

# UNDERGRADUATE POLICIES

## Undergraduate Degrees and Degree Requirements

The University of Wisconsin-Parkside offers the undergraduate degrees of bachelor of arts (B.A.), bachelor of science (B.S.), associate of arts (A.A.), associate of science (A.S.) and associate of arts and sciences (A.A.S.). The major completed determines which bachelor's or associate degree a student receives. Special rules may apply to students completing the consortial nursing program, the sustainable management and health information management and technology collaborative, online degree-completion programs, the flexible option degree-completion program, and those who are seeking a second bachelor's degree. See second bachelor's degree policy and appropriate academic sections for further information.

## Degree Requirements for the Bachelor of Arts or Bachelor of Science

To receive a bachelor's degree from UW-Parkside students must:

1. Complete 120 credits of college work. This must include 36 credits in courses numbered 300 or above. Certain elementary courses are identified in the catalog and/or course schedule as not counting toward the 120 credits required for graduation. In addition, only the first 8 credits of physical education activity courses (100-level) may be counted toward graduation or grade point averages (GPA).
2. Earn a minimum of 30 credits toward their undergraduate degree at UW-Parkside. Individual departments and programs may require that certain courses must be taken at UW-Parkside. Students must complete all course work to be counted toward graduation by the end of the semester/subscription period in which they graduate.
3. Attain a minimum cumulative grade point average (GPA) of 2.00 on a 4.00 scale. Some programs have higher GPA requirements. Transfer students must also have a cumulative 2.00 GPA on the combination of transfer credits accepted and credits attempted at UW-Parkside.
4. Complete an approved major program of study with the minimum major GPA as specified by the program or department. Usually, the minimum GPA is 2.00 on a 4.00 scale, but some majors require a higher GPA. Students who apply transfer credits to their majors must also meet the minimum major GPA requirement on the combination of transfer credits and UW-Parkside credits. At least 15 credits of upper level course work (courses numbered 300 or higher) must be completed at UW-Parkside. A student may not graduate with an incomplete grade in major course work if failure in that course would reduce the GPA in the major below the minimum GPA.
5. Meet UW-Parkside general university requirements.
6. Submit an application to graduate and pay the required application fee. This is the way in which students obtain institutional and departmental approval of their petition to graduate.

## Degree Requirements for the Associate of Arts or Associate of Science

To receive an associate degree from UW-Parkside students must:

1. Complete a minimum of 60 credits of college work. Certain elementary courses are identified in the catalog that will not count toward the 60 credits required for graduation. In addition, only 4

credits of physical education activity courses (100-level) may be counted toward graduation or grade point averages (GPA).

2. Complete a major (associate).
3. Complete a minimum of 40 credits of college work to fulfill UW-Parkside Skills, General Education and Diversity Requirements must be fulfilled.
4. Complete a minimum of 15 credits toward the associate degree at UW-Parkside.
5. Attain a minimum cumulative grade point average (GPA) of 2.00 at UW-Parkside. Some programs may require a higher GPA requirement. Transfer students must have a cumulative 2.00 GPA on the combination of transfer credits accepted and the credits attempted at UW-Parkside; this is the degree GPA.
6. Students may only earn one degree at the associate level at UW-Parkside.

## Application to Graduate/Degree Summary

In order to graduate, students must submit an application to graduate to the Office of the Registrar. A one-time, non-refundable fee per level of degree, which is applied toward costs associated with graduation, will be charged. Please check the Office of the Registrar's web page for details about graduation and commencement.

Students are advised to submit this request well in advance of their expected semester/subscription period of graduation so they have time to adjust their degree plans, if necessary. Full-time students should request their degree summary after completing 90 credits; associate degree and part-time students should request the summary when they are within about 20 credits of graduation.

The Academic Advisement Report (AAR) reflects all outstanding degree requirements, including courses still needed to complete general education requirements and academic programs for which a student has been accepted.

## General University Requirements

Students seeking teacher licensure and those enrolled in the consortial nursing program are subject to a different set of requirements. These students should consult their advisors for details.

Students are subject to the requirements in effect on the date they first entered UW-Parkside as degree-seeking students, or they may choose to follow any later requirements. Students who transfer to UW-Parkside from a two-year or four-year UW System institution may choose to follow the general university requirements in effect the year they entered the previous institution.

General education, a part of every student's academic program, is intended to provide opportunities for students to develop their analytical and problem-solving skills, to develop understandings of cultures and ethnicities, to develop the skills and awareness necessary for citizens of an advanced technological society, and to develop habits of mind that promote life-long learning, responsible actions and independent thinking. Complementary to these skills are opportunities for students to become literate in civic, cultural, aesthetic, international, scientific and technical subject areas.

## I. Skills Requirements

### Reading and Writing Skills

This requirement assists students in developing effective communication through the mastery of reading and writing skills.

Students satisfy this requirement with the completion of ENGL 101 Composition and Reading with a grade of C-minus or better.

Some students may be exempt from the Reading and Writing Skills requirement on the basis of test scores, while others may be required to complete ENGL 100 Fundamentals of English in addition to ENGL 101 Composition and Reading.

Deadline for completion of reading and writing skills requirement:

- Students must complete ENGL 101 Composition and Reading within the first 60 degree credits.
- Students who fail to complete ENGL 101 Composition and Reading within the stated deadlines may not be allowed to enroll in upper level courses until the requirement is met.

### Computational Skills

This requirement assists students in developing effective basic computational skills necessary to an informed citizenry and provides support for other disciplines.

Students satisfy this requirement with the completion of MATH 111 College Algebra I, MATH 104 College Mathematics with Applications, MATH 103 Elementary Statistics or MATH 102 Quantitative Reasoning with a grade of C-minus or better, or with appropriate placement.

Based on placement, some students may be required to complete MATH 100 Foundations of College Mathematics before enrolling in MATH 111 College Algebra I, MATH 104 College Mathematics with Applications, MATH 103 Elementary Statistics or MATH 102 Quantitative Reasoning.

Deadlines for completion of computational skills requirement:

- Students must complete the sequence of courses ending in MATH 111 College Algebra I, MATH 104 College Mathematics with Applications, MATH 103 Elementary Statistics or MATH 102 Quantitative Reasoning within the first 60 degree credits.
- Students who fail to complete these requirements within the stated deadlines may not be allowed to enroll in any other upper level courses until the requirement is met.

## II. General Education Requirements

The general education curriculum provides students with exposure to different disciplines and subject matter; it also provides a broad base for placing into context the concentrated and in-depth study for developing expertise in a major discipline. The curriculum consists of a minimum of 36 credits outside of the skills requirements, distributed across three distribution areas: Humanities and the Arts, Social and Behavioral Sciences, and Natural Sciences. A single course may be counted under one area only. Students are required to take 12 credit hours from each distribution area from at least three different departments/programs in each distribution area. Courses which meet the general education requirements are so designated in the course schedule each semester. An updated list of general education courses may also be found on-line.

Students may also meet these requirements through equivalent courses at other institutions or by otherwise demonstrating comprehension equivalent to completion of such courses.

## III. Foreign Language Requirement

The purpose of the foreign language requirement, for UW-Parkside bachelor's degrees, is to familiarize students with communication in another culture and with the cultural significance of language. This is satisfied by completing two semesters, or the equivalent of two semesters, at the college level of one foreign language.

It is strongly recommended that students complete this requirement as soon as possible upon entering the university.

