

# 2012 - 2013 GRADUATE CATALOG

## Academic Rules and Regulations

### Class Attendance Policy

A student is expected to attend all class sessions. If, for any reason, a student is unable to attend classes during the first week of the semester, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend classes during the first week of the semester may result in an administrative drop by the instructor. Registered students are obligated to pay all fees and penalties as listed on the fee schedule. Failure to attend class does not alter academic or financial obligations.

### Definitions

**Academic Suspension** – a status assigned when a student’s record of academic progress and/or achievement is unacceptable. Suspended students are not permitted to continue to enroll at the University.

**Attempted or Grade Point Credits** – the number of credits completed for a grade that will affect the grade point average. Some completed credits may not count toward degree credits. Some attempted credits may be considered for grade point calculations.

**Credit Load** – the total credits a student is carrying as a program at a given time in the term, such as registration or at the end of a semester. All credits, regardless of grading status, count toward credit load for certain purposes.

**Good Standing** – a status assigned when a student is achieving at an adequate level (3.0 cumulative and semester grade point averages).

**Grade Point Average (gpa)** – a numerical value derived from dividing the number of grade points earned by the number of credits attempted on a regular grade basis. P-NC, incomplete, and audit grades and transfer credits have no effect on grade point average. Only those courses attempted at UW-Green Bay are included in a student’s grade point average. However, transfer grades may be used to compute eligibility for admission to certain majors.

### Grading System and Grade Points

Letter Grade	Grade Points
Grade	Per Credit

A (Excellent)	4.0
AB (Very Good)	3.5
B (Good)	3.0
BC (Above Average)	2.5
C (Average)	2.0
D (Poor)	1.0
F (Unacceptable)	0.0
WF (Unofficial Withdrawal)	0.0
PR (Progress-temporary grade for an internship, professional project or thesis course)	No effect
P (Passed thesis, professional project or internship)	No effect
NC (Unacceptable thesis or internship)	No effect
U (Unsatisfactory audit)	No effect
S (Satisfactory audit)	No effect
N (No acceptable report from instructor; temporary grade)	No effect until an acceptable grade is submitted
I (Incomplete)	No effect until removed, or lapsed into the tentative grade assigned if the required work is not completed prior to the deadline established by the instructor or the last day of classes for the following semester, whichever comes first.

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

**Graduate Record** – the permanent record of all graduate-level credits attempted and grades earned, including courses which may be in progress or incomplete (I).

**Maximum Credit Load** – a graduate student in good standing may register for a maximum of 15 credits during any regular session of the fall or spring semester and may register for a maximum of three credits in the January interim session. A student who wants

to enroll in more than 15 credits in a regular session must obtain written approval from the Director of Graduate Studies, using a credit overload petition before the first day of classes. Once approved, course(s) enrollment can be completed. Additional tuition and fees will apply.

**Minimum Credit Load** – a specific minimum number of graduate credits for which a graduate student must be enrolled in a term to be eligible for a variety of programs and benefits, such as V.A. benefits, financial aid, and assistantships. Full-time status at the graduate level is considered 9 credits, part-time status is considered 5-8 credits.

**Probation** – an academic status assigned to a student who is achieving below minimum gpa standards required for good standing. Probation is an advisory warning that improved quality of work is necessary to continue as a student.

**Provisional Admission** – a conditional graduate admission status which is subject to review after nine graduate credits have been attempted at UW-Green Bay.

**Undergraduate Record** – a separate permanent record of any undergraduate courses taken. A complete transcript includes copies of both the graduate and undergraduate records compiled at UW-Green Bay.

## Academic Standing

Every student is expected to maintain certain standards of academic achievement in university work. UW-Green Bay has established quality of work standards, as measured by semester and cumulative grade point averages.

Academic standings are reviewed at the end of each term and students on probation or suspension are notified by letter.

