

# Academic Rules and Regulations

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## Definitions

### Credit Hour (<https://www.uwgb.edu/provost/policies/credit-hour.asp>)

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 fourteen weeks for one semester, or the equivalent amount of work over a different amount of time, or the equivalent amount of work for other activities as 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

Credit load is the 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 15 credits during any regular session of fall, spring semester and may register for a maximum of six credits in the January Interim semester, no exceptions. In summer there is no credit plateau for graduate students, a student is still limited to a maximum of 15 graduate credits in summer and pays tuition/fees per each credit of enrollment.
- A student who wants to enroll in more than 15 credits in fall, spring or summer must obtain written approval in advance from their faculty or academic adviser, 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. No overload petitions are accepted for the January semester.
- **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 for financial aid or veteran's benefits.

## Educational Status

A **degree-seeking student** is enrolled in a program of study and plans to earn a Master of Science degree at the graduate 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.**

**Graduate level: full time = 9 credits; part time = 5 credits; less than part time = 1-4 credits.**

### Graduate Credits

Graduate credits are those credits which are taken under a graduate course number (500-level or above) by a student enrolled with a graduate classification.

### Graduate Record

A graduate record is the permanent record of all graduate-level credits attempted and grades earned, including courses which may be in progress or incomplete (I grade).

### Provisional Admission

A provisional admission is a conditional graduate admission status that is subject to review after nine graduate credits have been attempted at UW-Green Bay.

### 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.

### Undergraduate Record

An undergraduate record is a separate permanent record of any undergraduate courses taken; a complete transcript includes copies of both the graduate and undergraduate records compiled at UW-Green Bay.

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## 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.

### Good Standing

- A 3.0 or better end-of-term cumulative GPA results in continuing good standing.
- A 2.0 to 2.999 end-of-term cumulative GPA results in probation status.
- A 1.999 or less end-of-term cumulative GPA results in academic suspension status. Student's graduate committee reviews his or her record up to that time and recommends for continued enrollment, or for the suspension status to go into effect.
- Action on part-time students is withheld until at least nine credits are attempted at UW-Green Bay.

### Probation/Suspension

- A 3.0 or better end-of-term cumulative GPA results in a return to good standing.
- A 2.999 or less end-of-term cumulative GPA may result in an academic suspension status at the end of any term after a cumulative total of 15 or more credits is attempted at UW-Green Bay. A graduate committee identified by each program reviews the student's record up to that time and recommends for continued enrollment or for the academic suspension status to go into effect. For thesis/dissertation-based programs, the review committee must consist of the student's graduate committee plus the program chair. In situations in which a student-specific graduate committee does not exist, then the program must form a committee consisting of the program chair, the student's advisor, and a minimum of one additional member from the programs executive committee. All committees must contain a minimum of three faculty.

## Enrollment Policies For Graduate Students

### Transfer of Graduate Credits

Up to 50% of graduate coursework completed at other institutions can be applied toward a UW-Green Bay graduate degree. Individual programs may accept fewer credits. Transfer courses can be approved by graduate faculty as direct equivalencies to UW-Green Bay graduate courses. If granted as graduate elective credit to meet a program requirement, a course substitution is made. All outcomes, once approved, should be forwarded to the Office of the Registrar to be transacted on the academic record. All remaining coursework must be completed at UW-Green Bay, with the total UW-Green Bay credits accounting for a minimum of 50% of the required program credits.

### Thesis or Dissertation

#### (Numbered XXX-796/XXX-799)

Students complete a thesis or dissertation under the supervision of a major professor and committee. The thesis and dissertation provide graduate students the opportunity to apply their course work and independent investigation skills to increase knowledge. Successful completion of a thesis or dissertation demonstrates a student's ability to manage a project, and to define, research, and solve problems. The procedures for developing a proposal and completing the thesis or dissertation vary by program. Students should consult the program-specific sections of this catalog or a program's website for additional information. Details on thesis and dissertation committee composition can be found within the program-specific sections of this catalog.

*Thesis and Dissertation Deadline:* For graduation in the fall and spring semesters, a student's defense must be **held** before the last day of final exams in a given semester (fall, January, or spring). For summer, a student's defense must be **held** before the last day of final exams of the final summer session. The student then has 20 calendar days after the last day of final exams to submit their final thesis/project document to the Office of Graduate Studies and 42 calendar days after the last day of final exams for all other graduation requirements to be completed and verified.

### Thesis/Capstone/Professional Project Course Enrollment

Students must complete a Thesis/Capstone level course in order to be awarded a Master Degree. Once the student enrolls in this course the University of Wisconsin-Green Bay requires continuous enrollment until it's completion.