The foreign language requirement can be met under any of the following circumstances:

- Students who completed a minimum of two years of one foreign language at a secondary school with a final grade of C or better (grade of C-minus is not acceptable) in the last course taken.
- Students who completed one high school unit and one college semester in the same language, provided that the college course is at least on the second-semester level.
- Students who are heritage speakers in a language taught at UW-Parkside or who have informally learned a language taught at UW-Parkside can meet the foreign language requirement if they take the UW System placement test and place into the equivalent of the third semester (intermediate level) or above.
- Students who are heritage speakers in a language not taught at UW-Parkside or who have informally learned a language not taught at UW-Parkside can meet the foreign language requirement upon certification at the intermediate level through the American Council on the Teaching of Foreign Languages (ACTFL).
- Students who have graduated from a foreign secondary school with a curriculum taught in the language native to that country, other than English.
- International students from countries where English is not the primary language are considered to have met the foreign language requirement when they meet the required standard of English competency at the time of admission through the appropriate Test of English as a Foreign Language (TOEFL) score.
- Transfer students in sustainable management and health information management and technology collaborative online degree-completion programs, the business management online degree-completion program, and the flexible option degree-completion program will be exempt from the university's foreign language requirement. See appropriate academic section for further information.

### Placement Tests for Foreign Language Courses

UW-Parkside uses the UW System Foreign Language Placement Tests in French, German, and Spanish to place students into the appropriate course level of their selected foreign language. Tests are administered throughout the year.

## IV. Ethnic Diversity Requirement

The purpose of the ethnic diversity requirement is to familiarize students with and sensitize them to differences among diverse ethnic groups. In accordance with UW System policy, students graduating from UW-Parkside are required, as part of their 120 credits, to complete a minimum of one 3-credit course dealing with issues of race and ethnicity within

the United States. Courses which meet the ethnic diversity requirement may also count toward fulfillment of general education, major, or minor requirements. Courses which meet the ethnic diversity requirement are designated in the course schedule.

## Transfer Students and General University Requirements

Transfer credit is generally awarded for college-level coursework completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Credits may be granted for post-secondary course work at a foreign institution if the institution is recognized by the Ministry of Education or the equivalent authority who supervises tertiary education in that country. Students seeking transfer from an international post-secondary institution will be referred to a foreign credential service to determine U.S. credit equivalents for academic work completed at an institution of higher learning in another country (ECE, WES, One Earth).

Transfer courses which are the substantial equivalent of approved UW-Parkside general university requirements (skills, general education, foreign language<sup>1</sup>, and ethnic diversity requirements) courses will be counted toward general education requirements.

1. Transfer students with less than 54 transferable credits will be required to meet UW-Parkside's skills, general education, foreign language<sup>1</sup>, and ethnic diversity requirements.
2. Transfer students with 54 or more transferable credits will be required to meet the general education requirement by categories, NOT the specific distribution by subcategories. The distribution by categories is as follows:  
Humanities and the Arts 12 credits  
Social and Behavioral Sciences 12 credits  
Natural Sciences 12 credits

These students must also complete UW-Parkside's skills, foreign language<sup>1</sup>, and ethnic diversity requirements.

3. Students transferring to UW-Parkside from a UW System institution (the four-year universities and two-year colleges) may follow the UW-Parkside general university requirements that were in effect at the time they entered the previous institution. Transfer students should contact the Advising and Career Center for detailed information on general education requirements or their Academic Success Coach (ASC) if in a flexible option program.
4. Transfer students with a bachelor's degree from an accredited, liberal arts, baccalaureate degree-granting college or university, or an associate of arts or science degree (with at least 45 transferable credits) from an accredited college-parallel liberal arts program will be considered to have completed the UW-Parkside general education and skills requirements. Students must still meet the foreign language<sup>1</sup> and ethnic diversity requirements.
5. Transfer students who complete 90 transferable credits (as outlined above), a bachelor's degree from an accredited, liberal arts, baccalaureate degree-granting college or university, or an associate of arts or science degree (as outlined above) at another institution after enrollment at UW-Parkside are exempt from UW-Parkside general education and skills requirements only if the 90 transferable credits or the degree is awarded within one year of initial enrollment at UW-Parkside. Students must still meet the foreign language<sup>1</sup> and ethnic diversity requirements.
6. Students may transfer a maximum of 72 transferable degree credits earned at a non-baccalaureate accredited liberal arts/collegiate

transfer program. Occupational/technical courses may also be considered for transfer if the quality and content of the course work is judged to be comparable to course work at UW-Parkside. UW-Parkside may accept additional credits toward the degree where appropriate. This does not alter university policies related to program completion, residency or graduation requirements.

7. College level credits completed at institutions accredited by a regional or national accrediting organization earned more than 10 years prior to admission will be accepted in transfer but may not fulfill a program or degree requirement.
8. Transfer, bachelor's degree seeking students must earn a minimum of 30 credits at UW-Parkside toward their degree to fulfill the residency requirement. Transfer, associate degree seeking students must earn a minimum of 15 credits toward their degree to fulfill the residency requirement. Individual departments and programs may require that certain courses be taken at UW-Parkside.
9. If a student earns transfer credits via a transfer or articulation agreement and subsequently changes his/her academic major or program, all transfer credits may be reevaluated to determine if, and how, they apply to the new major or program.
10. Students may appeal any course transfer determination by contacting in writing, the UW-Parkside Transfer Credit Evaluation Coordinator. Students will be required to supply a course syllabus used during the term and year the course was completed.

<sup>1</sup> Transfer students in sustainable management, and health information management and technology collaborative, online degree-completion programs; the business management online degree-completion program; and flexible option degree-completion programs will be exempt from the university's foreign language requirement. See appropriate academic section for further information.

## Certification of Transfer Students in Skills Requirements

While transfer students are expected to complete the skills requirements within the deadlines stated in the policy, the university recognizes that transfer students may have met the reading, writing, and/or computational requirements at a previous college or university. Therefore, the faculty has created guidelines for evaluating the applicability of previous course work for certification in these areas; this evaluation is completed when the student is first accepted to UW-Parkside.

Transfer students will be certified in the reading and writing competencies if they have successfully completed a course equivalent to ENGL 101 Composition and Reading at another college or university with a grade of C-minus or better. Students who have not completed such a course should take the English placement test to determine which course to take. Placement beyond ENGL 101 Composition and Reading fulfills the reading and writing competency for graduation.

Transfer students will be certified in computational skills if they have completed a course equivalent to MATH 111 College Algebra I, MATH 104 College Mathematics with Applications, MATH 103 Elementary Statistics or MATH 102 Quantitative Reasoning with a grade of C-minus or better, or passed any higher-level mathematics course at a previous college or university. Students who have not completed such course work should take the mathematics placement test. Placement into MATH 112 College Algebra II or beyond on the UW-Parkside placement test fulfills the

computational skills requirement for general education; however, some majors may require additional mathematics courses.

Transfer students with 90 or more acceptable credits of multidisciplinary course work from an accredited, liberal arts, baccalaureate degree-granting college or university will be considered to have completed UW-Parkside skills requirements. The same policy shall apply to transfer students holding acceptable associate degrees, provided they have completed 45 or more transferable credits.

## Undergraduate Policies

### Academic Level

Determination of freshman, sophomore, junior, or senior classification will be made on the basis of the combined total of credits earned toward graduation at UW-Parkside and credits accepted in transfer. The breakdown of academic level by credits completed is below:

Level	Credits
Freshman	29 or fewer
Sophomore	30 to 59
Junior	60 to 89
Senior	90 or more

### Failures or Incompletes in the Major

Students who fail required courses in their majors must retake those courses. If they wish to do so through credit obtained elsewhere, written approval from the chair of their major department must be obtained, prior to enrollment off campus in order to guarantee appropriate transfer. Students may not graduate with an incomplete in a course in their major if the course is required or if failure in that course would bring their major GPA below the minimum requirement.