## Probation and Suspension

The University is concerned about students whose academic achievements indicate that they are unable to meet expectations of their instructors or that they are experiencing other problems that may interfere with their studies. A probation action is an advisory warning that a student should take action to improve his or her achievement. An academic suspension action is taken when the University feels that the student's academic achievement record to date indicates a need to interrupt enrolled status to reassess and reevaluate goals and plans. A student who is placed on probation or suspension status should give careful consideration to factors involved. The University encourages such students to seek assistance from counselors, graduate advisers, and course instructors.

Every student is expected to maintain at least a B average (3.0 gpa) on all graduate work carried, whether passed or not. Failure to achieve this minimum B average in any term results in a probation, continued probation, or academic suspension action at the end of that term, as shown below. Academic suspension actions are taken at the end of each term.

### 1. Student in Good Standing

Grade point requirements and actions:

- A 3.0 or better end-of-term cumulative gpa results in continuing good standing.
- A 2.0 to 2.999 end-of-term cumulative gpa results in probation status.

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

## **2. Student on Probation**

Grade point requirements and actions:

- A 3.0 or better end-of-term cumulative gpa results in a return to good standing.
- A 2.999 or less end-of-term cumulative gpa may result in an academic suspension status at the end of any term after a cumulative total of 15 or more credits is attempted at UW-Green Bay. Student's graduate committee reviews his or her record up to that time and recommends for continued enrollment or for the academic suspension status to go into effect.

# Appeals

Academic probation is a nonpunitive warning that is not subject to appeal. Academic suspension status may be appealed by means of a special appeal to the Associate Provost for Academic Affairs and Director of Graduate Studies. The Associate Provost for Academic Affairs and Director of Graduate Studies may seek advice from the Graduate Faculty Board of Advisers. Appeals must be filed within two weeks after the end of the semester. A student who is allowed to continue will be on probation and is subject to any other special conditions that may be designated. Any appeal must include a clear explanation of the problems causing the inadequate achievement and how the student proposes to resolve those problems.

# Readmission

Readmission after an academic suspension is not automatic. The Associate Provost for Academic Affairs and Director of Graduate Studies may decide to deny or to grant readmission subject to specific requirements or conditions. A student who is readmitted after an academic suspension is always readmitted on probation and is subject to normal standards of achievement required to continue as a graduate student. An application for readmission should be submitted to the Associate Provost for Academic Affairs and Director of Graduate Studies at least 30 days in advance of the desired term of admission to allow for the review process.

# Grading Information

## **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 the 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) grades 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 for the following semester.

## 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 to the program chair who must, in turn, consult with the course instructor. A student who wishes to appeal beyond this level consults with the Associate Provost for Academic Affairs and Director of Graduate Studies who then consults with the instructor and the program chair. The Associate Provost for Academic Affairs and Director of Graduate Studies acts in an advisory capacity to the student and instructor.

## Pass-No Credit Grading

A graduate student may opt for pass-no credit grading for internships (797), and/or thesis writing (799) courses/credits with approval of the Director of Graduate Studies, using a Change Grading Basis form. All other graduate credit courses must be taken on a regular graded basis.

## Audit Enrollment Information

Graduate students may audit certain undergraduate courses with instructor permission using the Change Grading Basis request form. Undergraduate fees will be assessed for an audited course, however are in addition to all fees paid for graduate courses and are not considered part of the financial aid awarded for the semester. These fees do not qualify for the graduate tuition plateau.

Audit course enrollment is limited to any undergraduate course except independent study, internships, and honors projects; professional courses in Education, Nursing, and Social Work; all Adult Degree and Graduate-level courses. Students seeking an audit only status/reduced fee, must be admitted as an undergraduate special student in order to enroll. Instructor permission is needed to audit a course using the Audit Permission form, [click here](#) to access after admission is completed.

The Change Grading Basis form is available at <http://www.uwgb.edu/registrar/forms/>.

## Graduate Independent Study

Independent study may be undertaken only under the supervision of a member of a graduate faculty and only as part of an approved program plan. The proposal form must be approved and signed by the graduate faculty member and the Associate Provost for Academic Affairs and Director of Graduate Studies before registering for or adding independent study credits. The proposal is filed in the Office of Graduate Studies and included in the student's file. Regular semester add and drop deadlines apply to independent study. Special 500-600-level numbered undergraduate courses do not require an independent study card. Graduate special (GSP) students are not eligible for 798 work except in the ED & HUD area; graduate specials are also not eligible for 796, 797 or 799 work.

