

# Academic Rules and Regulations

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## DEFINITIONS

### Class Standing

Class standing is determined by the number of earned credits a student has completed. In-progress credits do not count toward standing. Class levels are defined as:

Freshman	23 or fewer earned credits
Sophomore	24 to 53 earned credits
Junior	54 to 83 earned credits
Senior	84 or more earned credits

### Credit Hour

A credit hour is an amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over different amount of time, or the equivalent amount of work for other activities established by the University including but not limited to graduate work, internships, practica, studio work, and other academic work leading toward the awarding of credit hours.

### Credit Load

Total amount of credits a student is enrolled in at a given time in a term, for example, after initial registration or at the end of a semester. All credits, regardless of grading status, count toward credit load for certain purposes.

- **Maximum Credit Load:** A student in good standing may register for a maximum of 18 credits during any regular session of fall or spring semester and may register for a maximum of three credits in the January Interim session. A student who wants to enroll in more than 18 credits in a regular session must obtain written approval in advance from their faculty or academic advisor, using the credit overload petition before the first day of classes. Once approved, course(s) enrollment can be completed. Additional tuition and fees will apply.
- **Minimum Credit Load:** A specific minimum number of credits (excluding audit credits) that a student must carry to be eligible for certain programs and benefits. A student may register for or reduce a program below 12 credits in a semester with the understanding that for certain purposes he or she will be considered a part-time student. A student who reduces the credit load below 12 credits should check with the appropriate offices about the effect on financial aid, government benefits, athletic eligibility, health insurance coverage, and other programs with credit load eligibility limits.

### Educational Status

A **degree-seeking student** is enrolled in a program of study and plans to earn an Associate or Bachelor degree at the undergraduate level. A **special student** is not seeking a degree, but taking courses. Status impacts the admissions process and financial aid eligibility.

### Enrollment Status (full time, part time)

Enrollment status is based on number of credits enrolled. Status impacts financial aid eligibility and tuition/fees.

*Undergraduate level:* **full time** = 12 credits; **part time** = 6-11 credits; **less than part time** = 1-5 credits.

### Student

The University of Wisconsin-Green Bay defines a student as any individual who is currently enrolled, or was enrolled, in a credit bearing course at the University of Wisconsin-Green Bay.

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## Academic Forgiveness

Returning students, who have not earned a baccalaureate degree, and have not enrolled in any courses at UW-Green Bay for a minimum of three consecutive years prior to re-admission are eligible to request academic forgiveness. If *academic forgiveness* is granted, all grades received from courses taken three or more years before readmission will be excluded when calculating the student's cumulative grade point average on their academic transcript. All prior grades and quality points are not excluded in financial aid satisfactory academic progress calculations. Requests can be made through the Office of Academic Advising but must be made within 21 calendar days after the last day of final exams of the first semester after readmission.

## Academic Standing

All students are expected to maintain certain standards of academic achievement while enrolled at the University. The University is concerned about students whose academic achievements indicate that they are not meeting the expectations of their instructors, or who are experiencing other problems

that may be interfering with their studies. An academic warning is an advisory notice that a student should take action to improve his or her performance. Probation and strict probation are formal academic actions that document unacceptable performance on the student's official transcript. An academic suspension action is taken when a student's achievement record indicates a need to interrupt enrolled status. Official academic actions on part-time students are withheld until they have attempted at least 12 credits at UW-Green Bay.

## **Good Academic Standing**

A student is in good academic standing if the student's cumulative resident grade point average is 2.00 or greater. Academic standing is reviewed at the end of each academic term. Every student is expected to maintain at least a 2.00 grade point average on all work carried in every term, including summer session. Students who fail to maintain this minimum grade point average will face academic warning, probation, strict probation, or suspension, as specified.

## **Academic Probation**

A student in good standing will be placed on academic probation if he/she earns a cumulative grade point average of less than 2.00 but greater than 1.00. Academic probation is an advisory warning and is not subject to appeal.

