

ACADEMIC RECORD

GRADES / GRADING BASIS

Final grades will be available on WINS by May 19, 2006. Final grade reports are not mailed.

Undergraduate Grading System

The grading system for undergraduate students is A, B, C, D, F. In addition, NN (no grade reported), I (incomplete), NC (no credit), S (satisfactory), W (drop/withdraw), and X (audit) may be recorded. Consult the Undergraduate Catalog for more information about grading policies, calculation of the grade point average, and academic standing and probation/suspension.

Students will be ineligible to continue at UW-Whitewater if the term grade point average falls below 1.0 for any fall or spring term.

Students are responsible for being informed about their academic standing and the university policies concerning the standing. For additional information about the academic retention standards, please consult the current undergraduate catalog.

Undergraduate Satisfactory/No Credit (S/NC)

Special permission is not needed to enroll for a course on a Satisfactory/No Credit basis. The S/NC option may be selected by using WINS. See Course Add and Drop, Grade Basis Change, and Refund Deadlines for last day to add or change to S/NC (page 3). S/NC stipulations are as follows:

- a. The S/NC option will be limited to a maximum of fifteen (15) units in an undergraduate degree program. Developmental courses (e.g., 040 or 090) that do not count toward the minimum units necessary for graduation, and unit courses offered only on a S/NC basis, are not included in the fifteen unit limitation.
- b. Courses that are used to fulfill a student's major/minor requirements, the lower/upper BBA degree requirements, any College of Business and Economics course attempted by a BBA student, and the new General Education core courses may not be taken on a S/NC basis unless the course is offered only on a S/NC basis by the department. Proficiency, General Education options, unique major/minor, and elective courses may be taken on a S/NC basis.
- c. The S/NC option is available to any student without regard to grade point average or class standing. The decision to take a course for S/NC must be recorded on WINS. The decision for S/NC basis for off-campus courses must be made prior to the third class period. After the last day to change the grading basis, the S/NC will not be changed to a conventional grade or vice versa.
- d. Satisfactory (S) is the equivalent of a grade of C or better. The S will be recorded on the permanent record, but it will not be computed in the grade point average. Course work that does not merit a C or better will be graded "NC". The NC grade will appear on the permanent record, but the course units will not be counted in units to degree or the grade in the grade point average.
- e. The S/NC option cannot be used to repeat a course taken for a conventional (ABCDF) grade. Veterans should refer to the VA Educational Assistance section of this Schedule of Classes for information related to this grading option.

Undergraduate Term Honors

Undergraduate students who successfully complete a minimum of 12 unit hours in the term, with at least nine units attempted for a conventional letter grade, and who have earned a 3.40 or above term grade point average with no grade below C (D, F, I, NC, or NN) will be granted Term Honors.

Undergraduate Academic Standing

To remain in good academic standing a student must maintain a 2.0 or greater UW-Whitewater cumulative grade point average. Students failing to meet the 2.0 cumulative grade point average are subject to the University's probation or suspension policies and will be noted on the unofficial transcript found on WINS.

Students will be ineligible to continue at UW-Whitewater if the term grade point average falls below 1.0 for any fall or spring term.

Students are responsible for being informed about their academic standing and the university policies concerning the standing. For additional information about the academic retention standards, please consult the current undergraduate catalog.

Graduate Grading System

The grading system for graduate students is A, AB, B, BC, C, D and F. In addition, NN (no grade reported), I (incomplete), S (passed), W (drop/withdraw), and X (audit) may be recorded. The minimum required overall grade point average for graduation will be 3.00. No course in the major or emphasis or any other required course in which a grade of below C (2.00) has been earned may be applied toward the completion of any degree. However, some programs may require higher standards. Consult the Graduate Catalog for more information about grading policies.

Course Non Career (CNC)

Graduate students who enroll in undergraduate level courses, and undergraduate students who enroll in graduate level courses, will be registered for such courses with a grade basis of Course Non Career. Grades earned will be part of the student's official record. These grades will not be computed into the student's term or cumulative grade point average.

