

2013 - 2014 GRADUATE CATALOG

Academic Rules and Regulations

Definitions

Credit Hour: A credit hour is an amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over different amount of time, or the equivalent amount of work for other activities established by the University including but not limited to graduate work, internships, practica, studio work, and other academic work leading toward the awarding of credit hours.

Credit Load: Credit load is the total amount of credits a student is enrolled in at a given time in a term, for example, after initial registration or at the end of a semester. All credits, regardless of grading status, count toward credit load for certain purposes.

- **Maximum Credit Load-** A student in good standing may register for a maximum of 15 credits during any regular session of 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 in advance from their faculty or academic advisor, using the 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 credits (excluding audit credits) that a student must carry to be eligible for certain programs and benefits for financial aid or veteran's benefits.

Educational Status: A **degree-seeking student** is enrolled in a program of study and plans to earn a Master of Science degree at the graduate level. A **special student** is not seeking a degree, but taking courses. Status impacts the admissions process and financial aid eligibility.

Enrollment Status (full time, part time): Enrollment status is based on number of credits enrolled. Status impacts financial aid eligibility and tuition/fees.

Graduate level: **full time** = 9 credits; **part time** = 5 credits; **less than part time** = 1-4 credits.

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

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

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

Student: The University of Wisconsin-Green Bay defines a student as any individual who is currently enrolled, or was enrolled, in a credit-bearing course at the University of Wisconsin-Green Bay.

Undergraduate Record: An undergraduate record is 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

All students are expected to maintain certain standards of academic achievement while enrolled at the University. The University is concerned about students whose academic achievements indicate that they are not meeting the expectations of their instructors, or who are experiencing other problems that may be interfering with their studies.

Good Standing

- 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.

Probation

- 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.

Grades and Related Policies

Types of Credit

Attempted: Attempted credits are the number of credits a student has originally enrolled in a specific session or term before grades are awarded.

Degree Credits: Degree credits are credits earned that count toward the 120 credits required for a bachelor's degree. Academic support courses do not count toward degree completion; they may have a credit value assigned and may be acceptable for

enrollment verification.

Earned Credits: Earned credits are the number of credits (excluding audit credits) where a final grade and quality points have been awarded which are used to calculate grade point average for the term and cumulatively. Courses that are graded with a letter or passing grade are calculated in this total; temporary grades of I = Incomplete or N = Not yet graded, are excluded.

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.

Grade Point Values

Letter Grade		Grade Points Per Credit
A	Excellent	4.0
AB	Very Good	3.5
B	Good	3.0
BC	Above Average	2.5
C	Average	2.0
CD	Below Average	1.5
D	Poor	1.0
F	Unacceptable	0.0
WF	Unofficial Withdrawal	0.0
P	A "C" grade or better for undergraduate courses	No effect
NC	No credit, letter grade of less than "C"	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 submitted
I	Incomplete, temporary grade	No effect until removed
DR	Dropped Course	No effect
W	Withdrew	No effect

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, grades removed by repeat 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. Transfer grades may be used to compute eligibility for admission to certain programs/majors.

Example of GPA for a Semester

Course	Grade	Credits	Grade Points
Social Work 702	A	3	12
Management 796	BC	4	10
Social Work 703	C	4	08
Social Work 704	C	4	08
Total		15	38

*(An A is equal to 4 grade points, a B is equal to 3, and so forth. Three credits earning an A grade equals 12 points.)
38 divided by 15 equals 2.533 grade point average*

Cumulative Grade Point Average: A cumulative grade point average is the grade point average for all completed terms at UW-Green Bay. It is calculated by dividing the cumulative total grade points earned by the cumulative total grade point credits earned. Attempted courses where an F grade is received are also included in grade point calculations unless successfully repeated.

Final Grades: Final grades are posted to the student's transcript and may be accessed via the Student Information System (SIS).

Grades: Every student receives a grade from the instructor of a course at the end of a semester or session. Instructors must enter grades on the course roster in SIS for processing by the Registrar's office no later than 96 hours or four days 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 via SIS, for permanent change to the student's academic record no later than the last day of classes in the following semester.