### Declaring a Major

Students are initially admitted to the major selected on the application for admission to the university. Thereafter, students may add, drop, or change majors by filing a declaration form. Students are subject to the major requirements in effect at the time they are first accepted in a particular major but may meet requirements established later by submitting a requirement year change form to the Office of the Registrar. Students are encouraged to contact their advisor for more information.

Non-degree seeking students (non-matriculant) cannot declare a major or minor.

### Double Major

Bachelor's degree-seeking students earning a double major in programs taken concurrently must complete the course requirements for both major areas and all other standard degree requirements. Students wanting to earn two or more majors that lead to different degrees (bachelor of arts and bachelor of science) normally earn only one degree. Students choose which degree they wish to earn at the time they file their Graduation Application. Students wishing to earn dual degrees, please refer to the Dual Bachelor's Degrees policy below. The flexible option business administration degree-completion program is not available as a double major.

### Dual Bachelor's Degrees

Students may earn both a bachelor of arts and a bachelor of science degree by completing the graduation requirements for both degrees including a major appropriate to each degree. The student must, in

meeting these requirements, complete an additional 30 credits for the second degree (for a minimum of 150 credits). The flexible option degree-completion program is not available as a dual degree.

### Completion After Graduation

Students may, after graduating with a bachelor's degree from UW-Parkside, return as a post-baccalaureate student to complete a minor, concentration, certificate, or additional major. Students must apply for readmission to UW-Parkside and submit a plan declaration form as needed. When all course work toward the additional major, minor, concentration or certificate has been completed, students should submit a Graduation Application to initiate a review of the additional information. A statement will be added to the student's transcript, noting the completion of such major, minor, concentration or certificate with the date of completion.

### Second Bachelor's Degree

A person who holds a bachelor's degree from another institution and who wishes to obtain a bachelor's degree from UW-Parkside is subject to all of the regulations governing transfer students. A person who has received a bachelor's degree from UW-Parkside will not be granted a second degree of the same kind (i.e. bachelor of arts or bachelor of science). See Completion After Graduation above. A person who holds one of these degrees from UW-Parkside may receive the other bachelor's degree provided that the major sought naturally leads to the other bachelor's degree and provided that the student does the following:

1. After receipt of the first degree, enrolls in UW-Parkside as a degree-seeking (matriculant) student, declares a major leading to the desired degree, and files a degree summary request indicating intent to receive the second bachelor's degree.
2. Completes an additional 30 credits of work at UW-Parkside after receipt of the first degree and satisfies all graduation requirements in effect at the time of first enrollment as a degree-seeking (matriculant) student following receipt of the first degree.
3. Completes a major leading to the degree sought, with at least 15 credits in courses numbered 300 or above completed at UW-Parkside, following receipt of the first degree. Students who return after graduation to complete only the requirements for an additional major do not earn a second bachelor's degree. See Completion After Graduation.

### Courses That Do Not Count Toward Graduation

Several UW-Parkside courses (e.g. those that provide developmental work in mathematics) do not count toward graduation. The credits and grades earned in these courses are counted in determining how many credits the student is carrying during the semester (as for tuition charges, insurance purposes, and when checking on eligibility for financial aid and participation in athletics). If letter grades are assigned, these credits count when computing the student's GPA.

### Credit/No-Credit Courses

Some UW-Parkside courses may be designated as credit/no-credit courses. These are courses in which the faculty has determined that assigning a regular letter grade to student performance would be inappropriate; the only grades assigned are credit (CR) for satisfactory performance or no credit (N/C) for unsatisfactory performance. Such credits are not included in calculating a student's overall GPA but are part of the student's credit load. All students enrolled in these courses receive grades of either credit or no credit.

## Auditing a Course

Students have the option of auditing a course, though this means that they will not receive credit for it toward graduation, major requirements, financial aid eligibility, or credit load. For more information, see section entitled Audit in Registration Policies.

## Substitutions and Waivers of Requirements

Any time a student fulfills a graduation requirement in any way other than that explicitly stated in the catalog, written approval must be submitted to the Office of the Registrar. Substitutions for and waivers of major, minor, and other requirements must be approved with an executive action form, which is signed by the director of the General Education Program (for general education requirements), by the chair of the Academic Actions Committee (for university policy), or by the appropriate faculty member, chair, and dean (for major and minor requirements). Executive action forms are available in each academic department and must be submitted to the Office of the Registrar in order for the action to be official. Executive actions must be submitted by the faculty member or departmental staff member; forms submitted by students will not be accepted.

## Transfer Credit for Continuing Students

With special permission, students may complete courses at other campuses and transfer them back to UW-Parkside to satisfy general university, major, or minor requirements. Permission is obtained via the Advanced Approval of Proposed Transfer Credits form, which can be obtained online. The form must have accompanying documentation (course description or syllabus) and signatures as required by the type of transfer fulfillment. Once the student obtains the proper signatures, the form and documentation must be submitted to the Office of Admissions and New Student Services.

## Credit for Prior Learning

UW-Parkside students have the opportunity to earn college credits for college level learning acquired through a variety of experiences including, but not limited to work, employer training programs, industry certifications, military training or other coursework. Learning is evaluated and assessed for college credit or advanced standing through one of the following means: Credit by Examination, Military Training and Service, and Prior Learning Assessment Portfolio.

There are, however, rules that apply to all credit for prior learning opportunities that students must be aware of:

**Grades:** No grade is recorded for credits granted by examination.

**Limitations on Use of Credit by Examination:** Credits granted by examination do not count toward the residency requirements. Academic programs may have additional restrictions on the use of credit by examination in meeting their own requirements.

**Credits Granted:** The number of credits granted will be equal to the number of credits of the course offered to all university students. In the case of the College Level Examination Program (CLEP), the Advanced Placement Program (AP), and the International Baccalaureate Program (IB), a list of approved examinations, the minimum score required for credit, and the course equivalencies established for each by the appropriate department is available on the UW-Parkside website.

**Documentation:** An official transcript, score report, or equivalent document issued by the external agency must be submitted before

credit can be granted for AP, CLEP, DANTES, IB assessments and Military Training and Service.

**Eligibility:** Challenge examinations will be given only to students enrolled in a degree or licensure program.

**Fees:** There are fees associated with each form of prior learning assessment. Information regarding fees is available on the appropriate websites.

**Credit by Examination:** Students may have their learning assessed and evaluated through one or more of the following examination options:

### Advanced Placement (AP)

High school students who have exhibited outstanding scholarship and participated in the College Entrance Examinations Board's (CEEB) Advanced Placement Program may be eligible for advanced placement credit if they achieve the minimum score required by UW-Parkside on the AP exam. Students must submit official Advanced Placement examination reports to the Office of Admissions and New Student Services. AP equivalencies may be found on the UW-Parkside website at <https://www.uwp.edu/live/services/placementtesting/aequiv.cfm>. Credit by AP exam will only be awarded if the course has not already been taken or transferred from another institution.

### Challenge Exam

A challenge exam is a comprehensive exam similar to a final course exam that allows a student to demonstrate that he/she can meet the learning objectives of a course. UW-Parkside faculty may designate certain courses for which credit by challenge examination may be earned. The method of testing and the standards which must be met are determined by the department faculty; in limited cases this may include precollegiate or noncredit college course level work or recognized industry certifications in lieu of examinations. Credit by challenge exam can only be awarded if the course has not already been taken or transferred from another institution.

