Welcome to the Adult Degree Program and the Interdisciplinary Studies (IST) major at the University of Wisconsin-Green Bay. You are part of a program that is designed with you in mind. IST is housed in the Adult Degree Program, a place where adult students, whether returning or brand new, can find the resources and support they need to be successful and grow as students.

This Student Handbook will acquaint you with the program, as well as its rules and resources. Although our program is mostly online, please take advantage of the opportunities to connect with your University through the welcome ceremony and convocation, social activities, and, of course, graduation. I hope that I will have an opportunity to talk with you sometime during the year. Your advisor is your primary contact with our program, but if there is anything I can do to help in your success at UW-Green Bay, I hope you will reach out.

Again, welcome to UW-Green Bay. I hope your experience with us is both challenging and successful.

Christina Trombley
Director
Adult Degree Program
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001

Phone: 920.465.2470
Fax: 920.465.2643
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THE ADULT DEGREE PROGRAM OVERVIEW

Purpose of the Adult Degree Program Handbook
This handbook is designed to be a brief overview of the information and resources you may need as a student in the Adult Degree Program (ADP) at the University of Wisconsin-Green Bay. It includes links to where you can find more in-depth information. It is not meant to be your complete source of information or replace any information found on UW-Green Bay's official website, www.uwgb.edu.

Mission
Students who major in Interdisciplinary Studies (IST) receive an educational experience grounded in liberal studies, while also delving deeper into a particular field of study. This experience includes the development of critical thinking and communication skills, as well as an improved understanding of how to contribute as citizens in a complex, multi-cultural world.

Goal
To provide a high-quality UW-Green Bay education in a format that meets the needs of adult students.

What Makes Us Different
The Adult Degree Program provides focused and individualized advising and utilizes UW-Green Bay's award-winning college educators. ADP offers two majors in Interdisciplinary Studies, which can be completed through online, in-person, or hybrid (a combination of online and in-person) courses.

Interdisciplinary Studies Overview
Students graduating with an Interdisciplinary Studies (IST) major are effective oral, written, and interpersonal communicators. IST graduates have the ability to engage in various phases of problem identification, analysis, diagnosis, and solving from a broad-based perspective. Successful graduates of the IST program gain an awareness of self, of cultural diversity, and of the world around them - fostering a commitment to life-long learning.

Interdisciplinary Studies Learning Outcomes
The Interdisciplinary Studies major has five learning outcomes that thread throughout the program:

- Students will demonstrate integrated problem-solving abilities, drawing from multiple fields of study.
- Students will demonstrate skills in communication, creativity, critical thinking, and information technology.
- Students will demonstrate a breadth of knowledge within the domains of humanities, fine arts, social sciences, and natural sciences.
- Students will demonstrate engaged citizenship in the United States and the world, in the context of social, cultural, and global diversity.
- Students will articulate the value and demonstrate the benefits of an interdisciplinary education.
DEGREES

Bachelor of Arts (BA)
The Bachelor of Arts features the Interdisciplinary Studies major. By offering courses in a format convenient for working adults, the Bachelor of Arts offers flexibility to students looking to focus their degree on an area most valuable to both themselves and employers.

The degree enables students to transfer in coursework from other colleges and universities, or to start their college education from the beginning.

Students in this program will complete the following coursework:

<table>
<thead>
<tr>
<th>I. General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>10 - 12</td>
</tr>
<tr>
<td>World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>3</td>
</tr>
<tr>
<td>Writing Competency</td>
<td>3</td>
</tr>
<tr>
<td>Math Competency</td>
<td>0</td>
</tr>
<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>40-42</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Supporting Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST106 Adult Learning Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Writing Course</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Major/Upper-Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Critical Thinking Skills</td>
<td>3</td>
</tr>
<tr>
<td>IST400 Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Area of Emphasis*</td>
<td>12-24</td>
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<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>36-48</strong></td>
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</table>

<table>
<thead>
<tr>
<th>IV. Elective Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives Credits</td>
<td>18-32</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

* See Area of Emphasis options on Pages 4-5.
**Bachelor of Applied Studies (BAS)**
The Bachelor of Applied Studies also features the Interdisciplinary Studies major. This degree is designed to help those with an applied associate degree from a Wisconsin Technical College, or other regionally-accredited school, complete a bachelor’s degree. Coursework is offered in convenient formats for working adults.

The Bachelor of Applied Studies enables the transfer of an applied associate degree as a block of 60 credits, allowing students to enter the program at the midpoint for completion of the degree.

