

Courses and Related Policies

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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 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 478, 3 credits)

- Honors in the Major is designed to recognize student excellence within interdisciplinary and disciplinary academic programs.
- Honors in the Major may not be substituted for a major requirement.
- 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.
 - Students are recognized at Commencement if the Honors in the Major project is completed and minimum GPA requirements are met, in the preceding semester to commencement.
 - Honors in the Major can be awarded, rescinded or All University Honors increased to Summa Cum Laude, in a final semester of completion based on the outcome of the last remaining courses of record. Final GPA calculations, grades and All University Honors designations are not completed at time of commencement due to grading deadlines and degree conferral timeframes.
- 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 298; 498, 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 497, 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 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 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.