### College Level Examination Program (CLEP)

The CLEP is based on the premise that some people enrolling in college have already learned some of what is taught here. Learning may occur through non-credit college level course work, job training, independent reading and study, and advanced high school courses. CLEP provides students the opportunity to demonstrate college-level learning by taking exams that assess knowledge and skills taught in college courses if they achieve the minimum score required by UW-Parkside on the CLEP exam. Students must submit official CLEP examination reports to the Office of Admissions and New Student Services. CLEP equivalencies may be found on the UW Parkside website at <https://www.uwp.edu/live/services/placementtesting/clepequiv.cfm>

### DANTES Subject Standard Tests (DSST)

The DSST is a national, standardized exam evaluated by the American Council on Education Credit Evaluation Service (ACE). DANTES Subject standard tests provide students the opportunity to demonstrate college-level learning by taking exams that assess knowledge and skills taught in college courses if they achieve the minimum score required by UW-Parkside on the exams. Students must submit official transcript to the Office of Admissions and New Student Services.

### International Baccalaureate (IB)

The International Baccalaureate program is a comprehensive high school curriculum that fulfills the requirements of an international system of education. Students who have taken International Baccalaureate courses may take the International Baccalaureate exams. UW-Parkside awards

credit to students when a score is 4 or higher. IB equivalencies may be found on the UW-Parkside website at <https://www.uwp.edu/live/services/placementtesting/ibequiv.cfm>. Credit by IB exam will only be awarded if the course has not already been taken or transferred from another institution.

### Language Testing

Students who are heritage speakers in a language or who have informally learned a language taught at UW-Parkside can meet the foreign language requirement if they take the UW System placement test and place into the equivalent of the third semester (intermediate level) or above. Additional information about placement testing is available at <https://www.uwp.edu/live/services/placementtesting/>.

Students who are heritage speakers in a language or who have informally learned a language not taught at UW-Parkside can meet the foreign language requirement upon certification at the intermediate level through the American Council on the Teaching of Foreign Languages (ACTFL). Students must submit official reports to the Office of Admissions and New Student Services. Additional information is available at <http://www.language-testing.com/>.

### Retroactive Credits for Modern Language

A student may receive up to 14 retroactive modern language credits **provided a grade of "C+" or better is earned** in the student's first University of Wisconsin-Parkside's modern language (French, Italian, and Spanish) course above the 103 level.

Based on a student's placement level the following identifies the retroactive credits that may be earned based on first UWP modern language course:

- *Introductory Language II (104)*:
  - This 4-credit course allows for 4 retroactive credits for a total of 8 credits
    - retroactive credits earned for 103 (4 credits)
- *Intermediate Language I (203)*
  - This 3-credit course allows for 8 retroactive credits for a total of 11 credits
    - retroactive credits earned for 103 (4 credits) and 104 (4 credits)
- *Intermediate Language II (204)*
  - This 3-credit course allows for 11 retroactive credits for a total of 14 credits
    - retroactive credits earned for 103 (4 credits), 104 (4 credits) and 203 (3 credits)

In order to receive retroactive credits a student must:

1. Take the UW language placement exam or other placement equivalent\*;
2. Enroll in the UW-Parkside modern language course that they placed into;
3. Complete the course with a grade of C+ or better;
4. Complete the **Retroactive Credits in Foreign Language** form, which can be found on the Current Student Forms webpage.

UW-Parkside will accept modern language retroactive credit granted by another UW System institution if it is documented on the student's transcript from the transfer UW System institution.

UW-Parkside will review courses from non-UW institutions for retroactive credit based on equivalencies which will be determined by the UW-Parkside Modern Language department.

\* Examples of "other placement equivalent" may include, but are not limited to: college-level transfer course(s), UW-Parkside dual enrollment course(s), Advanced Placement, or other university approved examinations.

### Prior Learning Assessment Portfolio

UW-Parkside students have the opportunity to seek credit based on prior learning through a rigorous portfolio and evaluation process. Any UW-Parkside student who can demonstrate learning equivalent to college level learning may be able to apply that learning toward degree credit.

The academic department/faculty must approve the use of the portfolio for credit prior to the student engaging in the portfolio process. Each portfolio is evaluated by a qualified faculty member or qualified content expert based on the published standards and learning outcomes of the course for which credit is being requested. The prior learning portfolio is a collection of evidence that, along with individual reflection about the learning experience, directly supports a claim for credit for a specific course. Required documentation may vary depending on the course for which a student seeks credit.

### Military Training and Service

Students who seek credits based on military course work must provide an official Joint Service Transcript (JST) to the Office of Admissions and New Student Services. Students whose military credits are awarded by an accredited institution such as the Community College of the Air Force, do not need to submit a JST. UW-Parkside grants credit for course work completed in the armed services as recommended by the Guide to the Evaluation of Educational Experiences in the Armed Services by the American Council on Education (ACE). Credit will be awarded if ACE recommends granting credit in the associate/baccalaureate degree category and the credit recommendations parallel courses offered at UW-Parkside. Credits granted for military courses will not count toward residency requirements for graduation and may not duplicate content for credits previously earned by any other means. Credit is not awarded for rank or rating, or military occupational specialties.

## Summary of Credit Rules

### 120 Credit Rule

- A minimum of 120 credits is required for graduation with a bachelor's degree.

### 90 Credit Rules

- UW-Parkside will accept a maximum of 90 credits from any four-year accredited institution toward the 120 credits required for graduation.
- Transfer students who complete 90 transferable credits; a bachelor's degree from an accredited, liberal arts, baccalaureate degree-granting college or university; or an associate of arts or science degree at another institution after enrollment at UW-Parkside are exempt from UW-Parkside general education and skills requirements only if the 90 transferable credits or the degree is awarded within one year of initial enrollment at UW-Parkside. Students must still meet the foreign language and ethnic diversity requirements.

### 72 Credit Rule

- Students may transfer a maximum of 72 transferable degree credits earned at a non-baccalaureate accredited liberal arts/collegiate transfer program.

### 60 Credit Rules

- Students must complete their writing and computational skills requirements within their first 60 degree credits.

- Students must make a formal declaration of major by the time they complete 60 degree credits.
- A minimum of 60 credits is required for graduation with an associate degree.

#### 54 Credit Rule

- Transfer students entering UW-Parkside 54 credits or more will be required to meet the general education requirements by categories, but not the specific distribution by subcategories.

#### 45 Credit Rule

- Degree-seeking transfer students holding an associate of arts or science degree from an accredited college-parallel liberal arts program, with a minimum of 45 transferable credits, are exempt from UW-Parkside general education and skills requirements. The ethnic diversity requirement and the foreign language requirement must still be completed.

#### 36 Credit Rule

- Bachelor's degree-seeking students must earn a minimum of 36 credits in courses numbered 300 or above.

#### 30 Credit Rule

- Bachelor's degree-seeking students must earn a minimum of 30 credits as degree seeking students at UW-Parkside toward their degree (residency requirement).

#### 15 Credit Rules

- Bachelor's degree-seeking students must complete a minimum of 15 credits in their major in courses numbered 300 or above at UW-Parkside.
- Associate degree-seeking students must earn a minimum of 15 credits as degree seeking students at UW-Parkside toward their associate degree (residency requirement).

#### 9 Credit Rule

- A minimum of 9 credits in an undergraduate certificate program must be taken at UW-Parkside. Individual departments and programs may require more than 9 credits to be taken at UW-Parkside.

#### 8/4 Credit Rule

- No more than the first 8 credits (bachelor's degree seeking) or 4 credits (associate degree seeking) of 1-credit physical activity courses (100 level) offered by the Health, Kinesiology and Sport Management Department or earned in transfer can be counted toward the GPA and/or toward graduation.

### Residency Requirements

#### Bachelor's Degrees

- Bachelor's degree-seeking students must earn a minimum of 30 credits as degree seeking students at UW-Parkside toward their degree.
- At least 15 credits of upper level (300 or above) major course work must be completed at UW-Parkside.

#### Associate Degrees

- Associate degree-seeking students must earn a minimum of 15 credits as degree seeking students at UW-Parkside toward their associate degree.