Students then will complete the following coursework:

<table>
<thead>
<tr>
<th>I. General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>10-12</td>
</tr>
<tr>
<td>World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>3</td>
</tr>
<tr>
<td>Writing Competency</td>
<td>3</td>
</tr>
<tr>
<td>Math Competency</td>
<td>0</td>
</tr>
<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>40-42</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Supporting Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST106 Adult Learning Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Writing Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Major/Upper-Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>3</td>
</tr>
<tr>
<td>IST400 Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Area of Emphasis</td>
<td>12-24</td>
</tr>
<tr>
<td><strong>SUB-TOTAL:</strong></td>
<td><strong>18-30</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Elective Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Credits (includes transfer block)</td>
<td>42-60</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

**Areas of Emphasis**
Students pursuing the Bachelor of Arts or Bachelor of Applied Studies with an Interdisciplinary Studies (IST) major may choose from the following options for their Area of Emphasis. Students may choose more than one emphasis:
- Arts
- Corporate Communication
- Emergency Management – **Also available as a Certificate**
- Environmental Policy Studies
- Human Development
- Leadership in Nonprofit Management
- Leadership in Public Service
- Self-Directed

**Bachelor of Business Administration (BBA)**
The Bachelor of Business Administration features a major in Business Administration. Students can begin supporting coursework and all general education requirements through the ADP as a pre-BBA student. Once students have earned 15-36 credits (depending on transfer credits) and a 2.5 GPA they can declare the BBA major.

**Minimum Requirements for all Bachelor’s Degrees:**
- Credits: Students must have a minimum of 120 degree credits.
- GPA: Students must have a minimum cumulative grade point average of 2.0 on UW-Green Bay courses to graduate and remain in good academic standing. Certain majors, minors, and professional programs may have higher minimum grade point graduation requirements. For more information, go to [http://catalog.uwgb.edu/planning/degree-components/](http://catalog.uwgb.edu/planning/degree-components/).
- Residency: Students must take 30 credits from UW-Green Bay to graduate from UW-Green Bay. Other residency requirements are specific to the type of degree and can be found in the course catalog at [http://catalog.uwgb.edu/planning/academic-program/](http://catalog.uwgb.edu/planning/academic-program/).

**Associate of Arts and Sciences (AAS)**
The Associate of Arts and Sciences (AAS) requires completion of the general education credits and a 12-credit area of emphasis for a total of 60 credits. Students can complete this degree while on the way to completing the Bachelor of Arts or Bachelor of Business Administration.

Students pursuing the Associate of Arts and Sciences may choose from the following options for their Area of Emphasis. Students may choose more than one emphasis:
- Arts and Music
- Fine and Performing Arts
- Business Administration
- Natural Sciences
- Human Biology
- Social Sciences
- Community Services
- Humanities
- Communication
- Computing and Information Sciences

**Minimum Requirements for the Associate Degree:**
- Credits: Students must have a minimum of 60 degree credits.
- GPA: Students must have a minimum cumulative grade point average of 2.0 on UW-Green Bay courses to graduate and remain in good academic standing.
- Residency: Students must take 15 credits from UW-Green Bay to graduate from the University.

Additional information regarding degree requirements can be found at [http://catalog.uwgb.edu/planning/degree-components/](http://catalog.uwgb.edu/planning/degree-components/).
ADVISOR/ADVISEE RESPONSIBILITIES
Adult Degree Programs
Cofrin Library 206
920.465.2423
800.621.2313
adultdegrees@uwgb.edu

Advisor Responsibility
Your advisor will provide the tools and resources necessary for you to succeed and reach your goals in a way that is the most efficient and beneficial. Additionally, your advisor will work with you in a way that is convenient for you, respond to your questions and concerns in a timely manner, and help you understand all necessary University tools and systems. As an advocate for you as a student, your advisor will provide academic advice and encouragement throughout your career at UW-Green Bay.

Advisee Responsibility
As a student, you will take responsibility for your education in several ways, including: understanding your degree and course requirements; being aware of resources and policies; and knowing how to navigate all necessary University systems on a daily basis. It is also important to ask questions and inform your advisor about any issues that may affect your academics. Advisors will provide you with guidance, options, and support; however, you must ultimately make your own academic decisions.

DISTANCE LEARNING
Learning Technology
Information Services, Room 1010
920.465.2879
adultdegreesit@uwgb.edu

D2L
D2L (Desire2Learn) is the web-based learning environment that UW-Green Bay uses. Most instructors choose to utilize D2L to deliver courses. D2L offers course file management, online discussion forums, online quizzing/testing, grade book, student grouping features, and online file submission.

You can log into D2L at http://www.uwgb.edu/ltc/D2L. Click on the green button and enter your UW-Green Bay username and password. A D2L introductory course is available to students. Once you have logged into D2L, click on the “Self-Registration” link in the navigation bar. Click on the course named ADP Online Orientation and then “Register.” A portion of this course covers using the features of D2L.