While a student may complete the course in the semester in which they initially enroll, it is anticipated that most student will take one to three semesters to complete the work associated with the course. Should the student complete the course in the semester of enrollment, a grade will be awarded and the student permitted to graduate. For students who take additional semesters they will receive a grade of "PR" which indicates work "In Progress". Further, the student will be required to either enroll in GRADUATE 693 for zero credit each semester they continue work on the final course, or enroll for additional Thesis/Capstone level course credit, or other graduate course credit. There will be a \$200 fee charged for GRADUATE 693 each semester.

The courses designated as Thesis/Capstone courses in each Master's Degree Program are:

- TCH LRNG 799 for Applied Leadership for Teaching & Learning
- DS 785 for Data Science

- ENV S&P 799 for Environmental Science & Policy
- HWM 790 for Health & Wellness Management
- MANAGMNT 796 for Management
- NURSING 790 for Nursing
- SOC WORK 719 for Social Work
- SMGT 792 for Sustainable Management

## Grades and Related Policies

### Types of Credit

#### Attempted

Attempted credits are the number of credits a student has originally enrolled in during a specific session or term before grades are awarded.

#### Degree Credits

Degree credits are credits earned that count toward the number of credits required for a graduate degree (requirements vary by degree).

#### Earned Credits

Earned credits are the number of credits where a final grade is assigned. Quality points are awarded for graded credits, which is then used to calculate grade point average for the semester 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 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.

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
PR	Progress in graduate thesis or internship	No effect
DR	Dropped Class	No effect
W	Withdrew	No effect

### 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
SOC WORK 702	A	3	12
MANAGMNT 796	BC	4	10
SOC WORK 703	C	4	08
SOC WORK 704	C	4	08
Total		15	38

**(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.)**

**38 divided by 15 equals 2.533 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.** If an instructor finds they have made a grade error or missed entering a grade, the faculty member can complete a grade change in SIS, using the grading access they are provided, up through the end of the subsequent semester. **Please contact the Registrar's office with any grading issues or questions as needed.**

*\*Failure to add grades in a timely manner delays processing of academic standing, conducting satisfactory academic progress assessment, degree conferral, issuing diplomas and/or transcript documents, reporting of accurate enrollment and degree data to various entities for compliance and can prevent students from registering for subsequent courses.*

## Grade Changes

Missing (N) grades must be updated 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.

Incomplete (I) grades, faculty must submit an incomplete grade form to the Registrar's office documenting outstanding course work, deadline for completion. This grade change should be made no later than the last day of classes in the following semester. If the student does not meet the deadline identified, the grade will lapse to an F = fail grade for that semester.

## Grade Changes AFTER two semesters

Grade changes considered after one subsequent semester must be requested to and approved by the College Dean from the faculty member. The approval should include student name, semester, course taken, new grade to the Registrar's office for an update to be made to the academic record. Grade change requests will not be accepted without Dean approval.

## 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.

A faculty member may change the grade after appeal and can do so in SIS up through the end of the subsequent semester.

## Other Grade Options

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

- For Pass/No Credit enrollment, no letter grade or grade points are earned. Credits taken for pass/no credit grade option may not satisfy certain academic requirements.
- P/NC grading option is requested using the **Change Grading Basis** form, this must be approved by faculty instructor.
- P/NC grading option is not reversible after add/drop date of the 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. This grading option is not reversible after enrollment.

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**Add/Drop deadlines vary by length of course.**

**14 week courses have a two week add period in which Pass/No Credit grading option can be requested and approved using the appropriate form 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>)

## Audit Enrollment (U/S grade)

- A student may not enroll as an auditor for any graduate-level course.

## 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 from the instructor.
- The decision to allow an incomplete is entirely at the discretion of the instructor. It is not a right.
- If an incomplete is approved by the faculty instructor, 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 from the instructor.
- 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 at the end of the subsequent semester.
- 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 (fall graduates), January (January 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. If this deadline is not met, students will be removed and added to a future semester for degree conferral.

## 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/dean-of-students/assistance-advocacy/bereavement-policy.asp>) .
- 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 last day of classes:* Students must submit a faculty-approved Late Add form. Students will be assessed a late add fee for each course.
- *Students are not able to retroactively late add courses or once final examinations have begun in the semester.*

<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.

- <sup>2</sup> 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.
- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please review the Non-Standard calendars on the Registrar web site (Registration calendar location) or 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. A DR (drop grade) will appear on the transcript.

*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.

- <sup>1</sup> 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.
- <sup>2</sup> 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.
- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please review the Non-Standard calendars on the Registrar web site (Registration calendar location) or 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.

## 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 review the Non-Standard calendars on the Registrar web site (Registration calendar location) or 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.

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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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## 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, student group 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.



## Guidelines for Instructor-Approved Individualized Graduate 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 non-individualized 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.

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

### **Independent Study (numbered XXX-798, variable 1-3 credits)**

- 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-797, variable 1-6 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.

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## 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/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

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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 using the **Appeal Institutional Charges** form. The appeal institutional charges policy is also referenced, using this same link.
- 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.