#### Minors

- At least half of the course work required for a minor must be completed at UW-Parkside.

### Certificates

- A minimum of 9 credits in an undergraduate certificate program must be completed at UW-Parkside.

## Registration Policies

### Academic Advising

Prior to registration for the spring and fall terms, undergraduate degree seeking students that are new, and/or have earned less than 30 credits or are on academic probation are required to meet with their academic advisor to plan their course schedule for the following semester. UW-Parkside's web registration system (SOLAR) will not allow students to register for course work for the fall and spring semesters until after they have met with their assigned advisor. Specialized programs may have a different advising structure.

### Credit Load

Undergraduate students enrolled for 12 or more credits during the fall or spring semester are considered full time. A full-time load in the summer or a subscription period in the flexible option program is 6 or more credits. A full-time graduate student enrolls for 9 credits during fall or spring semester and 5 credits in summer. Whether a student is full-time or part-time can affect eligibility for some forms of financial aid, athletic eligibility, and insurance coverage.

Degree-seeking students may not enroll for more than 20 credits in the fall or spring semester without prior approval from the Advising and Career Center. In the summer, students must obtain permission to enroll in more than 12 credits. Generally, permission to register for heavy credit loads will not be granted unless a student has earned a GPA of at least 3.00 during a previous semester on a load of at least 14 completed credits. This policy is aimed at ensuring that students do not take on more work in a given semester than they have shown they can successfully complete. Non-degree-seeking students may not enroll for more than 15 credits without approval. Students may apply for overload permission in the Advising and Career Center.

### Audit

Students may choose to audit any course at the university with the consent of the instructor, except those courses specified in the catalog or class schedule as not available for auditing. Audit students are expected to attend the course regularly and to meet the requirements for auditors established by the instructor, but they receive no credit in the course, are not given regular grades, and do not have such courses counted as part of their credit load for determining whether they are full-time or part-time students or whether they are eligible for financial aid, athletic eligibility, or insurance purposes. In limited enrollment courses, students taking the course for credit are given registration preference. All auditors are subject to regular student parking fees and to other Regent and UW-Parkside regulations.

A grade of 'AUD' will be given to students that satisfactorily complete the course audit. A grade of 'AU-' will be given to students that do not meet the course audit requirements. After the first week of classes, written permission of the instructor is required to convert a course from credit to audit or audit to credit. A student may not convert a course from credit to audit after the fourth week of class or, in the case of a module, after one-third of the course has passed.

Students who later seek credit by examination for a course that they have audited must be enrolled in the university at the time the examination is taken and are subject to examination fee charges.

Note: The audit policy specifies that courses are open to auditors, unless otherwise specified, subject to the consent of the instructor. Thus, auditors may be excluded from a class, using the following procedures:

1. If a department faculty determines that a particular course or section is not available for any audit registration, the exclusion of auditors should be indicated as a "note" in the course schedule. Audit registrations will not be accepted in such courses or sections.
2. During the registration period, including the first week of classes, audit registrations will be accepted for courses other than those closed to auditors. If an instructor does not grant permission to one or more registered auditors to continue in a particular course (because of lack of space or other valid reason), the instructor should so notify each student, in writing, with a copy to the registrar.

When the registrar receives a copy of the notice, the student will be dropped from the class list and the appropriate refund will be given.

Auditing is not available in the Flexible Option Program.

## Adding a Course

During the first week of the term, students may add any course for which they have met the prerequisites. During the second week, appropriate courses may be added with the written consent of the instructor (or a SOLAR permission number). Beginning the 11th day of classes, a student cannot add a course without written permission of the instructor, the department chair and the dean. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length. Please check the website for comparable Flexible Option Program policies and guidelines.

## Dropping a Course

A student may drop any course through the end of the 12th week of the semester. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length and for subscription periods in the Flexible Option Program.

A student may request a late drop for extraordinary reasons beyond the deadline by submitting a request to the Academic Actions Committee. Granting of requests by the Academic Actions Committee is not automatic. A student should not assume that his/her request will be granted.

An instructor may request that the registrar drop a student from a course if the student does not meet the stated prerequisites or if the student has not attended the course during the first week of classes and has not notified the instructor. The instructor must submit the request by the date specified on the administrative drop form. However, it is still the students' responsibility to make sure that they have been officially dropped from any class.

Flexible Option students will be dropped from all courses after the 10th day of a subscription period for non-payment.

A student who never attends (or stops attending) a course in which he/she has enrolled and who does not drop the course through the appropriate office will receive a failing grade.

A student who drops a course after the fourth week of a semester will receive a transcript notation of "W." (In the case of courses less than a semester in length such as winterim, summer, or flexible option courses, the W notation will be applied if the drop occurs after one-third of the course/subscription period has passed.)

Please check the website for more details of comparable Flexible Option Program policies and guidelines.

## Fees for Dropping a Course

After the 10th day of classes, a student will be charged a per credit fee for dropping classes. The Office of the Registrar will determine the comparable deadlines for courses less than a semester in length. Refer to the website for more information.

## Retaken Courses

Students are allowed to take a course one time as a retake. Courses taken as a retake are distinguished from repeatable courses which have the same course number (but different content), or are repeatable courses as noted in the course description.

The grade of record for a retake is the most recent grade earned when the course is completed; this is also the grade used in the calculation of the GPA. Retaking a course will not remove the initial grade from showing on the transcript; however it will remove the credits and grade points from the calculation of the cumulative GPA. Permission to retake a course more than one time may be granted by an assigned advisor.

If AP, IB, CLEP or Challenge exam results come in after the student has already taken or is taking an equivalent course (such as through the PACC program) the exam credits will not be accepted due to duplication. If a course is taken after exam credits have already been accepted then the exam credits will be marked as retaken per standard retake policy.

A student may request that a course taken subsequently at another university be counted as a retake for a course taken previously at UW-Parkside. Such a request must be submitted to the appropriate department chair to certify that the transfer course is equivalent to the course taken at UW-Parkside. If the transfer course is certified as equivalent; the course, credits and grade will be applied as a retake.

Note: Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid.

## Repeatable Courses

Repeatable courses are those that may be taken more than once for credit, such as special topics, independent studies, internships, and other selected courses. Courses that may be repeated for credit are designated as such in the course description in this catalog.

## Cross-Listed Courses

Cross-listed courses are those that are offered under two or more departments and which have the same title and course description. Cross-listed courses may count toward general university requirements and/or may satisfy the requirements of two or more majors. Each cross-listed course will satisfy the same requirement as its counterpart; therefore, a student who is unable to enroll in a cross-listed course under a specific department heading may enroll in its cross listing and fulfill the same academic requirement. This rule applies to cross-listings which were in effect at the time the course was taken and applies regardless of which discipline is listed on the student's transcript.

## Course Prerequisites

A prerequisite is a requirement that a student must have completed prior to enrollment in a specific course and is intended to ensure that a student has the knowledge and experience required for successful

course completion. The most common prerequisite is completion of a prior course. Other prerequisites include concurrent registration (i.e. enrollment in a specific course simultaneous with another), placement examinations, and the instructor's consent. Students may enroll in any course for which they have completed the necessary prerequisites or obtained the consent of the instructor. Students who lack the prerequisites but believe they have equivalent backgrounds should consult the instructor before enrolling in a course. A student who enrolls in a course without satisfying the prerequisites and who has not consulted the instructor may be dropped from the class at the instructor's discretion. All prerequisites are listed in the catalog; the course schedule also lists course prerequisites as well as those required for enrollment in a particular course section.

## Withdrawal from the University

A student may withdraw from the university during the first half of semester/subscription period. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length. After withdrawal, no record will be kept of a student's grade in his/her courses for that semester/subscription period. After the deadline, a student may request permission to withdraw only for extraordinary non-academic reasons. Please check the website or with your advisor for current procedures.