Readiness for Online Learning
Online courses are similar to face-to-face (F2F) courses in terms of rigor, course content, and learning outcomes. Regardless of the format of classes, it is important to be involved in your courses and meet deadlines. You will need to know how to navigate D2L, which involves knowing where to find course files, course announcements, and submit assignments. You also will need to know how to post to the discussion board and take quizzes and exams. Time management is important with online classes. Online classes require the same amount of hours as F2F courses, only the course delivery will be different.

Turnitin
UW-Green Bay utilizes Turnitin’s “Originality Check” and “Grade Mark.” “Originality Check” is a web-based tool that finds similarities between student-written assignments and those of
other sources. Sources include web pages, student papers, and published articles. Turnitin’s “Originality Check” allows students to improve their understanding of appropriate referencing and also allows the University to identify and prevent plagiarism. “Grade Mark” allows an instructor to mark-up and highlight student submissions.

Netiquette
Netiquette, short for internet etiquette, is a term used to describe guidelines for using the internet. When you are communicating online, you are unable to see body language, making it more difficult to interpret what someone is trying to convey. It is important to use the same courtesies you would in face-to-face communication. Proper netiquette includes communicating clearly and politely, along with respecting diversity.

ACADEMIC INTEGRITY
Dean of Students
Student Services Building, Room 2000
920.465.2191
dosmail@uwgb.edu

UW System Academic Integrity Policy
UW-Green Bay believes academic integrity is a priority for everyone, including faculty, students, and staff. It is important to maintain academic rigor and honesty. If these standards are violated, there will be disciplinary action. Examples of academic misconduct, along with the disciplinary actions, can be found in Chapter 14 of Judicial Affairs at http://www.uwgb.edu/deanofstudents/judicial_affairs/uws14_17_18/index.html#14.

Plagiarism
UW-Green Bay defines plagiarism as the accidental or deliberate presentation of someone else’s words, ideas, or information as your own. In a university, it is considered a serious form of academic dishonesty. Penalties for plagiarism can range from a lowered grade on the paper to expulsion from school. For more information on plagiarism, including examples, review the Plagiarism Handout located on the UW-Green Bay Writing Center’s website at http://www.uwgb.edu/writingcenter/handouts/index.htm.

STUDENT INFORMATION SYSTEM (SIS) – YOUR STUDENT CENTER

The Student Information System - SIS - is the software program students at UW-Green Bay use to conduct academic and financial interactions such as: enrolling and dropping courses, monitoring degree progress, checking for enrollment appointments, looking at grades, ordering transcripts, accepting financial aid, paying tuition, and applying to graduate. It is a dynamic system, and it is critical you use it to monitor academic progress. It is where your official records are kept and can be seen by you and your advisor.

SIS Login - https://popweba.uwgb.edu/psp/PHOENIX/?cmd=login&languageCd=ENG&
The SIS login page is used to sign in to your student account, change your password, and find useful tips by clicking on the “Help” link.

**SIS – Student Center**
This is your home page in SIS from which you can do everything you need to control your academic and financial record while a student at UW-Green Bay. After logging into SIS, click on the Student Center. Below is an example of what you will see. We encourage you to play with the functions; you cannot damage your record or information.

**Completing your degree**
There are two ways to see how you are completing your requirements to graduate:

- **Degree Progress Report.** From your Student Center, in the upper-left corner is an expand menu button. Click on it, then select Degree Progress/Graduation, and then select View Degree Progress Report. Next, select the academic institution – UW-Green Bay is your only choice – and finally select Transcript and Full Advising Report.
- **Academic Requirements.** In the Student Center example above, you will see a drop-down box with the words “other academic” in it. Open the drop down and click on the Academic Requirements option for an interactive way to view and monitor your graduation requirements and their completion. A video demonstration of this function is available at [http://www.uwgb.edu/ssc/registration-course-info/academic-requirements.asp](http://www.uwgb.edu/ssc/registration-course-info/academic-requirements.asp)

**REGISTRATION AND COURSE INFORMATION**
Registrar's Office
Student Services Building, Room 2000
920.465.2657
[http://www.uwgb.edu/registrar/index.asp](http://www.uwgb.edu/registrar/index.asp)
[http://www.uwgb.edu/registrar/contact/index.asp](http://www.uwgb.edu/registrar/contact/index.asp)

**Academic Calendar**
The [Academic Calendar](http://www.uwgb.edu/registrar/calendar/academic.asp) outlines class start and end dates, exam dates, breaks and holidays, important deadline dates, and graduation dates.
**Registration Calendar**
The Registration Calendar (http://www.uwgb.edu/registrar/calendar/index.asp) outlines registration dates including: deadlines for adding, dropping or withdrawing from classes; final exam schedule; and information on when grades are due. Academic deadlines vary by length of course and date of transaction. Please consult the Registration Calendar for the appropriate semester for more details.

