26–31	March 29–April 4	40% **plus** pro-rata fee*
Week 4	Dec. 24–27	Feb. 1–7	April 5–11	50% **plus** pro-rata fee*
Week 5	Dec. 28–Jan. 1	Feb. 8–12	April 12–16	60% **plus** pro-rata fee*
Week 6	After Jan. 1	After Feb. 12	After April 16	No reduction in tuition and fees
	Jan. 6	Feb. 19	April 23	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.