Graduate Pass/Fail (S/F)

Graduate students registered for a course on a pass-fail basis will receive either a grade of S or F. A grade of S denotes the student has passed the course; a grade of F indicates failure. Grades of F count in computing grade point averages; S grades do not. Instructors decide what constitutes a grade of pass for their courses. Students should be informed of such criteria prior to the deadline for changing registration. The decision to take an off-campus course for S or F basis must be made prior to the third class period (after the third class meeting, a student's registration may not be changed from a pass-fail basis to a regular grade basis or vice-versa). Workshops may be taken on a pass-fail basis. Other courses made available by departments on a pass-fail only basis are so indicated in advance in the Schedule of Classes. Since the decision whether a course taken on a pass-fail basis will count in a degree program rests with the major or emphasis department or college, students should attain appropriate permission prior to taking a course pass-fail.

AUDITING COURSES

Audit courses require the written permission of the instructor (and, in some cases, the department). Students registering for audit courses may do so on a space available basis and cannot change the courses to graded basis during the term of enrollment.

Off-campus courses, College of Business and Economics courses, and Distance Education courses cannot be audited. Auditing of Art department courses may be limited.

Audit-Only Enrollees

- a. Wisconsin residents will pay 30% of the normal per unit resident academic fee and non-residents will pay 50% of the normal non-resident fee per the fee chart. No audit fees will be assessed disabled Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401 to 433, or Wisconsin residents age 60 or over.
- b. Students must contact the Registrar's Office (Baker Hall, room 7, 472-1211) prior to the start of term regarding their intent to register. Students will be registered (with instructor permission) beginning the week immediately prior to the start of the term.
- c. Any special course fees other than the normal tuition charges will be assessed and paid by the student.
- d. An audit grade symbol (X) will be recorded on the academic record provided the instructor reports satisfactory attendance.
- e. Access to University services will be limited to the library and to non-segregated fee funded activities of the University Center. A special identification card for audit-only students will permit this limited access.
- f. Regent, University, and Student Government regulations applying to other students will apply equally to audit-only enrollees.

- g. Students having a disability for which they would like to request a reasonable accommodation to assure access to campus programs, activities and services should contact the Office of Students with Disabilities, R 1004, or call 262/472-4711 for more information.

Audit and Credit Combination Enrollees

Students who are taking a combination of courses for regular credit and for audit will pay the regular fees for all units based upon the fee chart. The following stipulations will also apply:

- a. Students wishing to audit courses must obtain the audit registration form from the Registrar's Office (Baker 7), acquire the instructor's written approval, and return the completed form to the Registrar's Office.
- b. No credit will be granted for the course, but an audit grade symbol (X) will appear on the academic record provided the instructor reports satisfactory attendance.
- c. The audit course may be repeated for credit in another term.
- d. Audits do not count as units for veteran benefit certification, financial aid consideration or verification of full-time status.

REPEAT POLICY

Undergraduate

GENERAL: Students may not take the same course for credit more than once unless the course is identified in the Catalog as "Repeatable". If a course is repeatable, the limitations on the number of times or maximum number of credits that may be applied to the major/minor, degree or graduation credits will be indicated. This policy also applies to transfer courses: a student may not take a course for credit at UW-Whitewater if the student has received transfer credit for taking that course at another institution unless the UW-Whitewater Catalog lists the course as repeatable (except as described below for grade replacement).

REPEATING COURSES FOR GRADE REPLACEMENT: Students may repeat a limited number of courses in which they earned a grade of D, F, or NC in order to have those grades replaced. Students may not repeat for credit or grade replacement any course in which they earned a grade of C, S, or higher (see REPEAT FOR NO CREDIT explanation below). During their undergraduate career at UW-Whitewater, students are limited to repeating no more than 5 separate courses, including repeats of transfer courses, for grade replacement (developmental English and math courses are not included in this total). Once the repeat limit has been met, additional attempted repeats will not count toward earned credit or factor into grade point average calculation (NC-No Credit Earned), unless the student has successfully appealed to repeat more than 5 courses. To request permission to repeat any more than 5 courses for grade replacement, the student must appeal to the Admissions and Academic Standards Committee for approval. The repeat regulation applies to any courses for which a student receives a grade beginning with the Fall Term 2000 and any term thereafter including Summer and Winterim.