**Refund Schedule**
Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Bursar's website (http://www.uwgb.edu/bursar/feeInformation/) for the appropriate semester for more details.

**Final Exam Schedule**
The Final Exam Schedule (http://www.uwgb.edu/registrar/calendar/finalexamschedule.asp) provides information on the days, exam dates, and exam modules for traditional on-campus classes.

**Schedule of Classes**
The UW-Green Bay Schedule of Classes link (http://sis.uwgb.edu/schedule/) takes you to the campus listing of all courses offered for a semester. There are a variety of search parameters you can use in the Schedule of Classes that allow you to search for courses offered on specific days, such as Tuesday/Thursday, or that are offered online.

Go to http://www.uwgb.edu/adultdegrees/html/classes/schedules.htm to find online and hybrid courses offered through the Adult Degree Program; however, be aware that there are other online courses available.

There are numerous ways to search for classes, including the Search for Classes function in your SIS Student Center.

---

**Student Center**

The Schedule of Classes is always available a week or two before the beginning of registration for the upcoming semester.

If you need to complete general education requirements and/or courses for your BA-IST or BAS-IST majors, refer to the Course Planning Guide located on the Adult Degree Program website (http://www.uwgb.edu/adultdegrees/html/classes/index.htm). The Course Planning Guide provides a handy list of courses by specific requirements for each semester.
**THE REGISTRATION PROCESS**

As a UW-Green Bay student, you are responsible for your registration through SIS. Adding, swapping, and dropping classes are the most commonly used functions. Understanding registration is one of your most important responsibilities while attending college. Students who can easily navigate the system become very resourceful and independent and are able to enroll in the courses they need.

After the Schedule of Classes ([http://sis.uwgb.edu/schedule/](http://sis.uwgb.edu/schedule/)) is published, you will be assigned a Shopping Cart Appointment date – at which time you can review and select the classes you want to take. You also will be assigned an Enrollment Appointment date, which is the first date you can register. These dates are located in your SIS Student Center, on the right-hand side under enrollment. An Enrollment Appointment does not require an in-person meeting, but is the date and time you can go into your SIS account and enroll in the classes you selected. Students are assigned these dates based on the number of credits earned. Students who have earned the most credits have the earliest dates to register for classes.

Registration begins in April for the Fall semester, in November for the Spring semester, and in January for the optional Summer semester. Registration begins in October for the optional January interim. Please be sure to register at your assigned date and time to ensure the best selection of classes.

**Payment Agreement Plan**

Prior to registering each semester, you will be required to complete the electronic Payment Agreement form ([http://www.uwgb.edu/bursar/paymentAgreement/](http://www.uwgb.edu/bursar/paymentAgreement/)). This form is found in the financial section of your SIS Student Center in the drop-down box.

**Holds**

Holds are placed on student accounts for academic or financial reasons and generally require action from the student. If action is not taken, consequences – including not being able to register for classes or request official transcripts – can occur. If a hold is put on your account, you usually will be notified by the office authorizing the hold. This information is also displayed in your SIS Student Center. Check the chart located on the Student Service Center holds website ([http://www.uwgb.edu/ssc/registration-course-info/holds.asp](http://www.uwgb.edu/ssc/registration-course-info/holds.asp)) to see what the hold prevents and how to resolve it. If your hold is not listed on this chart, call 920.465.2657 for assistance. All holds need to be taken care of prior to registration.

**ENROLLMENT FUNCTIONS**

From the Enroll link, you can enroll, drop, and swap courses and, if needed, put yourself on a class waiting list.
Detailed instruction and video demonstrations are available at http://www.uwgb.edu/ssc/registration-course-info/add-swap-drop.asp.

**Wait List**
If a course is full, you can usually place yourself on the wait list for the course. As you are going through the steps of enrolling, you will notice that a box is available to check if you wish to be placed on the wait list for the course. You will be given a position, such as No. 3. If you get into the class, you will be notified through your UW-Green Bay email account confirming that you are now enrolled in the course.

**Adds**
Once enrolled, you may add other courses, not to exceed the maximum credit load limitation. During a normal 14-week semester, the add period is limited to the first two weeks of classes. For classes scheduled 12 weeks or less in duration, the add deadline is noted on the Registration Calendar at http://www.uwgb.edu/registrar/calendar/index.asp.

A student must use a late add permission form to add a regular semester course up through the end of the ninth week of the semester. If you need to add a class after the ninth week, complete the petition form (see section on Forms).