Grade Appeals: Any student who is dissatisfied and wishes to appeal a particular course grade 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.

Pass/No Credit Enrollment (P/NC grade)

- For Pass/No Credit enrollment, no letter grade or grade points are earned. Credits taken for pass/no credit grade option may not satisfy certain academic requirements.

- P/NC grading option is requested using the Change Grading Basis form and must be approved by faculty instructor.
- P/NC grading option is not reversible after the second week of the semester. Electives may be taken on a P/NC basis.
- For Pass/No Credit, grades of A, AB, B, BC, or C, are designated “pass.” Grades of CD, D, F or WF are designated as NC or “no credit.” An NC does not affect grade point average, nor does it add to earned credits.
- Students considering applying for graduate or professional schools or transferring to another undergraduate campus should keep in mind that P/NC grading may have an adverse effect on admission. Graduate and professional schools generally prefer letter grades because such grades enable them to better judge potential for academic success. This grading option is not reversible after enrollment.

Audit Enrollment (U/S grade)

- A student may not enroll as an auditor for any graduate-level course.

Incompletes (I grade)

- A student who is unable to take a final examination or meet other final coursework due to unusual circumstances may request an incomplete.
- The decision to allow an incomplete is entirely at the discretion of the instructor.
- If an incomplete is approved, the student is granted an extension of time to complete course requirements.
- An incomplete form must be submitted to the Registrar’s office specifying the terms and conditions of completing the incomplete.
- Incomplete coursework must be finished no later than the end of the subsequent semester.
- If no final grade is awarded or the work is not completed, the temporary grade of an I is lapsed to a final F grade.
- A student may file petition for an extension of the incomplete deadline if unanticipated extenuating circumstances prevented compliance with the deadline. Such circumstances may include:
 - 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.
 - The course instructor is on leave during the semester for removal.
- Once an incomplete grade is recorded for a course a student may not, under any circumstances, drop the course.

Incompletes in regard to degree conferral: Students who complete their coursework 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.

Repeating Courses for Credit

Courses can be repeated for credit only if they are officially designated as repeatable due to the 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 for credit are recorded on the student's transcript with the phrase *Course has been Repeated* after the course listing on the transcript.

Faculty members may not grant individual waivers for students to repeat a course for credit 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.

Repeating Courses to Improve a Grade

Courses can also be repeated to improve the grade received. If a course is repeated, the original attempt will still appear on the transcript with the grade earned. However, the grade received after the course is repeated will be used to determine the credit earned; attempted credits, grade points earned, and grade point average both for the term and cumulatively.

If a course is transferred in and then repeated at UW-Green Bay, the grade received when taken at UW-Green Bay will be used to determine the credits earned, attempted credits, grade points earned, and grade point average both for the term and cumulatively. The original transfer course and grade will no longer count toward degree requirements or total credits earned toward a degree. A course can only count once.

If a course is taken at UW-Green Bay, and then repeated at another institution and transferred to UW-Green Bay, the credits earned and grade received for the course taken at UW-Green Bay is still used to calculate the cumulative GPA, cumulative attempted credits, grade points earned and grade point average. The transfer course grade can, however be used to satisfy degree or course prerequisite requirements but the credits earned will not count toward the 120 credits required for a degree.

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.

Absence and Attendance Policies

Class Attendance

A student is expected to attend all class sessions. Failure to attend class does not alter academic or financial obligations. 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.

Other Attendance Policies

- Absence due to inclement weather; [Attendance and the Weather](#)

- Absence for funerals or a death in the family; [Bereavement Policy](#).
- Student Religious Beliefs: In accordance with Board of Regents Policy (UWS 22.01), sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. Questions should be directed to the Dean of Students; (920) 465-2152 dosmail@uwgb.edu
- Absence due to Disability: UW-Green Bay is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law. Questions should be directed to Disability Services (920) 465-2481; [Disability Services](#)

Registration Changes (Cancellation, Add, Drop, Withdrawal)

Special Notes:

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 (www.uwgb.edu/bursar/feeInformation/index.htm) for the appropriate semester on the Bursar website for more details. Be aware financial deadlines are different from academic deadlines.