Only the first repeat of a course may be applied for grade replacement. The grade and the credits earned in the first repeat of a course will replace those earned in the initial attempt when calculating grade point average and credits toward degree. For example, if a student repeats a course in which a grade of D was earned and receives a B in the repeat, only the B and the credits earned in the repeat will be included in the GPA and credits to degree; if the student receives an F, only the F will be included in the GPA and the student loses the credits for the course. If the student earns an F and does not receive credit for the course on the first repeat, that F and any other grades earned in subsequent attempts in the course will be included in the GPA calculation. Once a student earns a D or higher in a repeat, no further repeats may be counted for credit (see the explanation in REPEAT FOR NO CREDIT for unusual circumstances).

The following conditions apply to repeats for grade replacement:

1. Unless the repeat courses are offered as S/NC only, all repeats for grade replacement must be taken for conventional grades, not satisfactory/no credit. If a student is repeating a course in which a grade of NC was earned, the repeat must be on a conventional grade basis.

2. Courses taken initially at UW-Whitewater may be repeated for grade replacement only at UW-Whitewater; they may not be taken at another institution to replace the UW-Whitewater grade. (Subject to UW-Whitewater transfer policies, courses failed here may be taken at another institution to earn credit for the course, but the grade will not replace the UW-Whitewater grade.)
3. Students may repeat a D or F grade earned at a transfer institution if the course has a direct UW-Whitewater equivalent and the course was attempted only once prior to transfer to UW-Whitewater. Students who repeat a transfer course will receive UW-Whitewater course credits regardless of the number of credits the course carried at the transfer institution; for example, a student repeating a 4-credit transfer course with a 3-credit UW-Whitewater course will receive only the 3 UW-Whitewater credits. All other repeat regulations apply.
4. A student may not repeat a course if the student has received credit for a higher level course in the same department for which the course to be repeated is a prerequisite or corequisite; for example, a student who has received credit for English 102 may not repeat English 101.
5. In courses in which there has been a change in the number of credits awarded, a repeat for grade replacement will replace the credits and grades from the first attempt with the credits and grades from the repeat. For example, in a course that had been changed from 5 credits to 4 credits, a 5-credit D would be replaced by a 4-credit B.

The initial attempt of repeated courses, including the grade, remains in the permanent record on the transcript even though it is not included in the GPA calculation or earned credits. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veterans= benefits may not count in benefit level determination those credits for which D=s were previously earned.

REPEAT FOR NO CREDIT: Under certain circumstances, a student may need to repeat a course in which a C grade or above (or a D grade in a repeat for grade replacement) was earned. For example, a student may need to repeat a course if a grade of C or B is required for the student to proceed to a higher level course or to remain in a major. In such cases, the repeat grade will be considered only as qualifying the student to continue, and the repeat will not be counted for credit. The new grade and the credits will not be included in either the term or the cumulative GPA or credits. The new grade will only allow enrollment in subsequent courses requiring the C or better grade in the pre- or corequisite course. All attempts will be recorded on the permanent academic record, with the non-credit attempts identified as No Credit

Graduate

Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original course and grade remain on the transcript; however, the last grade and units earned replace the original and are the only ones used in computing the overall grade point average and the grade point average in the major or emphasis. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be taken for graduate credit, although exceptions may be granted by the degree program coordinator when the field of knowledge has changed to the degree that the course content has changed substantially from the first time the student took the course to the present. Graduate courses may not be retaken unless indicated otherwise in the Graduate Catalog.

ENROLLMENT VERIFICATION

Agencies requesting Verification

The following information is intended for employers, credit card companies, scholarships, insurance companies, third parties, and other agencies needing to verify student enrollment, dates of attendance, and degree verification for students at UW-Whitewater.

As of Fall 2004 the Registrar's Office at UW-Whitewater has authorized the National Student Clearinghouse (NSC) to act as our agent for all verifications of student enrollment and degrees.