Late adds are not accepted from the tenth week to the end of a semester. A student may submit a special petition (see section on Forms) to late add a course for extenuating circumstances to Student Services. The Enrollment Review Committee will review the petition and determine if a late add will be granted. Courses are not retroactively added once the semester has concluded.

**Drops**
If you need to drop a course (reduce your credit load) during the semester, refer to the Registration Calendar found on the Registrar’s website at http://www.uwgb.edu/registrar/calendar/index.asp.

**Swaps**
You may swap classes on SIS through the last day to add a class. The Swap function allows you to exchange one class for another. Use Swap when you want to keep the class you are dropping until you are sure you can add the other class successfully.

**Withdrawals**
If you drop all of your courses *after* a semester begins, you are “withdrawing” from that semester. As long as you register for classes the following semester you will not need to re-apply. However, should you drop all your courses *prior* to the start of a semester or choose to take a semester(s) off, you are required to re-apply to UW-Green Bay.

To review these important registration functions, view the following SIS Video Demonstrations located at http://www.uwgb.edu/ssc/:

- When do I Register?
- How To Add A Course
- How To Drop A Course
- How To Use Your Shopping Cart
- How To Waitlist A Course
- Viewing Academic Requirements
- Search Tools (Schedule of Classes, Course Availability, SIS Search)
ACADEMIC RULES AND REGULATIONS
http://catalog.uwgb.edu/general/academic-rules-and-regulations/

Class Standing
Class standing is determined by the number of earned credits a student has completed.

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Earned Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>23 or fewer</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24 to 53</td>
</tr>
<tr>
<td>Junior</td>
<td>54 to 83</td>
</tr>
<tr>
<td>Senior</td>
<td>84 or more</td>
</tr>
</tbody>
</table>

Grades and Related Policies
Grading System and Grade Points
Grade point averages indicate academic and class standing and are a means of measuring the quality of a student’s academic work. Grade point averages are computed on a 4.0 basis. See chart for letter grade point values.

A student who elects to take courses on a pass-no credit basis should be aware of certain restrictions. See the special entry on P-NC grading that appears later in this section. Since grading standards differ from institution to institution, grades received from other institutions are not used in computing grade point averages. However, transfer grades may be used to compute eligibility for admission to certain programs.

Grade Point Values

<table>
<thead>
<tr>
<th>Grade</th>
<th>Text</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>AB</td>
<td>Very Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>BC</td>
<td>Above Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>CD</td>
<td>Below Average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Unofficial Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>No effect</td>
</tr>
<tr>
<td>DR</td>
<td>Dropped Course</td>
<td>No Effect</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>No Effect</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>No Effect</td>
</tr>
</tbody>
</table>

Final Grades
Final grades are posted to the student’s transcript and may be accessed via the Student Information System.

Grades
Each student receives a grade from the instructor of a course at the end of a semester or session. Instructors must forward grades to the Registrar’s Office no later than 96 hours after the final examination or last date of that individual course.
Grade Changes
Missing (N) or Incomplete (I) grades must be discussed and submitted for permanent change to the student’s academic record no later than the last day of classes in the following semester.

Incomplete Grades
If a student is unable to take or complete a final examination or other final course work due to unusual but acceptable circumstances, he or she may seek approval from the instructor to receive an incomplete. If approved, the instructor files an incomplete grade form and establishes the remaining course requirements due and a deadline for completion. A tentative academic action may be assigned on the basis of grades and credits received in other courses. If a student does not complete the remaining coursework/requirements or fails to meet the deadline, an F grade is assigned. Students may not subsequently submit a late drop petition or tuition appeal for an incomplete if they are unable to meet the established criteria/deadline.

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

FORMS
Registrar’s Office
Student Services Building, Room 2000
920.465.2657
http://www.uwgb.edu/registrar/

UW-Green Bay has forms (also called petitions) for almost everything - declaring a degree (majors or minors), being waived into a closed course, requesting a prerequisite waiver, appealing to drop a course after the deadline, etc. These forms can be found on the Forms page of the Registrar’s website at http://www.uwgb.edu/registrar/forms/index.asp. Advisors can help explain when and for what you will need to file a form or petition. Many forms are e-forms and are completed electronically. E-forms are easy to use, extremely efficient, and preferred by most faculty.

HONORS DESIGNATION AND HONOR SOCIETY

Semester Honors
To be eligible for semester honors recognition, students must meet the following criteria:
- Complete 12 or more credits for the semester.
- Achieve a grade point average of 3.0 or better. Honors are divided into three categories: Honors 3.5–3.749; High Honors 3.75–3.99; and Highest Honors 4.00.
Alpha Sigma Lambda Honor Society

Gamma Beta Phi is UW-Green Bay’s chapter of Alpha Sigma Lambda, an honor society that recognizes the special achievements of adults who accomplish academic excellence while balancing multiple (and often competing) responsibilities at home and work.