Cancellation: Cancellation of admission or enrollment *prior to the first day of the term*.

- If a student cancels their admission or enrollment they are not eligible to re-enroll in the subsequent semester.
- A student who cancels must re-apply for admission in a subsequent term.

Course Adds: Add one or more courses to a schedule and/or change course load.

Course Adds During the First Two Weeks: Enrolled students are able to add *individual* regular, 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned and no financial penalty. Students in courses less than the 14 week semester have a shorter add deadline durations, please check the [Registration Calendar](#) for summer course deadlines or contact Student Services to verify the add deadline for courses of short duration at registrar@uwgb.edu or (920) 465-2567 for more information.

- *Week 3 to week 9:* Students must submit a faculty-approved Late Add form. Students will be assessed a late add fee for each course.
- *Week 10 through the end of the term:* A Miscellaneous Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances. If approved, a late add fee is assessed for each course added, along with tuition and fees if applicable.

**Summer sessions, January Interim and courses less than 12 weeks have shorter add deadlines. Consult the [Registration Calendar](#) for summer course deadlines or contact Student Services to verify the add deadline for courses of short duration at registrar@uwgb.edu or (920) 465-2567 for more information.*

Course Drops: Remove one or more courses from a schedule but remained enrolled in at least 1 credit.

Course Drops During the First Two Weeks: Enrolled students are able to drop *individual* regular 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned or financial penalty. Students in courses that are less than 14 weeks in duration can drop the course with no grade assigned, during the 1st week.

Late Course Drops:

14 week semester long courses

- *Week 3 to week 6:* Students can drop classes on their own and a DR (drop grade) will appear on the transcript.
- *Week 7 to the end of the term:* Drops are not allowed. A Late Drop Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

Courses less than 14 weeks in duration

- Start of week two up the half the course duration (50%) a student may drop the course, and a DR (drop grade) will appear on the transcript.
- Day after half the course duration, a Late Drop Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

Financial adjustments for course drops vary based on the effect on course load and timing of the drop. Consult the Bursar fee information for these dates.

**Summer sessions, January Interim and courses less than 12 weeks have shorter drop deadlines. Consult the Registration Calendar for those deadline dates.*

Withdrawal From Courses: Officially remove all courses from schedule; student is no longer enrolled.

Course Withdrawal During First Two Weeks: Enrolled students are able to drop all their individual regular semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned. Withdrawal fees apply if a student withdraws from all courses in the first two weeks. See the billing and refund schedule link on the Bursar website for these fees and deadlines. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

Late Course Withdrawals

14 week semester long courses:

- *Week 3 to week 6:* Students can withdraw by dropping all their courses. DR (drop) grades will appear on the transcript for all courses and signifies that the student officially dropped the courses. If the student contacts the University to withdraw, the

transaction will be completed by a staff member and W grades (withdrawal) are assigned for all courses on the transcript.

Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester

- Week 7 to week 12: A student may withdraw (drop all courses) from the institution but must contact the Registrar's office to do so. W grades (withdrawal) will appear on the transcript for all courses and student is withdrawn for the semester.
- Week 13 to the end of the term: Withdrawals are not allowed. A Late Withdrawal Petition must be submitted and approved by the Enrollment Review Committee to withdraw after the deadline. Petitions are only approved for extenuating circumstances with supporting documentation.

Courses less than 14 weeks in duration

- Start of week two up the half the course duration (50%) a student may drop all courses, and a DR (drop grade) will appear on the transcript for each enrollment, the Registrar's office will withdraw the student for the semester.
- Day after half the course duration, a Late Withdrawal Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late withdrawal is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

The financial ramifications of withdrawal depend on when the withdrawal is done. View the billing and refund schedule for more information. Students who received financial aid for the term should contact UW-Green Bay's Financial Aid office to discuss potential financial aid ramifications.