## **Strict Probation**

A student will be allowed no more than two consecutive academic terms to remove him/herself from probation. If a student is on probation and earns a cumulative grade point average of less than 2.00 at the end of the probationary term, he/she will be placed on strict probation. A student on strict probation must regain good academic standing by the end of the strict probationary term in order to continue at the University.

## **Return to Good Standing**

A student on probation or strict probation will be cleared of probation at the end of any term in which a cumulative grade point average of 2.00 or better is attained.

## **Academic Suspension**

A student will be suspended from the University if he/she fails to achieve a cumulative grade point average of 2.00 at the end of a semester on strict probation or if his/her cumulative grade point average falls below 1.00.

## **Appeals Process**

Academic suspension status may be appealed to the provost's designee. Appeals must be filed within the deadline specified in the official suspension notification. The action of the provost's designee may be appealed to the Academic Actions Committee within the deadline specified in the official suspension notification. The decision of the Academic Actions Committee is final. A student who is allowed to continue as a result of an appeal will be placed on suspension waiver, and is subject to any special conditions that may be designated. An academic suspension provides time for a student to give careful thought to the circumstances that resulted in the suspension action. Suspension appeals must include a clear explanation of the circumstances that resulted in inadequate achievement, and a statement explaining how the student proposes to resolve those circumstances.

Students planning to appeal should consider:

- Are the relevant facts and dates clearly stated and documented?
- Are the extenuating circumstances cited of an unforeseeable nature?
- Are relevant recommendations from instructors included, if appropriate?

## **Readmission Following Academic Suspension**

Students who have been suspended may appeal for continued enrollment (see Appeals Process). For students who do not appeal for continued enrollment, or for whom the appeal is denied, the period of the first suspension shall be one regular semester. A student seeking readmission to the University after the expiration of the suspension must make formal application through the Admissions Office. Readmission cannot be guaranteed. A written request for readmission must accompany formal re-application to the University. A student who is readmitted after suspension will be placed on suspension waiver. If a student is readmitted and fails to regain good academic standing after re-admittance, a second suspension will be incurred. The second suspension shall be for a period of two regular semesters.

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## **Grades and Related Policies**

### **Types of Credit**

#### **Attempted**

Number of credits a student originally enrolled in a specific session or term before grades are awarded.

## Degree Credits

Credits earned that count toward the 120 credits required for a bachelor's degree. Academic support courses do not count toward degree completion; they may have a credit value assigned and may be acceptable for enrollment verification.

## Earned Credits

Number of credits (excluding audit credits) where a final grade and quality points have been awarded which are used to calculate grade point average for the term and cumulatively. Courses that are graded with a letter or passing grade are calculated in this total; temporary grades of I = Incomplete or N = Not yet graded, are excluded.

## Grading System and Grade Points

Grade point averages indicate academic and class standing and are a means of measuring the quality of a student's academic work. Grade point averages are computed on a 4.0 basis. See chart for letter grade point values.

### Grade Point Values

Letter Grade		Grade Points Per Credit
A	Excellent	4.0
AB	Very Good	3.5
B	Good	3.0
BC	Above Average	2.5
C	Average	2.0
CD	Below Average	1.5
D	Poor	1.0
F	Unacceptable	0.0
WF	Unofficial Withdrawal	0.0
P	A "C" grade or better for undergraduate courses	No effect
NC	No credit, letter grade of less than "C"	No effect
U	Unsatisfactory Audit	No effect
S	Satisfactory Audit	No effect
N	No acceptable report from instructor – temporary grade	No effect until an acceptable grade submitted
I	Incomplete, temporary grade	No effect until removed
IP	In progress course	0.0
DR	Dropped Course	No effect
W	Withdrew	No effect
T	Exam (Passing grade level for test administered)	No Effect
(Grade assigned)	Academic Forgiveness Applied	No Effect/Example (F)

## Grade Point Average (GPA)

A numerical value derived from dividing the number of grade points earned by the number of credits attempted on a regular grade basis. P-NC, incomplete, grades removed by repeat and audit grades and transfer credits have no effect on grade point average. Only those courses attempted at UW-Green Bay are included in a student's grade point average. Transfer grades may be used to compute eligibility for admission to certain programs/ majors.