Membership into Gamma Beta Phi is based on the following criteria. The student must:
- Be a nontraditional first-degree seeking undergraduate student.
- Be 25 years or older or a student in the Adult Degree Program.
- Have a minimum of 24 graded course credits taken at UW-Green Bay, not including transfer credits.
- Have at least 12 credits earned in courses in Liberal Arts/Sciences at UW-Green Bay.
- Have a minimum 3.2 GPA on a 4.0 scale.

Members must meet all of the above criteria and will be selected from the top 20 percent of the class.

TUITION & FEES
Bursar’s Office
Student Services Building, Room 1300
920.465.2224
http://www.uwgb.edu/bursar/

The Bursar’s Office is responsible for charging tuition, collecting payments, issuing parking permits, applying your financial aid to your SIS account, and issuing a refund if appropriate. Tuition charges today are more complex than ever and understanding your charges is important. Tuition is based on residency status and the type of courses you take.

Residency Status: For tuition purposes, you are classified as a Wisconsin Resident, a Non-Resident, a Minnesota Resident with reciprocity, a Midwest Student Exchange, or a Return to Wisconsin student. Each classification carries a different tuition rate. Your classification is determined when you are admitted. More information about residency status can be found at http://www.uwgb.edu/registrar/residency/index.asp. Be sure to ask your advisor if you have questions.

Course Type: UW-Green Bay also charges tuition based on the type of courses you take: distance education, off-campus, or on-campus. More information about course types and tuition structure can be found at http://www.uwgb.edu/bursar/feeInformation/index.htm.

SCHOLARSHIPS

In addition to general scholarship information available through the Financial Aid Office (http://www.uwgb.edu/financial-aid/), privately-funded scholarships are available specifically for Adult Degree Program students who exhibit the maturity, ability, and desire to meet the challenges inherent in our academic program. Additional information and scholarship applications can be found at http://www.uwgb.edu/adultdegrees/html/money/scholarships.htm.
American Intercultural Center (AIC)
University Union, Room 150
920.465.2720
http://www.uwgb.edu/aic/

AIC’s mission is to "provide services and activities that promote the academic success, personal growth and development of multicultural students. The Center also conducts educational programs that enhance learning, promote respect and appreciation for racial and ethnic diversity. The AIC supports the academic mission of [the University] and contributes to the development of a campus community dedicated to diversity of thought and experience." For additional information regarding the AIC’s mission, programs, services, resources, activities, and collaborative efforts, visit its website at http://www.uwgb.edu/aic/aboutus/index.asp.

Career Services and Internships
Lynn Brandt, ADP Career Counseling and Internship Coordinator
brandtl@uwgb.edu
Cofrin Library, Room 206d
920.465.2907

Career counseling is available to students in the Adult Degree Program. The ADP career counselor helps students decide on majors, minors, and areas of emphases through the use of career assessments. The counselor also helps with resume and cover letter writing, developing networks, conducting self-directed job searches, researching graduate schools, and other career-related issues. Alumni have full access to these services up to six months after graduation.

Internships within the IST major are available to students who have:
- At least junior standing.
- A minimum 2.75 GPA.
- Declared IST major.
- Consent of Interdisciplinary Studies program supervisor.
- A minimum of 12 credits earned in core major coursework.

Contact Lynn Brandt at 920.465.2907 to discuss internship opportunities.

Cofrin Library Services
David A. Cofrin Library
920.465.2388
http://www.uwgb.edu/library/

Named 2012 state library of the year by the Wisconsin Library Association, Cofrin Library provides services and resources to students that support the University’s mission of teaching and research. Go to the library’s online guide (http://libguides.uwgb.edu/adult_degree) to view the services and resources available to Adult Degree students. While these services and resources are available to all UW-Green Bay students, ADP students also may want to contact librarians Joe Hardenbrook (920.465.2666) and Anne Kasuboski (920.465.2543) for additional one-on-one assistance.
**Computer Labs**  
Instructional Services, Room 1129, and Cofrin Library 3rd Floor  
920.465.2019  
http://www.uwgb.edu/cit/labs/  

UW-Green Bay has approximately 500 Windows PCs and Macintoshes in computer labs with excellent student availability. In general, there are two types of student computer labs – the General Access labs (IS 1129 suite and Library 3rd floor) and teaching labs. The Pharos Pay-for-Print accounting system is used for printing in all student labs.

Students are required to log on to all lab computers using their technology account. For information regarding your student technology account, go to https://uknowit.uwgb.edu/page.php?id=24061. Once logged on, students have access to core campus software, numerous instructional applications, their personal network volume (500 MB), course volumes, and network printers.