## Incompletes

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 arrange with the instructor to receive an incomplete. The instructor files an incomplete grade form and establishes the remaining course requirements due and a deadline for completion. If a student does not complete the remaining

course work/requirements or fails to meet the deadline an F grade is then 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.

### **Incompletes for Graduating Students**

Students who intend to graduate in December, January, May or August must have all incompletes removed within 42 days following the end of the classes in each of those timeframes.

### **Removal of Incompletes**

The course instructor sets a specific deadline for removal of an incomplete and informs the student and the Office of the Registrar via submission of the Incomplete Grade form agreement. If no earlier deadline is specified, an incomplete (I) must be removed no later than the last day of classes during the next semester. If the deadline is not met, the (I) Incomplete grade is lapsed to an F grade that will remain on their permanent academic record.

A student may file a special petition for an exception to the incomplete removal deadline if bona fide unanticipated extenuating circumstances prevented compliance with the removal deadline. These circumstances might be valid:

- The student has serious physical or mental health problems, which are documented by statements from a physician or professional counselor.
- The student has had a death or serious illness in the immediate family and this is documented by a physician's statement.
- The course instructor is on leave during the semester for removal.

## Repeating Courses

Courses can be repeated by a student for various reasons. Some course offerings are designated as repeatable by nature of the course content. Performance courses in music, Studio arts courses or courses designated with differing topics are examples.

Courses that have been repeated are designated by the phrase ***Course has been repeated*** after the course listing on the transcript. The last attempt of the course will read ***Final Attempt***.

When a final attempt of a course is made, the original attempt will still appear on the transcript with the grade earned. Once the final attempt of a course is completed, the credit earned, grade assigned, and quality points awarded is used to calculate attempted credits, grade points earned, and grade point average both for the term and cumulatively.

The University does not guarantee the right to retake any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Based on federal regulations which went into effect July 1, 2011, some repeat coursework may be excluded when evaluating a student's credit load as it relates to federal and/or state financial aid eligibility. If not designated as a repeatable course, students may have aid reduced. In general, for financial aid purposes, students are allowed to repeat a course for which a passing grade was previously received ONE additional time, with financial aid eligibility. Students may repeat the course after that, but those attempts would not be eligible for funding by federal or state financial aid programs.

Faculty members are not able to grant individual waivers for students to repeat a course when the course is not already designated as repeatable in the college catalog. Creating a repeatable course can be accomplished via the course/curriculum change processes on an annual basis.

## Course Adds

NOTE: A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.

\*\*\* Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines (<http://www.uwgb.edu/bursar/feeInformation/>) for the appropriate semester on the Bursar website for more details. Be aware financial deadlines are different from academic deadlines.

Once enrolled, students may add other courses to their programs if such additions do not exceed the maximum credit load limitation and if adds are completed before a specific deadline. 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 varies and is noted on the Registration Calendar (<http://www.uwgb.edu/registrar/calendar/>) on the Registrar webpage. A student may petition for an exception if unforeseeable extenuating circumstances prevented deadline compliance.

## Course Drops

The course drop deadline is established to give students ample opportunity to discover what content a course will cover, the type of readings and projects to be assigned, the instructor's teaching style, and the methods of evaluation. In some courses, feedback from a formal evaluation process may not be available before the drop deadline. In such cases, it is the student's responsibility to contact the instructor before the drop deadline to obtain information useful in making the drop decision.

### **The phases of the course drop policy are:**

Through the end of the second week of a 14-week semester or for any course less than 12 weeks in duration, the end of the first week

- student may drop any course via SIS
- permanent record shows no drop

The third through sixth weeks for 14-week courses or for any course less than 12 weeks in duration, the second week up to the date in which half the course has been completed

- student may drop any course via SIS
- course appears on permanent record with a DR (dropped)

Seventh week through the end of the semester or for any course less than 12 weeks in duration, after half the course has been completed

- no official drops allowed

# Withdrawal from the University

Deadlines are established for students who wish to withdraw from all courses and the institution. A decision to withdraw should be given careful consideration in terms of veteran's benefits, athletic eligibility, financial aid, family health insurance coverage, student loan repayment deferral, and other situations which have specific consequences from withdrawal. A student who withdraws from two consecutive semesters must seek readmission to the University to enroll again.