### Example of GPA for a Semester

Course	Grade	Credits	Grade Points
ART 105	A	3	12
MATH 104	BC	4	10
GERMAN 102	C	4	08
ENG COMP 93	C	4	08
Total		11	30

**(An A is equal to 4 grade points, a B is equal to 3, and so forth. Three credits earning an A grade equals 12 points.)**

**30 divided by 11 equals 2.72 grade point average.**

### **Cumulative Grade Point Average**

Grade point average for all completed terms at UW-Green Bay. It is calculated by dividing the cumulative total grade points earned by the cumulative total grade point credits earned. Attempted courses where an F grade is received are also included in grade point calculations unless successfully repeated.

### **Final Grades**

Final grades are posted to the student's transcript and may be accessed via the Student Information System (SIS).

### **Grades**

Every student receives a grade from the instructor of a course at the end of a semester or session. **Instructors must enter grades on the course roster in SIS for processing by the Registrar's Office no later than 96 hours or four days after the final examination or last date of that individual course.**

### **Grade Changes**

Missing (N) grades or Incomplete (I) grades must be discussed and submitted via SIS, for permanent change to the student's academic record no later than the last day of classes in the following semester.

### **Grade Appeals**

Any student who is dissatisfied and wishes to appeal a particular course grade, must first contact the instructor who issued the grade. If the student is still dissatisfied, he or she may appeal further to the department chair. The chairperson, in turn, consults with the course instructor. If a student wishes to appeal further, he or she should contact the appropriate academic dean who will consult with the instructor and the appropriate chairperson.

### **Other Grade Options**

***Grade change options can only be submitted during the add/drop period of any course. After the add/drop period ends, grade option changes are no longer accepted.<sup>1</sup>***

#### **Pass/No Credit Enrollment (P/NC grade)**

- No letter grade or grade points are earned. Credits taken for pass/no credit grade option may not satisfy certain academic requirements and include:
  - general education courses
  - courses used to fulfill English Composition and Writing Emphasis (WE) requirements
  - major and minor courses except those offered as P-NC only (includes student teaching, some Social Work courses, Business Administration/Accounting internship, etc.)
  - honors in the major (478) projects
  - independent study (298, 498) courses
- P/NC grading option is requested using the **Change Grading Basis** form and must be approved by faculty instructor.
- P/NC grading option is not reversible after add/drop deadline for the respective course.<sup>1</sup> Electives may be taken on a P-NC basis.
- For pass-no credit, grades of A, AB, B, BC, or C, are designated "pass." Grades of CD, D, F or WF are designated as NC or "no credit." An NC does not affect grade point average, nor does it add to earned credits.
- Students considering applying for graduate or professional schools or transferring to another undergraduate campus should keep in mind that P-NC grading may have an adverse effect on admission. Graduate and professional schools generally prefer letter grades because such grades enable them to better judge potential for academic success.

#### **Audit Enrollment (U/S grade)**

- A student may elect to enroll in a course but not receive a letter grade.
- Audit grading option is requested using the **Change Grading Basis** form for degree seeking students and must be approved by faculty instructor.
- Audit grading option, is not reversible after add/drop deadline for the respective course.<sup>1</sup>
- Audit classes do not count toward degree requirements.
- Special student only auditors (course takers) should review and submit the **Audit Permission** form. Several conditions apply to audit only students and are highlighted in detail on the request form or Bursar information page. Click here ([http://www.uwgb.edu/bursar/feeInformation/GenInformation.htm#Audit\\_Student](http://www.uwgb.edu/bursar/feeInformation/GenInformation.htm#Audit_Student)) for more information.
- Students can audit any undergraduate courses except:

- Independent study
- Internships
- Honors projects
- Professional courses in Education, Nursing, and Social Work
- Adult Degree courses open to BAS and BA-ILS majors only
- Graduate-level courses