Log on to http://www.uwgb.edu/cit/labs/ for more information about the computer labs, including computer lab hours.

**Counseling and Health Center**  
920.465.2380  
Student Services Room 1400  
http://www.uwgb.edu/counselinghealth/  

The Counseling and Health Center provides an on-campus medical clinic and the opportunity for counseling on personal and social concerns to UW-Green Bay students. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. These services are limited to students who take at least one on-campus class.

**Disability Services**  
Student Services Room 1700  
920.465.2841, V/TDD 920.465.2841  
http://www.uwgb.edu/ds/  

No public or private institution may discriminate against a disability solely by reason of the disability based on Section 504 of the 1973 Rehabilitation Act and the Americans with Disability Act (ADA).

Each student requesting academic support services through the Disability Services Office must meet with the Coordinator prior to the provision of any services. To schedule an appointment, call the ADA Coordinator at 920.465.2841 or e-mail dis@uwgb.edu. The purpose of this meeting is to share information about the nature of the disability, the requested accommodations, and the Disability Services’ policies regarding documentation and provision of services.

**Help Desk, Computer & Information Technology (CIT)**  
Instructional Services, Room 1150  
920.465.2309  
http://www.uwgb.edu/cit/  

CIT staff provide faculty, staff, and students with computing solutions and help in understanding their computing tools. Contact the Help Desk at 920.465.2309 or helpdesk@uwgb.edu for general technology issues or problems.
For help with D2L technology issues (your course management system), contact Heather Pokorsky, ADP Instructional Technologist, at 920.465.2859 or pokorskh@uwgb.edu, or Nathan Kraftcheck, ADP Instructional Technologist, at 920.465.2880 or kraftchn@uwgb.edu.

**Tutoring Services**
Tutoring and Learning Center, Cofrin Library, Room 102  
920.465.2958  
http://www.uwgb.edu/tutoring/

The Tutoring and Learning Center offers free academic support to UW-Green Bay students in a variety of subjects. Term-specific courses that have study groups affiliated with them are published on the Tutoring Services website.

Group support and one-on-one assistance in selected subjects is provided by Study Group Leaders and Peer Tutors, groups which utilize subject-area experts who have successfully completed the relevant course. These leaders and tutors answer questions, review course material, help students prepare for exams, guide discussions, and provide tips on study strategies.

**Veteran’s Benefits**
Student Services, Room 1100  
920.465.2065, 920.465.2075  
http://www.uwgb.edu/registrar/veterans/

Contact the Veteran’s Services and Financial Aid Advisor, Elaina Koltz, at 920.465.2065 or koltze@uwgb.edu, for information regarding veterans’ educational benefits, both federal and state, and how to apply for these benefits.

**Writing Center**
Cofrin Library, Room 109  
920.465.2338  
http://www.uwgb.edu/writingcenter/

The Writing Center staff helps students become better writers. When a student submits his or her paper to the Center, a tutor will review the paper and point out problems, give advice and, on occasion, give suggestions. However, the tutor will not fix the problems or make writing decisions for the student. Students in the Adult Degree Program may email their writing assignments to Brian Sutton at suttonb@uwgb.edu for feedback, but must allow a one-to-two-week turnaround time.

For more information on the goals, policies, and processes for providing feedback, visit the Writing Center website at http://www.uwgb.edu/writingcenter/goals.htm.

**GRADUATION AND HONORS AT GRADUATION**

**Apply to Graduate**
Students need to apply to graduate through their SIS account. Students can apply once they have determined, with the help of their advisor, that they either have earned or have in progress all degree requirements and are ready to graduate.
The application is found in the Student Center of each student’s SIS, in the Academics section, by pulling down the down arrow in the “other academic” drop-down box to “Apply for Graduation.”

Commencement Ceremony
Information about the graduation ceremony can be found on the commencement website at http://www.uwgb.edu/commencement/.

Graduation or Degree Honors
To earn graduation honors, student must attain a specific cumulative GPA.
- Cum Laude requires a cumulative grade point average from 3.5 to 3.749.
- Magna Cum Laude requires a cumulative grade point average from 3.75 to 3.849.
- Summa Cum Laude requires a cumulative grade point average of 3.85 or higher.

The cumulative grade point average must be achieved on the basis of a minimum of 48 regularly-graded (not P-NC or audit) credits taken from UW-Green Bay, also known as residence credits.

To be eligible for honors recognition at the commencement ceremony, a student must meet these two requirements:
- Cumulative grade point average meets the minimum requirements at the end of the semester preceding their final term.
- Graded credits in residence, including credits in progress during her/his final term at UW-Green Bay, total a minimum of 48.

Honors designations on transcripts will be based upon the student’s complete academic record.