## **The phases of the withdrawal policy are:**

Through the end of the second week of a 14-week semester or for any course less than 12 weeks in duration, the end of the first week

- student may drop all their courses via SIS
- student is withdrawn for the semester
- permanent record shows no grades for courses

The third through sixth weeks for 14-week courses or for any course less than 12 weeks in duration, the second week up to the week in which half the course has been completed

- student may drop all their courses via SIS
- student is withdrawn for the semester
- courses appear on permanent record with DR (dropped) or W (withdrawn) grades

Seventh week through the twelfth week of the semester for any regular 14-week course in a fall or spring semester

- student must contact Registrar's Office to withdraw for the semester, are not able to withdraw on their own
- courses appear on permanent record with W (withdrawn) grades

Thirteenth week through the end of the regular 14-week semester or for any course less than 12 weeks in duration, after half the course has been completed

- no official withdrawals allowed

If a student has not attended classes or taken the final examination in a course, a grade of WF (unofficial withdrawal) is given unless official withdrawal procedures are followed. The DR or W grade and has no effect on grade point average. Any drop or withdrawn course does count as an attempt of a course.

## **Late Program Changes and Withdrawals**

To drop courses after the six-week deadline, or make a complete withdrawal after the normal 12-week deadline, students must complete the petition form found at this link, <http://www.uwgb.edu/registrar/forms/index.asp>. Petitions can be submitted up until the



end date of the semester as designated on the Academic Calendar (<http://www.uwgb.edu/registrar/calendar/academic.asp>).

Generally, petitions will be approved only if one of these criteria can be verified:

- The student has serious mental or physical health problems verified by statement from a physician or professional counselor.
- There is a death or prolonged serious illness in the immediate family, also verified by the family physician.
- Receiving orders being called to military service.

A student, who attended any course in a given term, may not petition to drop a course or completely withdraw from the University under any circumstances after the end date of the semester.

Completed petitions must be turned in at the Registrar's Office. All petitions with appropriate documentation will be evaluated by the Enrollment Review Committee.

## Special Petitions

A special petition is a formal written request for an exception to normal rules, regulations, and procedures and may be granted or denied. The rules, regulations, and requirements of the graduate program are the result of recommendations from the graduate faculty board of advisers and the Academic Actions Committee. Some rules may originate from legislative statutes or Board of Regents actions.

Exceptions to academic rules and regulations are granted if the petition states unforeseeable extenuating circumstances and relevant facts that fall within general parameters recommended by the Academic Actions Committee, and approved by the Associate Provost for Academic Affairs and Director of Graduate Studies. If a petition is denied, the student has the right of further appeal to the Academic Actions Committee. The forms are available online at <http://www.uwgb.edu/graduate/forms>.

Students contemplating an appeal should consider:

1. Are the relevant facts and dates clearly stated and documented?
2. Are the extenuating circumstances cited of an unforeseeable nature?
3. Are relevant recommendations from the instructor included, if this is appropriate?
4. Do the statements distinguish between needs and wants?
5. Is the educational rationale for the request stated?

## Veterans Educational Assistance

The primary source of information for programs administered by the Veterans Administration or the Wisconsin Department of Veterans' Affairs is the veterans' service officer of the county from which the veteran departed for service, or where he/she now claims residence. The veteran may also seek assistance from the veterans' officer on campus.

Veterans should submit the certificate of eligibility to the Office of Financial Aid for enrollment certification and transmittal to the Veterans Administration regional office.

## Other Rules

In matters not covered by the graduate academic rules and regulations as specified in this catalog, the graduate program follows rules and regulations for the undergraduate programs and courses at UW-Green Bay.