- **This grading option is not reversible after enrollment.**

<sup>1</sup> **Add/Drop deadlines vary by length of course.**

**14 week courses have a two week add period in which a new grading option can be requested and approved using the appropriate forms mentioned above.**

**Courses of a shorter duration have shorter deadlines. Contact [gboss@uwgb.edu](mailto:gboss@uwgb.edu) if you are not able to find your course dates on the Registration calendar. (<http://www.uwgb.edu/registrar/calendar/registration>)**

## Incomplete grades (I grade)

- A student who is unable to take a final examination or meet other final coursework due to unusual circumstances may request an incomplete.
- The decision to allow an incomplete is entirely at the discretion of the instructor. It is not a right.
- If an incomplete is approved, the student is granted an extension of time to complete course requirements.
- An incomplete form must be submitted to the Registrar's office specifying the terms and conditions of completing the incomplete.
- Incomplete coursework must be finished no later than the end of the subsequent semester.
- If no final grade is awarded or the work is not completed, the temporary grade is lapsed to a final F grade.
- A student may file petition for an extension of the incomplete deadline if bona fide unanticipated extenuating circumstances prevented compliance with the deadline.
  - The student has serious physical or mental health problems which are documented by statements from a physician or professional counselor.
  - The student has had a death or serious illness in the immediate family and this is documented by a physician's statement.
  - The course instructor is on leave during the semester for removal.
- Once an incomplete grade is recorded for a course a student may not, under any circumstances, drop the course.

## Incomplete grades for Graduating Students

Students who complete their coursework in December, January (fall graduates), May (spring graduates) or August (summer graduates) must have all incomplete grades removed within 42 days following the end of the classes to have their degree conferred in that semester.

## Repeating a Course

### Repeating Courses for Credit

Courses can be repeated for credit only if they are officially designated as repeatable due to the nature of the course content. Performance courses in Music, Studio Arts courses or courses designated with differing topics are examples.

Courses that have been repeated for credit are recorded on the student's transcript with the phrase *Course has been Repeated* after the course listing on the transcript.

Faculty members may not grant individual waivers for students to repeat a course for credit when the course is not already designated as repeatable in the college catalog. Creating a repeatable course can be accomplished via the course/curriculum change processes on an annual basis.

### Repeating Courses to Improve a Grade

Courses can also be repeated to improve the grade received. If a course is repeated, the original attempt will still appear on the transcript with the grade earned. However, the grade received after the course is repeated will be used to determine the credit earned; attempted credits, grade points earned, and grade point average both for the term and cumulatively.

If a course is transferred in and then repeated at UW-Green Bay, the grade received when taken at UW-Green Bay will be used to determine the credits earned, attempted credits, grade points earned, and grade point average both for the term and cumulatively. The original transfer course and grade will no longer count toward degree requirements or total credits earned toward a degree. A course can only count once.

If a course is taken at UW-Green Bay, and then repeated at another institution and transferred to UW-Green Bay, the credits earned and grade received for the course taken at UW-Green Bay is still used to calculate the cumulative GPA, cumulative attempted credits, grade points earned and grade point average. The transfer course grade can, however be used to satisfy degree or course prerequisite requirements but the credits earned will not count toward the 120 credits required for a degree.

The University does not guarantee the right to retake any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Based on federal regulations which went into effect July 1, 2011, some repeat coursework may be excluded when evaluating a student's credit load as it relates to federal and/or state financial aid eligibility. If not designated as a repeatable course, students may have aid reduced. In general, for financial aid purposes, students are allowed to repeat a course for which a passing grade was previously received **ONE** additional time, with financial aid eligibility. Students may repeat the course after that, but those attempts would not be eligible for funding by federal or state financial aid programs.

## Absence and Attendance Policies

### Class Attendance

A student is expected to attend all class sessions. Failure to attend class does not alter academic or financial obligations. If, for any reason, a student is unable to attend classes during the first week of the semester, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend classes during the first week of the semester may result in an administrative drop by the instructor. Registered students are obligated to pay all fees and penalties as listed on the fee schedule.