ALUMNI ASSOCIATION
Office of University Advancement
Cofrin Library, Suite 820
920.465.2586
http://www.uwgb.edu/alumni/contact/

Mission Statement
The UW-Green Bay Alumni Association promotes the connection, involvement, and success of the University and its graduates. In accomplishing this, the Association will:
- Provide opportunities for communication and interaction between the University, its alumni, and students.
- Assist the University with its friend and fundraising activities.
- Foster recognition of the academic excellence and accomplishments of the University, its alumni, and students.
- Actively communicate and represent the views of the alumni to the University.
- Serve as a community advocate for the University.

If you have any questions, please feel free to contact Alumni Relations at 920.465.2586 or via e-mail at alumni@uwgb.edu.
GLOSSARY

**Academic Misconduct:** Cheating. University of Wisconsin administrative code that governs student behavior in regards to all academic work and effort is found at http://www.uwgb.edu/deanofstudents/policies_procedures/students/uws14_17_18.html#14

**Academic Policies:** Institutional rules and regulations. Link to institutional policies at http://catalog.uwgb.edu/general/academic-rules-and-regulations/

**Bursar’s Office:** The office responsible for student financial transactions, i.e. collecting tuition, disbursing financial aid, selling parking permits, etc.

**Commencement:** The graduation ceremony when academic degrees are publicly acknowledged. UW-Green Bay holds two ceremonies annually, in December and May. Students completing their degrees in August are invited to participate in May Commencement.

**Desire2Learn (D2L):** Course management software that supports instruction and learning. Online courses are conducted via D2L. For more information, go to http://www.uwgb.edu/ltc/d2l/.

**Distance Education (DE):** A course in which 75 percent or more of the instruction and interaction takes place through a non-face-to-face modality. Distance education courses include those that employ correspondence study or audio, video, or computer technologies.

**Drops:** The act of dropping an individual course during a semester. Must be done before deadline, otherwise petition is required. For more information, go to http://catalog.uwgb.edu/general/academic-rules-and-regulations/#courseadd.

**E-Forms:** Electronic forms used by students to declare a degree/major/minor, seek approval for a course substitution, or request a course registration override for a prerequisite or closed course. Most petitions (see below) are done via e-forms. All forms can be found at http://www.uwgb.edu/registrar/forms/index.asp.

**Honors:** There are two types of Academic Honors: 1. Semester, awarded each semester based on GPA. 2. Graduation Honors, awarded based on cumulative GPA and minimum earned credits at UW-Green Bay. Honors policies are found at http://catalog.uwgb.edu/general/academic-rules-and-regulations/#honors.

**Hybrid Courses:** Courses that have both a face-to-face and online component.

**Graduation Ceremony:** See Commencement.

**Online Courses:** Courses done via the internet. A form of Distance Education.

**Parking:** To park on campus, a permit or pass is required except on weekends or after 7 p.m. Based on your individual situation, you may need a permit. For more information, go to http://www.uwgb.edu/publicsafety/parking/.
**Petitions:** The forms and processes used for requesting an exception to an institutional academic rule, such as requesting a late drop of a course or seeking approval for a unique educational experience (ex: internship). For more information, go to [http://www.uwgb.edu/registrar/forms/index.asp](http://www.uwgb.edu/registrar/forms/index.asp).

**Registrar’s Office:** The records custodian of the institution ensures the institution’s standards are applied to all degrees conferred and assists students in completing their degrees. To access the Registrar’s website go to [http://www.uwgb.edu/registrar/](http://www.uwgb.edu/registrar/).

**Standards of Academic Progress (SAP):** Term related specifically to continuing Financial Aid eligibility. All students must meet SAP standards in order to receive aid. For more information, go to [http://www.uwgb.edu/financialaid/current/policies/index.asp](http://www.uwgb.edu/financialaid/current/policies/index.asp).

**Weather:** If the entire campus is closed or if classes are canceled by the Chancellor, it will be announced over Green Bay radio and TV as part of the standard “school closing” reports and an official message will be posted on all students’ campus e-mail. If you do not hear the announcement, it is highly likely that the campus is open and classes are expected to be taught.

If an instructor is unable to hold class because s/he cannot reach the University, the instructor is responsible for notifying: students in the class, their academic unit, Public Safety, and the Student Information Center. In the event that a student cannot access their e-mail, call 920.465.2400.

**Withdrawal:** The act of dropping all courses for a semester. You are leaving UW-Green Bay for that term. A withdrawal must be completed before the published deadline or a petition is required. More information regarding the withdrawal policy can be found at [http://catalog.uwgb.edu/general/academic-rules-and-regulations/#secba](http://catalog.uwgb.edu/general/academic-rules-and-regulations/#secba).
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