## Final Examinations

Most courses terminate in a two-hour written examination at the end of the term. During the fall and spring semesters, these examinations are scheduled during the week following the last day of classes. During other terms, final examinations are arranged by the instructor. The final examination schedules for fall and spring are published each semester in the course schedule. Students with work or other commitments should consult the course schedule well in advance of the final examination period so that they can arrange to take their examinations as scheduled. The time set in the course schedule for a final examination cannot be changed without special administrative authorization. Students who believe that they have examination conflicts should double-check the course schedule; if the conflict results from a change in time they should consult with their instructor and, if necessary, with the department chair.

## Attendance Policy

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

## University-Sponsored Activities

UW-Parkside, while prioritizing academics, believes in the education of the whole person and affirms the educational value of university-sponsored activities that enhance the educational experience such as, but not limited to, participation in the performing arts, music ensembles, student government/student leadership, intercollegiate athletics, study abroad, and attendance at professional/scholarly meetings. The UW-Parkside faculty, staff, students, and administrators work together to reach a compromise that respects both the need for students to attend class and the benefits of participating in university-sponsored activities that enrich students' educational experiences. In the spirit of these shared values,

### it is the responsibility of students to:

- attend classes and complete all assignments according to the expectations of their instructors;
- be aware of the policies of each of their instructors;

- be aware of policies regarding adding/dropping of courses, and withdrawal from the university;
- inform their instructors well in advance of any anticipated absences for university-sanctioned activities;
- maintain communication with their instructors throughout the course;
- arrange to make up missed work in a timely manner at the direction of the instructor;

### it is the responsibility of faculty to:

- establish policies that recognize the value of participation in university-sponsored activities, which might include flexibility in allowing students to submit assignments or take exams at alternative times or venues;
- provide students their attendance expectations in the syllabus at the beginning of the semester;

### it is the responsibility of sponsors of university-sanctioned events to:

- recognize the priority of academics and that some courses are experiential in nature, and therefore do not lend themselves to flexible absence and makeup policies;
- schedule events and travel schedules in such a way as to minimize absences from class as much as possible;
- require students to inform the faculty well in advance of any absences or tardiness;
- offer their assistance in accommodating the needs of students who must submit assignments or take exams.

## Military Training

In addition to university-sponsored activities, UW-Parkside recognizes that a number of students are attending classes while serving in the military as active duty servicemembers, National Guard members, reservists, or as members of an ROTC program. On occasion, these students will be required to miss class due to military training (these differ from Federal Title 10 Activation or Transfer orders). It is understood that often times these training obligations are scheduled in advance, while occasionally they are deemed necessary with little advance notice to our military-connected students. We also understand that our military-connected students do not have the choice of whether to participate or not in these trainings. UW-Parkside encourages our military-connected students to inform their faculty immediately when they learn of these obligations for training. When communicated in advance, these absences should be treated in the manner described above.

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member's department chair in writing, followed by the college dean, for review and resolution.

## Accommodation of Religious Observances

In accordance with Wisconsin Statute 36.43, UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other scheduled in-class activities.

A student with a conflict between an in-class requirement and a religious observance may request an alternative means of meeting the requirement, subject to the following:

1. To be granted an alternative means of meeting an in-class requirement, students must notify their instructors in advance within a reasonable time that there is a need for an accommodation. These requests will be kept confidential.
2. Instructors will provide alternate arrangements for the individuals requesting accommodations, and the request for accommodation may not have a negative effect on the student's grade in the course.
3. Students participating in applied learning experiences will be required to comply with their host site's policies. This includes all levels of clinical and allied health training and educator preparation.

Absence from classes due to religious observance does not relieve students from responsibility for any part of the course work required during the period of absence.

Students who believe they have been denied reasonable accommodation should contact the person identified by the department or academic program to hear such complaints, usually the department chair or academic program director. If the issue is not resolved at the department/program level, students may proceed to the office of the appropriate academic dean and, if it is still unresolved, to the office of the provost.

### Students Called to Active Duty Military Service

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an "incomplete" with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date.

These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

### Course Numbering System

The University of Wisconsin-Parkside has adopted the following guidelines on course numbering:

Number	Meaning
010-090	Developmental, not for degree credit.
100-299	Level I, Lower Division (intended for freshmen and sophomores).
300-499	Level II, Upper Division (intended for juniors and seniors).
500-699	Graduate level but can be paired with undergraduate level.
700-899	Master's level, open to graduate students only.

Courses with an "X" at the end of the number (i.e. 100X) indicate that they are part of a flexible option program.

### Grades

At UW-Parkside, letter grades are used, including plus (+) and minus (-) grades. Each letter grade carries a certain number of quality points per credit. A grade of B, for example, is worth three quality points per credit, so that a student receiving a B in a 3-credit course/flexible option

competency sets/projects would have earned nine quality points. See Table 1 (above) for a scale of grades and points used by the university.

**Table 1. Grades  
Total Quality Points**

Grade	Meaning	1cr	2cr	3cr	4cr	5cr
A	Excellent	4.00	8.00	12.00	16.00	20.00
A-		3.67	7.34	11.01	14.68	18.35
B+		3.33	6.66	9.99	13.32	16.65
B	Good	3.00	6.00	9.00	12.00	15.00
B-		2.67	5.34	8.01	10.68	13.35
C+		2.33	4.66	6.99	9.32	11.65
C	Satisfactory	2.00	4.00	6.00	8.00	10.00
C-		1.67	3.34	5.01	6.68	8.35
D+		1.33	2.66	3.99	5.32	6.65
D	Poor	1.00	2.00	3.00	4.00	5.00
D-		0.67	1.34	2.01	2.68	3.35
F	Failure	0.00	0.00	0.00	0.00	0.00
MD <sup>1</sup>	Mastered with Distinction	4.00	8.00	12.00	16.00	20.00
M <sup>1</sup>	Mastered	3.00	6.00	9.00	12.00	15.00

<sup>1</sup> Grades utilized in the flexible option degree-completion program only.

The following grades are assigned no grade points and are not counted when the GPA is calculated.

Grade	Definition
AUD	Audit Satisfactory
AU-	Audit Unsatisfactory
CR	For credit only
I	Incomplete (temporary)
IX	Incomplete Extended (temporary)
IP	In progress (used for incoming transfer credits only)
NA	Not Attempted (for flexible option competencies only) <sup>1</sup>
N/C	No credit awarded
NG	Not graded
NR	No report submitted (temporary)
PR <sup>1</sup>	Progress (for Flexible Option Program only)
RT	Retaken
S	Satisfactory (only for special circumstances)
U	Unsatisfactory (only for special circumstances)
W	Withdrawn

<sup>1</sup> Please check the website for more details of comparable Flexible Option Program policies and guidelines.

## Unusual Grades

### Audit (AUD/AU-)

This grade is assigned for satisfactory or unsatisfactory performance by students who are auditing a course.

### Credit (CR) / No Credit (N/C)

These grades designate satisfactory or unsatisfactory performance in the special credit/no-credit courses described earlier.