### Other Attendance Policies

- Absence due to inclement weather. For more information, see Attendance and the Weather (<http://www.uwgb.edu/provost/policies/storm.asp>) .
- Absence for funerals or a death in the family. For more information, see Bereavement Policy ([http://www.uwgb.edu/deanofstudents/policies\\_procedures/students/studentbereavement.html](http://www.uwgb.edu/deanofstudents/policies_procedures/students/studentbereavement.html)) .
- Student Religious Beliefs: In accordance with Board of Regents Policy (UWS 22.01), sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. Questions should be directed to the Dean of Students; (920) 465-2152 [dosmail@uwgb.edu](mailto:dosmail@uwgb.edu)
- Absence due to Disability: UW-Green Bay is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law. Questions should be directed to Disability Services (920) 465-2481; Disability Services (<http://www.uwgb.edu/ds>)

## Registration Changes (Cancellation, Add, Drop, Withdrawal) <sup>1, 2</sup>

- <sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.
- <sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines ([www.uwgb.edu/bursar/feeinformation/index.htm](http://www.uwgb.edu/bursar/feeinformation/index.htm)) for the appropriate semester on the Bursar website for more details. Please note that financial deadlines are different from academic deadlines.

### Cancellation

Cancellation of admission or enrollment *prior to the first day of the term*.

- If a student cancels their admission or enrollment they are not eligible to re-enroll in the subsequent semester.
- A student who cancels must re-apply for admission in a subsequent term.

### Course Adds <sup>1</sup>

Add one or more courses to a schedule and/or change course load.

#### Course Adds During the First Two Weeks

*Semester-long courses at UW-Green Bay<sup>2</sup>*

Enrolled students are able to add individual regular, 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned and no financial penalty. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar/registration>) for these deadline dates.

#### Late Course Adds <sup>1</sup>

*Semester-long courses at UW-Green Bay<sup>2</sup>*

- *Week 3 to week 9:* Students must submit a faculty-approved Late Add form. Students will be assessed a late add fee for each course.
- *Week 10 through the end of the term:* Students must submit a Late Add Petition, which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances. If approved, a late add fee is assessed for each course added, along with tuition and fees if applicable.

<sup>1</sup> Summer sessions, January Interim and courses less than 14 weeks have shorter add deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course deadlines.

- 2 Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means the add deadlines or financial deadlines may differ than described above.
- 3 If you are in a class with a different semester start date or one of less than 14 weeks please contact GBOSS (Green Bay One Stop Shop) to verify the add deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.

## Course Drops <sup>1</sup>

Remove one or more courses from a schedule but remained enrolled in at least 1 credit.

### Course Drops During the First Two Weeks

*Semester-long courses at UW-Green Bay*

Enrolled students are able to drop *individual* regular 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned or financial penalty. Students in courses that are less than 14 weeks in duration can drop the course with no grade assigned, during the 1st week.

### Late Course Drops <sup>1</sup>

*Semester-long courses at UW-Green Bay<sup>2</sup>*

- *Week 3 to week 6:* Students can drop classes on their own and a DR (drop grade) will appear on the transcript.
- *Week 7 to the end of the term:* Drops are not allowed. Students must submit a Late Drop Petition which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

*Courses less than 14 weeks in duration<sup>2</sup>*

- From the start of week two up the half the course duration (50%), a student may drop the course, and a DR (drop grade) will appear on the transcript.
- Following one day after half the course duration, a student must submit a Late Drop Petition which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

Financial adjustments for course drops vary based on the effect on course load and timing of the drop. Consult the Bursar fee information for these dates.

- 1 Summer sessions, January Interim and courses less than 14 weeks have shorter drop deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course drop deadlines.
- 2 Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means academic drop and financial refund deadline dates will differ than described above.
- 3 If you are in a class with a different semester start date or one of less than 14 weeks please contact GBOSS (Green Bay One Stop Shop) to verify the drop and/or financial deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.

## Withdrawal From Courses <sup>1</sup>

Officially remove all courses from schedule; student is no longer enrolled.

