


Guidelines for Summer Enrollment Actions (considering multiple sessions)

Session length	Deadline to add class	Late add requires department approval with permission entered in enrollment system	Last day 100% tuition adjustment ^{3,4}	Last day 50% tuition adjustment ^{3,4}	Last day 25% tuition adjustment ^{3,4}	Last day to drop class ¹	Summer term withdraw deadline - Only allowed if no course is completed or no later enrollment intended ²
>11 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 2nd Wk (F)	End 4th Wk (F)	None	End 7th Wk (F)	End 9th Wk (F)
11 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 7th Wk (F)	End 9th Wk (F)
10 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 6th Wk (F)	End 8th Wk (F)
9 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 6th Wk (F)	End 7th Wk (F)
8 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 5th Wk (F)	End 6th Wk (F)
7 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 4th Wk (F)	End 6th Wk (F)
6 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 4th Wk (F)	End 5th Wk (F)
5 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 3rd Wk (F)	End 4rd Wk (F)
4 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	End 2nd Wk (F)	End 3rd Wk (F)	End 3rd Wk (F)
3 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	End 2nd Wk (F)	End 2nd Wk (F)	End 2nd Wk (F)
2 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	None	End 2nd Wk (F)	End 2nd Wk (F)
< 2 Wks	3rd day classes (W)	4th day classes (Th)	1st day classes (M)	2nd day classes (T)	None	End 1st Wk (F)	End 1st Wk (F)


Drop vs. Withdraw

- The term “**drop**” indicates dropping a single course, with deadlines tied to that single course. Clicking on the calendar icon  at the ClassDetail in Class Search or MyUW Student Center displays specific add/drop class deadlines. Students are prompted to review the tuition adjustment schedule during the class drop steps.
- The term “**withdraw**” indicates dropping all courses and discontinuing student status for the Summer Term, with a deadline tied to a student’s entire enrollment record. *Term Withdrawal* in MyUW Student Center will prompt a student to consider a number of factors and will not allow a student with a completed summer course to withdraw from the term. For courses of 1 to 4 weeks in length, the class drop deadline and term withdrawal deadline coincide.
- Once classes have begun in a session for which a student is enrolled, the action of dropping the class or withdrawing for the term will appear on the student transcript with the date of the action.

Pass/Fail and **Credit/Audit** deadlines and policies vary across schools and colleges, so students should consult with their Academic Dean. A common approach for summer is to use the first Friday for sessions one-seven weeks long, second Friday for sessions eight weeks and longer.

A **late-payment fee** of \$100 will be assessed for a payment made after the due date of the student’s first session.

Footnotes:

1. Last day to drop courses occurs at end of 9/16ths of a session extended to the following Friday as appropriate. Clicking the calendar icon  at the Class Detail provides a specific date. Students who try to drop late via Student Center receive a message that the drop deadline has passed and to consult their Academic Dean for further information. As appropriate, the student may receive a message that withdrawing from the summer term may still be possible.
2. Last day to withdraw occurs at end of 3/4ths of a session extended to the following Friday – except Graduate Students and some Professional School students who may withdraw on the final class day. The *Term Withdrawal* process in MyUW Student Center will prompt the student to consider a number of issues, such as financial aid or retaining the option to enroll in a later session of the summer term, prior to finalizing a withdraw action. Note: Students who have completed a course in an earlier session may not withdraw from the term.
3. The tuition adjustment schedule is based on date of individual class drops, as well as term withdrawal.
4. It is University policy to deduct from the amount of refund/adjustment any outstanding indebtedness owed to a University department or agency, or created through the award of financial aid.