### Incomplete (I)

This temporary grade is assigned to courses/flexible option competency sets/projects for students who, due to extraordinary circumstances (e.g. family/medical emergencies), have requested an incomplete for a course/flexible option competency sets/projects that is near completion to allow the student extra time to complete. A grade of Incomplete is assigned at the discretion of the instructor, guided by the following policies:

- A grade of Incomplete may be reported for a student who has maintained a passing grade until near the end of the course/project and who then, because of unusual and substantiated cause beyond the student's control, is unable to take or complete the final examination, or to complete some limited amount of work. The grade of Incomplete must be accompanied by the instructor's description of the work that has yet to be completed.
- Normally a request for an incomplete must be made by the student to the instructor prior to the final day of the term/subscription period. However, an Incomplete may be initiated by an instructor on a student's behalf if the instructor believes there is cause to do so.
- The amount of time a student has to complete the work and remove the grade of Incomplete shall be at the discretion of the instructor. Normally that time period shall not extend beyond the last day of classes of the following term/subscription period. Summer school is not counted as a semester for purposes of removing the grade of Incomplete.
- If the Incomplete is not removed within the specified time, the Incomplete will lapse to an F at the end of the term following the term in which the Incomplete was assigned. Flexible option Incompletes will lapse to a grade of PR at the end of three months.
- Flexible option program students requesting an Incomplete must submit official documentation related to the extraordinary circumstances within 30 calendar days of the end of the subscription period. Students receiving a grade of Incomplete must master the project within three months of the end of the subscription period in which the grade was recorded. An Incomplete project that is not mastered within three months will be changed to a grade of PR. A request to change an already recorded grade to a grade of Incomplete will not be carried out unless the instructor files a Request for an Incomplete
- A student will not graduate with an Incomplete on his/her transcript if failure in that course/project would make the student ineligible to graduate.

### Mastered (M)

This is a permanent grade assigned in the flexible option degree degree-completion program when a student meets or exceeds the stated criteria for mastery of a project.<sup>1</sup>

### Mastered with Distinction (MD)

This is a permanent grade assigned in the flexible option degree degree-completion program when a student reaches a distinguished level of achievement for the stated criteria for mastery of a project.<sup>1</sup>

### Not Attempted (NA)

This is a permanent grade assigned to flexible option program competencies when a student does not attempt the competency during the subscription period in which they are registered. This grade is permanent during an individual subscription period but does not count toward degree or calculation of grade point average because it is a competency level grade rather than at a competency set level.<sup>1</sup>

### No Report Submitted (NR)

This temporary grade is assigned to indicate that the grade for a particular class was not reported by the grading deadline for the semester. If no grade is submitted by the instructor before the last day of classes for the next semester (summer school is not counted as a semester for this purpose) a grade of NR shall become a permanent grade of F with normal effect on the student's GPA and earned credits.

### Progress (PR)

This is a permanent grade assigned in flexible option programs when a student completes part but not all of the requirements toward competency/mastery by the end of the subscription period. This grade is permanent but does not count toward degree or calculation of grade point average.<sup>1</sup>

### Withdrawn (W)

This is a permanent grade assigned for a student who drops a course after the fourth week of a semester. In the case of time frames that are less than a semester in length such as winterim, summer, or flexible option subscription periods, the W notation will be applied if the drop occurs after one-third of the class/subscription period has passed. For students in a flexible option program, a W notation will be applied if they withdraw from a project after the 25th day of the first month of the subscription period through the 15th of the second month. Withdrawals are not awarded after the 15th day of the second month.

<sup>1</sup> Please check the website for more details of comparable Flexible Option Program policies and guidelines.

## Grade Point Average (GPA)

To make it possible to compute term/subscription period, and cumulative averages for grades in courses/flexible option projects or competency sets carrying various amounts of credit, each letter grade carries a certain number of quality points per credit. A grade of A, for example, is worth four quality points per credit, so that a student receiving an A in a 3-credit course will have earned 12 quality points.

The GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted. Even grades in courses not counting toward the total number of credits required for graduation (120 for bachelor's, 60 for associate) are included, but audited courses, credit/no-credit courses, and physical education courses beyond the limits listed under Degree Requirements are not. The official cumulative degree GPA is also calculated on transfer credits and, for major and graduation requirements and commencement honors, on the combination of transfer and UW-Parkside credits. The transfer and combined GPAs do not appear on the UW-Parkside transcript. These GPAs are available on the Academic Advising Report (AAR).

## Grade Changes

Except in the case of a demonstrated error on the part of the instructor or the Office of the Registrar, a recorded grade will not normally be changed. All grade changes require the approval of the instructor, department chair

and college dean. A grade assigned at another institution will not be deleted or changed at UW-Parkside.

The Office of the Registrar will not change any grade or implement any change of grade requests after the last day of instruction in the term/subscription period (excluding summer) following the term/subscription period in which the grade was originally assigned. If a student or faculty member feels that there is just cause to change a grade at a later date they can use the grade appeals process.

## Academic Forgiveness Policy

Academic forgiveness is a policy that applies to an undergraduate student with a poor academic record from earlier college or university work. The goal of this policy is to lighten the burden of poor prior performance once the student has demonstrated her/his ability to succeed academically. This process is initiated by making a formal application for academic forgiveness to the Office of the Registrar. The following requirements and stipulations apply:

1. To be eligible for academic forgiveness, a student must:
  - a. be a currently enrolled degree-seeking student at UW- Parkside;
  - b. have at least a 2.0 cumulative UWP grade point average in the most recent 12 credits taken at Parkside;
  - c. have completed the course work five (5) or more years prior to the semester/subscription period in which the application for academic forgiveness was received;
  - d. not have earned a degree, including an associate degree.
2. Consequences of applying academic forgiveness:
  - a. beginning with the earliest term (semester, quarter, subscription period) only the first 30 credits of courses completed five (5) or more years ago will qualify for academic forgiveness;
  - b. only courses with a grade of D+ and lower may be forgiven;
  - c. the student may not choose the courses to be forgiven;
  - d. the UW-Parkside cumulative, semester/subscription period, and cumulative degree grade point averages will no longer include forgiven courses; however, all forgiven courses and the grades received will appear on the student's record;
  - e. forgiven courses will not count toward major, graduation requirements or to determine graduation honors;
  - f. a student may be granted academic forgiveness only once, and once granted, is irrevocable.

## Grade Appeals Procedure

Sometimes a student believes that the grade received is not consistent with his/her performance. The process of appealing final grades involves a series of steps.

1. The student shall first discuss the grade with the instructor and attempt to resolve any differences informally. The aim of such a conference is to reach mutual understanding about the grade and the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the instructor cannot be contacted, the department chair shall designate a faculty member to act for the instructor.
2. If, after conferring with the instructor, the student still believes that the grade is inappropriate, the student may submit a claim in writing to the appropriate department chair/program director, who shall consult with both the instructor and the student separately or together, in an effort to reach an understanding and resolution of the matter. This must be done before the end of the term/subscription period following the one in which the grade was received

(excluding summer session). (**Note:** If the department chair is the instructor whose grade is being appealed, the departmental executive committee shall designate another member of the departmental executive committee to assume the department chair's role in this process.) For courses housed in an academic center, the center director shall assume the department chair's role prescribed for this process; the center steering committee shall assume the departmental executive committee's role. In the case of a grade given in a course housed neither in a department nor in an academic center, the student may, after conferring with the instructor, submit a claim in writing to the Academic Actions Committee.

3. If steps one or two do not resolve the problem, the department chair shall submit the student's written claim to the instructor, who shall prepare a written response. A copy of this response shall be furnished to the student by the department chair.
4. If, after receipt of the instructor's response, the student is still dissatisfied, the student shall notify the department chair of this within seven working days.
5. The department chair, in consultation with the departmental executive committee, shall appoint a grade review committee consisting of two faculty members and one student. The student member shall be recommended by the UW-Parkside Student Government.
6. The student and the instructor shall provide the review committee and each other with access to any of the student's course work in their possession. Both the student and the instructor shall be given an opportunity to appear before the committee and present evidence to support their positions. In this process, the burden of proof is upon the student, and the committee shall recommend a grade change only if clear and convincing evidence of misgrading has been presented.
7. The review committee shall decide either that the grade was appropriate and shall stand as assigned, or that the grade was inappropriate and should be changed to the grade stipulated by the review committee. The review committee shall present its decision to the department chair, who shall inform both the student and the instructor of the review committee's decision and initiate a grade change if appropriate.
8. If the student wishes to appeal the decision of the department grade review committee, the student shall submit a letter to the dean of the appropriate college or school within five working days. The dean shall then appoint an ad hoc grade review committee of two faculty from outside the department in question and one student representative recommended by the UW-Parkside Student Government. The committee shall report its decision to the dean, who shall direct a grade change, if necessary.