Course Withdrawal During First Two Weeks:

*Semester-long courses at UW-Green Bay<sup>2</sup>*

Enrolled students are able to drop all their individual regular semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned. Withdrawal fees apply if a student withdraws from all courses in the first two weeks. See the billing and refund schedule link on the Bursar website for these fees and deadlines. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

### Late Withdrawal From Courses <sup>1</sup>

*Semester-long courses at UW-Green Bay<sup>2</sup>*

- *Week 3 to week 6:* Students can withdraw by dropping all their courses. DR (drop) grades will appear on the transcript for all courses and signifies that the student officially dropped the courses. If the student contacts the University to withdraw, the transaction will be completed by a staff member

and W grades (withdrawal) are assigned for all courses on the transcript. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

- Week 7 to week 12: A student may withdraw (drop all courses) from the institution but must contact the Registrar's office to do so. W grades (withdrawal) will appear on the transcript for all courses and student is withdrawn for the semester.
- Week 13 to the end of the term: Withdrawals are not allowed. A Late Withdrawal Petition must be submitted and approved by the Enrollment Review Committee to withdraw after the deadline. Petitions are only approved for extenuating circumstances with supporting documentation.

#### *Courses less than 14 weeks in duration<sup>2</sup>*

- Start of week two up the half the course duration (50%) a student may drop all courses, and a DR (drop grade) will appear on the transcript for each enrollment, the Registrar's office will withdraw the student for the semester.
- Day after half the course duration, a Late Withdrawal Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late withdrawal is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

The financial ramifications of withdrawal depend on when the withdrawal is done. View the billing and refund schedule for more information. Students who received financial aid for the term should contact UW-Green Bay's Financial Aid office to discuss potential financial aid ramifications.

- <sup>1</sup> Summer sessions, January Interim and courses less than 14 weeks have shorter withdrawal deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course withdrawal deadlines.
- <sup>2</sup> Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means academic withdrawal and financial refund deadline dates will differ than described above.
- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please contact GBOSS (Green Bay One Stop Shop) to verify the withdrawal and/or financial deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.

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## Petition Process for Late Drop or Withdrawal

- Petitions for late drops or withdrawals may be approved if one of these extenuating circumstances occurs and can be documented. The extenuating circumstance must occur within the semester the drop or withdrawal is being requested.
  - The student has serious mental or physical health problems verified by a statement from a physician or professional counselor.
  - There is a death or prolonged serious illness in the immediate family, verified by an obituary, a physician's statement, or other independent, official source.
  - The student receives orders being called to military service and cannot return for the semester. Supporting documentation is required.
- A student who attended any course in a given term for any length of time may not petition to drop a course or completely withdraw from the University under any circumstances after the end date of the semester.
- Petitions can be submitted online or in person to the Registrar's Office. All petitions with appropriate documentation will be evaluated and acted on in a timely manner by the Enrollment Review Committee.

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## Courses and Related Policies

### Course-Related Policies

- **Course requisites:** Requisites indicate the minimum level of proficiency or background knowledge needed to successfully achieve course objectives. Requisites are enforced, included in the course descriptions and are indicated in the Schedule of Classes by the designation P.
- **Recommended courses:** Recommended courses are typically lower-level courses that students are advised to complete prior to enrolling in a course. They are advisory (i.e., not enforced), so students may enroll without completing prior recommended courses, but they do so at their own risk. Recommended prior courses are indicated in the course descriptions by the designation REC.
- **Course registration restrictions (other than requisites):** Course can have other restrictions preventing enrollment.
  - **Closed course:** no seats are available
  - **Reserves:** seats are held for a certain period of time for students in a certain class level or major/minor
  - **Time conflict:** two courses delivered at the same time
  - **Consent:** student must gain instructor or department consent to enroll

### Auditions

In performance courses requiring an audition, students are responsible for making their own arrangements for the audition before classes begin.