**Summer sessions or courses less than 12 weeks have shorter withdrawal deadlines. Consult the Registration Calendar for current deadline dates.*

Petition Process for Late Drop or Withdrawal:

- Petitions for late drops or withdrawals may be approved if one of these extenuating circumstances occurs and can be documented. The extenuating circumstance must occur within the semester the drop or withdrawal is being requested.
 - The student has serious mental or physical health problems verified by a statement from a physician or professional counselor.
 - There is a death or prolonged serious illness in the immediate family, verified by an obituary, a physician's statement, or other independent, official source.
 - The student receives orders being called to military service and cannot return for the semester. Supporting documentation is required.
- A student who attended any course in a given term for any length of time may not petition to drop a course or completely withdraw from the University under any circumstances after the end date of the semester.
- Petitions can be submitted online or in person to the Registrar's office. All petitions with appropriate documentation will be evaluated and acted on in a timely manner by the Enrollment Review Committee.

Courses and Related Policies

Course-Related Policies

- **Course requisites:** Requisites indicate the minimum level of proficiency or background knowledge needed to successfully achieve course objectives. Requisites are enforced, included in the course descriptions and are indicated in the Schedule of Classes by the designation P.
- **Recommended courses:** Recommended courses are typically lower-level courses that students are advised to complete prior to enrolling in a course. They are advisory (i.e., not enforced), so students may enroll without completing prior recommended courses, but they do so at their own risk. Recommended prior courses are indicated in the course descriptions by the designation REC.
- **Course registration restrictions (other than requisites):** Course can have other restrictions preventing enrollment.
 - **Closed course:** no seats are available
 - **Reserves:** seats are held for a certain period of time for students in a certain class level or major/minor
 - **Time conflict:** two courses delivered at the same time
 - **Consent:** student must gain instructor or department consent to enroll

Guidelines for Instructor-Approved Individualized Graduate Course Instruction

Universal Expectations (for all experiences):

- Faculty approval is needed for courses that are individualized or coordinated by the student for a specific learning experience.
- Regular semester add and drop deadlines apply to these learning experiences.
- Approved forms must be submitted in the semester the learning experiences are taking place; students will not be retroactively added into these courses.
- Faculty must file syllabi and include appropriate information such as student learning outcomes, time commitments for work, additional requirements for placement including but not limited to criminal background checks, medical testing (such as a tuberculosis test) or other requirements outlined by a third party human resources department or site supervisor.
- The title and content of these individualized courses should not duplicate the title and content of existing non-individualized courses.
- For each credit earned, 45 hours is the minimum number of hours to be dedicated to the learning experience over the course of the semester.

Specific conditions or limitations apply to the type of learning experience in addition to the universal expectations.

Independent Study (numbered XXX-798, variable 1-3 credits):

- The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives.

- Independent study cannot be elected on audit or pass-no credit basis.
- Independent study may be taken only with a UW-Green Bay faculty member, instructional academic staff member (e.g., Lecturer), or visiting scholar.

Internship/Co-op (numbered XXX-797, variable 1-6 credits):

- Students will have a site supervisor and faculty supervisor for the work performed.
- All parties—student, faculty member, and site supervisor—should discuss and set expectations regarding the hours worked and performance feedback before the work begins. All parties must sign the internship proposal form.
- All additional requirements for employment (if any) should be identified prior to enrollment and an outline of how these will be met explained to the student intern.

Official University Calendars

- **Academic Calendar:** The academic calendar is the official calendar of activity for the school year (term dates, registration dates, breaks and holidays, etc.)
- **Administrative Calendar:** The administrative calendar relates to curricular change, timetable, and personnel evaluations.
- **Registration Calendars (Fall/January Interim/Spring/Summer):** The registration calendars relate to specific registration and academic action deadlines (add/drop/withdrawals, late registration, and fee implications of selected academic actions).
- **Final Exam Calendar:** Final exam schedule for final exams in the semester in session.

Other Fee Related Policy Information

Tuition Appeals

- Students who wish to appeal institutional charges may do so via the tuition appeal process.
- Students must pay for completed coursework (i.e., grades that are earned and are part of the academic record). Students appealing institutional charges for coursework for which grades have already been earned must first complete a late drop/withdrawal appeal. Tuition appeals are not reviewed unless the grade earned has been removed.