## Academic Standing Policy

UW-Parkside is committed to student success. As such, UW-Parkside expects every undergraduate student to maintain good academic standing. Generally, a student is in good academic standing when their cumulative Parkside GPA is 2.00 or higher. The cumulative Parkside GPA includes grades earned in all courses taken at UW-Parkside. Students who fail to maintain this minimum GPA will face academic probation or suspension.

Please note that while a student's degree GPA (cumulative GPA for all UW-Parkside and transfer credits) is not included as part of the determination of academic standing, students must have a degree GPA of 2.00 or higher in order to graduate with an undergraduate degree from UW-Parkside.

Academic standing will be calculated at the end of fall, spring, and summer terms; academic standing will not be calculated following winterim. Academic standing will also be calculated as a result of any grade changes. For UW Flexible Option programs, academic standing will be calculated at the end of each subscription period. Students can determine their academic standing using the criteria below.

### Good Academic Standing

A student is in good academic standing when their cumulative Parkside GPA is 2.00 or higher, regardless of term/subscription period GPA.

### Academic Probation

A student will be placed on academic probation when their cumulative Parkside GPA falls below 2.00.

A student who is on academic probation and earns a term/subscription period GPA of 2.00 or higher but whose cumulative Parkside GPA is lower than 2.00 will continue on academic probation.

A student who is on academic probation, earns a term/subscription period GPA of lower than 2.00, and whose cumulative Parkside GPA is lower than 2.00 is placed on academic suspension.

### Academic Suspension

A student will be placed on academic suspension if they were on academic probation, they earned a term/subscription period GPA of lower than 2.00, and their cumulative Parkside GPA is lower than 2.00. The student is suspended for at least one year.

### Readmission Following an Academic Suspension

Students may apply for readmission following the one-year suspension period by completing the UW System re-entry application.

A student who has not attended any other institution following their suspension will be readmitted to the university on academic probation.

A student who has attended another institution following their suspension must submit an official transcript from that institution. The Office of Admissions will follow their standard comprehensive review process to make readmission decisions based on transfer coursework completed after the academic suspension. A student who is readmitted will be readmitted on probation.

Students who feel that exceptional circumstances justify immediate or early reinstatement (readmission prior to the conclusion of one year) may submit an appeal to the Academic Actions Committee. Information regarding the appeal process is available on the UW-Parkside website.

Appeals from students in the UW Flexible Option programs will be reviewed in consultation with the UW Flexible Option Academic Actions Committee.

### Academic Honors for Undergraduate Students

For information about honors for graduate students, consult the graduate section of this catalog.

#### The Provost's List

The university recognizes outstanding academic performance of degree-seeking undergraduate students by publishing a Provost's List at the end of the fall and spring semesters.

Students whose names appear on this list will be notified in writing, and a notation is recorded on their transcripts. The list includes all degree-seeking undergraduate students who have taken 9 credits or more and attained a semester GPA of 3.80 or higher at UW-Parkside excluding courses which do not count toward graduation. There is no Provost's List during the summer or winterim sessions, or for students in flexible option programs.

#### The Dean's List

The university recognizes outstanding academic performance of degree-seeking undergraduate students by publishing a Dean's List at the end of the fall and spring semesters. Students whose names appear on the list will be notified in writing, and a notation is recorded on their transcripts. The list includes all degree-seeking undergraduate students who have taken 9 credits or more and attained a semester GPA of 3.50 or higher at UW-Parkside. There is no Dean's List during the summer or winterim sessions, or for students in flexible option programs.

#### Graduation with Honors

Bachelor's degree students with outstanding cumulative GPAs, calculated including transfer credits, are graduated with honors. UW-Parkside uses the traditional Latin terms in recording these distinctions:

1. Cum laude (cumulative GPA of 3.50 or higher but lower than 3.70)
2. Magna cum laude (cumulative GPA of 3.70 or higher but lower than 3.90)
3. Summa cum laude (cumulative GPA of 3.90 or higher)

All credits are used in calculating the GPA for honors except credits that have been academically forgiven.

#### Phi Eta Sigma

The university chapter of Phi Eta Sigma recognizes academic achievement by students during their first year of study. To be eligible, students must attain a GPA of 3.50 during either semester of their first year of study (transfer students may accumulate no more than 20 credits prior to the semester of eligibility) and be a full-time student (12 or more credit hours) remedial course work is not included in GPA or credit load. Upon induction into this national academic honor society, members receive lifetime membership and become eligible for additional scholarships.

#### Transcripts

A transcript is an official record of a student's academic activity. It reflects a student's courses and grades, and it provides other academic data, such as semester/subscription period and cumulative GPAs, academic status, honors a student may have earned, and degrees a student may have been awarded.

Each institution defines what makes its transcript official. At UW-Parkside, an official transcript is printed on special transcript paper, bears the registrar's signature, the university's seal, and is issued in a sealed envelope. If the envelope is opened before it is submitted to the office for which it is intended, it is no longer considered official. Some institutions and agencies will not accept a transcript as official unless it arrives from the granting institution by mail.

UW-Parkside requires that students seeking admission to the university submit official transcripts from high school and any other colleges they may have attended. Employers, graduate schools and other universities to which students are applying may require an official copy of the student's UW-Parkside transcript.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the student's record is confidential and UW-Parkside will not release a student's academic transcript without proper authorization from the student.

An official transcript of a student's record is issued only by the Office of the Registrar. UW-Parkside has partnered with Parchment to provide a fast and secure online transcript ordering service that is available to our students/alumni 24 hours a day, 7 days a week.

The student can order a transcript at any time, even if there is an outstanding financial obligation to UW-Parkside, however, the request will not be processed until the obligation has been met and the related hold on the student's record is released by UW-Parkside.

Please see the Office of the Registrar's webpage for more information about how to order a transcript.

### **Access to Student Records**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students are entitled to review "official records, files, and data directly related to them" which the university maintains. The university has 45 days to comply with students' written requests to review their records. Students may request a hearing regarding any alleged "inaccurate, misleading, or inappropriate" information in their official records and files. The university will not release information from students records to a third party without the student's written consent except as permitted by section 99.34, (a) (ii) of the Privacy Act. In accordance with this section, the university will forward student records when requested by a school in which the student seeks to enroll.

A challenge to information students deem erroneous or misleading should be made in writing and directed to the dean or director of the appropriate office so that a hearing can be scheduled. In most cases, the decision of the dean or director will be final. If students find the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision. A student's right to challenge information of record does not extend to review of grades received unless the grade assigned by the professor was inaccurately recorded in the student's records.

In addition, the FERPA designates "directory information" data that can be published or released routinely by the university to any inquirer. Directory information items are: name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance to include current classification, and withdrawal dates; degrees and awards received; the most recent education agency or institution attended; initial registration date and e-mail address. Any other information will not be given out without the students' specific written permission except for various legitimate educational interest or legal reasons.

Students have the right to inform the university that the above listed directory information should not be released without students' prior consent. If students wish to restrict the release of this information, they must complete and submit the appropriate form in the Office of the Registrar. These FERPA holds remain in effect until the students submit a request in writing to remove them.