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## Guidelines for Instructor-Approved Individualized Course Instruction

### Universal Expectations (for all experiences)

- Faculty approval is needed for courses that are individualized or coordinated by the student for a specific learning experience.
- Regular semester add and drop deadlines apply to these learning experiences.
- Approved forms must be submitted in the semester the learning experiences are taking place; students will not be retroactively added into these courses.
- Faculty must file syllabi and include appropriate information such as student learning outcomes, time commitments for work, additional requirements for placement including but not limited to criminal background checks, medical testing (such as a tuberculosis test) or other requirements outlined by a third party human resources department or site supervisor.
- The title and content of these individualized courses should not duplicate the title and content of existing courses.
- For each credit earned, 45 hours is the minimum number of hours to be dedicated to the learning experience over the course of the semester.
- A freshman or sophomore must have a minimum cumulative grade point average of 2.500 and a junior or senior must have a minimum of 2.000 to enroll in an independent study.
- Faculty members have the ability to override this GPA requirement and indicate as such on the approval form.

**Specific conditions or limitations apply to the type of learning experience in addition to the universal expectations.**

### **Honors in the Major (numbered XXX-478, 3 credits) <sup>1</sup>**

- Honors in the Major is designed to recognize student excellence within interdisciplinary and disciplinary academic programs.
- The Honors in the Major project should be planned during the junior year.
- Students should enroll for Honors in the Major study during the first semester of registration with senior standing (84 or more degree credits) to ensure adequate time to complete it by graduation. Students should consult with sponsoring faculty during the junior year to determine possible special needs for library resources, equipment, supplies or field research.
- Eligibility requirements for Honors in the Major are:
  - Minimum grade point average of 3.500 for all courses required for the major, as indicated on the degree audit.
  - Minimum grade point average of 3.750 for all upper-level courses required for the major, as indicated on the degree audit.
  - Successful completion of the Honors in the Major project requirements.
- An Honor in the Major is different from All-University Honors. Rather than a required, cumulative grade point average, the grade point average is calculated on courses required for the major only and there is no residence requirement as with All-University Honors. An honor in the major is designed to recognize student excellence within interdisciplinary and disciplinary academic programs.
- There is no residency requirement for Honors in the Major.
- Regular semester/session add and drop deadlines apply; no P-NC grading is permitted.

### **Independent Study**

(numbered XXX-298; XXX-498; XXX-798, variable 1-4 credits)

- Students can complete independent study courses at the lower or upper level.
- The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives.
- Independent study cannot be elected on audit or pass-no credit basis.
- Independent study may be taken only with a UW-Green Bay faculty member, instructional academic staff member (e.g., Lecturer), or visiting scholar.

### **Internship/Co-op**

(numbered XXX-497; XXX-797, variable 1-12 credits)

- Students will have a site supervisor and faculty supervisor for the work performed.
- All parties—student, faculty member, and site supervisor—should discuss and set expectations regarding the hours worked and performance feedback before the work begins. All parties must sign the internship proposal form.
- All additional requirements for employment (if any) should be identified prior to enrollment and an outline of how these will be met explained to the student intern.

### **Project/Research Assistantship**

(numbered XXX-496, variable 1-6 credits)

- The student must prepare a research proposal, and both parties should identify the research arrangement and how the student will complete the work to fulfill the course objectives within the assigned term.

## Teaching Assistantship

(numbered XXX-495, 1-6 credits)

- The student and supervising teacher must prepare a statement that identifies the course with which the assistantship will happen, objectives for the assistantship, and expectations in order to fulfill the course objectives.
- Students are not eligible to receive credit in both the course they assist the instructor with and the teaching assistantship in the same semester. Typically student has previously taken the course prior to enrollment in the assistantship.

<sup>1</sup> A student who has met the All-University Honors Magna Cum Laude requirements (residency of 48 regularly graded credits taken at UW-Green Bay, and cumulative grade point average from 3.75 to 3.849) may qualify for Summa Cum Laude distinction and notation in the commencement program, diploma, and academic transcript if they also meet the criteria for the Honors in the Major. A student must have both in order to qualify. Honors in the major can be rescinded if the cumulative GPA calculations fall below defined parameters at the conclusion of the final semester.