National Student Clearinghouse can be contacted at:

National Student Clearing House

2191 Fox Mill Road, Suite 300

Herndon, VA 20171-3019

Phone: (703) 742-4200

Fax: (703) 742-4239

Internet: <http://www.studentclearinghouse.org>

Email:

enrollmentverify@studentclearinghouse.org

degreeverify@studentclearinghouse.org

Students and Parents requesting Verifications

Parents and students may verify enrollment by contacting the registrar's office at (262) 472-1211 or e-mailing registrar@uww.edu. The completed Student Enrollment Verification Request Form along with Insurance and Deferment forms can be dropped off at Baker Hall Room 7 between the hours of 8:00am- 4:30pm Monday - Friday.

OFFICIAL TRANSCRIPTS

Students may request official transcripts of their academic record by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at http://www.uww.edu/registrar/official_transcript_request.php. Students may complete this form, print it, sign it and submit it to the Registrar's address on the form, or fax it, along with a Visa or MasterCard number and expiration date to 262-472-1370. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to the University.

There is a \$5.00 charge for each official transcript. The transcript is printed on security paper bearing the Registrar's signature and date. Payment must be received in full before the official transcripts will be released. (The fee is subject to change without notice.) Same day transcript processing is available with an additional fee of \$5.00 per official copy.

In order to properly identify the transcript requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, and degrees received. The request must also include the complete address (with zip code) of the location where the transcript should be sent. The written request must be signed by the student. Address requests to: Transcripts, Registrar's Office, UW Whitewater, Whitewater WI 53190.

UNOFFICIAL TRANSCRIPTS

Students may request unofficial transcripts of their academic record by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at http://www.uww.edu/registrar/unofficial_transcript_request.php. Students may complete this form, print it, sign it and submit it to the Registrar's address on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to the University.

In order to properly identify the transcript requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, and degrees received. The written request must be signed by the student. Address requests to: Transcripts, Registrar's Office, UW Whitewater, Whitewater WI 53190.

Unofficial transcripts may also be obtained by logging into the WINS system from the UW Whitewater homepage. The student will need to know their Net ID and password.

GRADE REPORTS

Students may request official grade reports by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at http://www.uww.edu/registrar/grade_request.php. Students may complete this form, print it, sign it and submit it to the Registrar's address on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted.

In order to properly identify the grade report requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, the term they are requesting the grade report for. The written request must be signed by the student. Address requests to: Attn: Records, Registrar's Office, UW Whitewater, Whitewater WI 53190.

GRADUATION

ALL STUDENTS

There is a graduation fee of \$35.00 which will appear on the billing statement. This fee must be paid even though the student may elect not to participate in the commencement exercises.

GRADUATE STUDENTS

1. Application forms for Diploma, Graduation, and to take the oral or written comprehensive exam or the oral exam on the thesis may be obtained from the Office of Graduate Studies. Completed forms must be returned by Friday, January 27, 2006.
2. The group written comprehensive examination will be given in Andersen Library, Computer Lab (L 1008), from 8:00 a.m. to 2:00 p.m. on Saturday, April 8, 2006
3. A final copy of the thesis and the abstract must be submitted to the School of Graduate Studies Office by Friday, April 28, 2006.

UNDERGRADUATE STUDENTS

Undergraduate students planning to graduate in May 2006, must complete an Application for Graduation Card and submit it to the Graduation Examiner in the Registrar's Office. This should be done immediately if not already filed. It is important that the entire academic record be reviewed prior to the final term of enrollment.

EXCESS CREDIT POLICY

The University of Wisconsin System Board of Regents Excess Credits Policy requires that resident undergraduate students who earn more than 165 credits toward their first undergraduate degree pay a surcharge for all credits beyond 165. The surcharge will approximately double the tuition that resident undergraduates pay and will be applied to students in the term following the one in which they reached the earned credit limit.

The Excess Credits Policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward the first baccalaureate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, advanced placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit.

Students who have questions about the policy should contact their college advisor.