## All-University Academic Honors

Acknowledgment of overall academic excellence at the university level upon completion of a degree and completing 48 regularly graded (not P-NC or audit graded courses or course grade points removed via Academic Forgiveness appeals process) credits taken in residence at UW-Green Bay.

Honors requirements for students who earn baccalaureate degrees are:

- Cum Laude designation requires a cumulative grade point average from 3.500 to 3.749;
- Magna Cum Laude designation requires a cumulative grade point average from 3.750 to 3.849;
- Summa Cum Laude designation requires a cumulative grade point average of 3.850 or higher; or a cumulative grade point average of 3.750 to 3.849 and eligibility for and successful completion of an honors in the major project.

Honors cords are issued and honors designation earned is denoted on the commencement program based on cumulative GPA earned in the semester prior to commencement ceremony.

Final honors designation is transcribed on the diploma issued and academic transcript record once all outstanding grades are issued.

There are no exceptions to these rules.

## Honors Recognition at Commencement

Students will be recognized at the commencement ceremony and honors cords provided if these two requirements are met: (1) the student's cumulative grade point average meets the minimum requirements at the end of the semester preceding their final term; and (2) graded credits in residence, including credits in progress during her/his final term at UW-Green Bay, total a minimum of 48.

## Dean's List

(also known as Semester Honors)

- Acknowledgement of academic excellence for a semester and awarded by the academic Dean.
- Dean's List semester honors are awarded on a semester basis.
- Semester Honors are denoted on the academic transcript in the specific semester awarded.
- Students are eligible to earn semester honors if they are enrolled in a minimum of 12 graded credits for the semester. If any courses of the 12 total credits are graded as pass/fail or audited basis a student would not be eligible for this designation.

## Official University Calendars

- **Academic Calendar:** Official calendar of activity for the school year (term dates, registration dates, breaks and holidays, etc.)
- **Administrative Calendar:** Calendar relating to curricular change, timetable, and personnel evaluations
- **Registration Calendars (Fall/January Interim/Spring/Summer):** Calendar of specific registration/academic action deadlines (add/drop/withdrawals, late registration, and fee implications of selected academic actions)
- **Final Exam Calendar:** Final exam schedule for the semester in session

## Earning a Second Bachelor's Degree at UW-Green Bay

Currently, UW-Green Bay has no dual degree programs. Students who have earned a first baccalaureate degree from UW-Green Bay may earn a second, distinct baccalaureate degree by completing a minimum of 30 additional undergraduate credits in residence subsequent to the awarding of the first degree and by satisfying all major requirements for the second degree, including a second minor if it required as part of the subsequent degree.

Prior minors earned may not be used to satisfy this requirement. This 30 credit requirement includes a minimum of 15 credits that are used to satisfy the requirements for the major or minor declared as part of the second degree. The two bachelor's degrees earned must have different degree designations (e.g., BS, BA, BAS, BBA, BSN, BSW).

## Students with Two or More Majors

Students who declare two or more majors at the same time are granted only one baccalaureate degree and receive only one diploma upon graduation. If the majors declared have different degree designations, then the student must choose which degree they want to receive. All successfully completed majors are recorded on the student's academic transcript.

## Certificates

The Registrar's office transcribes certificates earned on an academic record when a student completes a degree. The Registrar's office does not transcribe a certificate on the academic record for students who do not earn a degree, but who complete a series of classes that are a part of a certificate program. Typically academic departments are responsible for printing and awarding a certificate of completion.

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## Other Fee-Related Policy Information

### Tuition Appeals

- Students who wish to appeal institutional charges may do so via the tuition appeal process.
- Students must pay for completed coursework (i.e., grades that are earned and are part of the academic record). Students appealing institutional charges for coursework for which grades have already been earned must first complete a late drop/withdrawal appeal. Tuition appeals are not reviewed unless the grade earned has been removed.

### 165 Credit Rule

- All resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level. For more information see Tuition Payment for Students Exceeding 165 Degree Credits. The Tuition Surcharge Waiver Form can be found on the Registrar's website.