

## **Quick Reference Guide on Enrollment, Academic & Financial Policies For Students**

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## Quick Reference Guide on Enrollment, Academic & Financial Policies

### Accreditation

The University of Wisconsin-Green Bay holds a full 10-year accreditation (2007-2017) from the [Higher Learning Commission](#) of the [North Central Association of Colleges and Schools](#), 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604. 800.621.7440 <http://www.ncahlc.org>.

For more information, view the [UW-Green Bay affiliated institution profile page](#) on the Higher Learning Commission website.

Procedures for filing complaints related to process, procedures, rules, policies or program integrity can be found at [here](#).

### Definitions

**Student:** The UW-Green Bay defines a [student](#) as any individual who is currently enrolled, or was enrolled, in a credit bearing course at the UW-Green Bay.

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

*Undergraduate level:* **Full time** = 12 credits, **part time** = 6-11 credits, **less than part time** = 1-5 credits. *Graduate level:* **Full time** = 9 credits, **part time** = 5 credits or less.

**Educational Status:** A **degree seeking student** is enrolled in a program of study and plans to earn an Associate or Bachelor degree at the undergraduate level or a Master's degree at the graduate level. A **special student** is not seeking a degree, but taking courses at either Undergraduate/Graduate level. Status impacts the admissions process and financial aid eligibility.

**Class Standing:** Class standing is determined by the number of earned credits a student has completed. In-progress credits do not count toward standing. Class levels are defined as:

Freshman	23 or fewer earned credits
Sophomore	24 to 53 earned credits
Junior	54 to 83 earned credits
Senior	84 or more earned credits

**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.

## Computer and Technology Policies

### Network Account

- Registered students are given a network account to access campus technology resources. The account is accessed with a username and password. The network account provides access to:
  - The Student Information System (SIS) for academic, personal and financial information.
  - A University email account. All official University communication is sent to this email account, including announcements, enrollment notifications, and student billing information.
  - Various coursework support software (D2L Desire2Learn, GBShare, etc)
- For all things technology [here](#).

### Student ID Number/Identification Card

- Students are assigned a unique ID number in the Student Information System. This ID number is linked to an identification card which is used to access buildings, student accounts, and campus services.
- To obtain a student ID card go to the University Ticketing and Information Center in the [University Union](#) for assistance.

## Official University Calendars

[Academic Calendar](#): Official calendar of activity for the school year (term dates, registration dates, breaks and holidays, etc.).

[Administrative Calendar](#): Calendar relating to curricular change, timetable, and personnel evaluations.

[Registration Calendars](#) (Fall/January (Winterim)/Spring/Summer): Calendar of specific registration/academic action deadlines (add/drop/withdrawals, late registration, and fee implications of selected academic actions).

[Final Exam Calendar](#): Final exam schedule for the semester in session.

## Absence & 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 [dos@uwgb.edu](mailto:dos@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.

### **Course Related Policy**

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: More information can be seen [here](#).

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: More information can be seen [here](#).

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.
- **Repeating courses**: For some high demand courses, there are restrictions on students seeking to repeat the course. There are academic and financial implications of repeating coursework. For more information click [here](#).

### Independent Study and Internships

- Courses taken for credit under the guidance of a faculty member. Learn more at [Independent/Internship Study](#).
- Amount of credit awarded will vary. Regular semester add and drop deadlines apply.

### Transfer Credit Policies

- Awarding of credit and equivalencies for coursework taken elsewhere.
- Coursework/credits transfer between institutions, but grades and GPA do not.
- Transfer policy is set by the University of Wisconsin system.
- For more information click [here](#).

### **General Registration Policy and Procedures**

#### Priority Registration

- Continuing students gain priority for registration enrollment appointments each semester.
- Priority is set by class level of a student and total number of credits earned in order of; 1) returning and transfer students, 2) new admits; 3) special students (non-degree seeking/course takers).
- Appointments are assigned just prior to registration dates for the following semester.
- After priority registration dates have expired, registration is open to any admitted student up until the semester begins.
- There is no priority registration for summer term or January (Winterim) courses.

### Wait-List Procedures

- Most courses have an available wait-list. When the enrollment cap for the course is reached, students may select the wait-list option during registration. Once a student is wait-listed, a message like the following will appear: ***Class 9595 is full. You have been placed on the wait-list in position number 2.***
- Students should ensure the class time block is available in their schedule before wait-listing a course. The wait-list process runs daily and as seats become available, students move off the list into the open course seats. A notification is immediately and automatically sent to a student's UW-Green Bay email account if they are enrolled off the wait-list into a course.
- Students are able to add themselves to the wait-list until the day before classes begin. After classes begin, any student wanting entry into a course needs to be granted permission by the faculty member to enroll, via an approved [Course Registration/Late Add](#) eform with closed course indicated.
- Any student who is wait-listed for a course needs to monitor their UW-Green Bay email account for the notification of enrollment. The wait-list process ENDS after the 8th day of the semester.
- When a student is notified of enrollment off the wait-list via email, they should check their financial account for any tuition/fee costs assessed as a result of the addition of the course(s).
- A student may wait list up to 7 credits. The total amount of enrolled and wait listed credits a student may register for is 18.

### **Special Enrollment/Registration Requests**

Dual Degree or Program Enrollment: institutional rules about earning dual degrees or a degree subsequent to an earned degree can be found [here](#).

### Enrollment after Graduation

- Students who seek enrollment after earning a degree must re-apply for admission as a special student.
- Students who plan to graduate but wish to continue *in a consecutive term* as a course taker should contact the [Registrar's](#) office.

### **Registration Changes (Cancellation, Add, Drop, Withdrawal)**

*The below information is for standard 14 week semester classes. Summer sessions, January (Winterim), non-standard (courses with alternative start and end dates), and courses less than 12 weeks have shorter add/drop/withdrawal deadlines. Consult the [Registration Calendar](#) or call 920-465-2111 for those 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 (unless they were admitted for the Summer session, then they can call 920-465-2111 for assistance).
- For more information click [here](#).

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

Course Add During 1st Two Weeks: Enrolled students are able to add regular, semester-long courses during the first two weeks of the fall/spring semester. Find more information [here](#).

#### Late Course Adds

- *Week 3 to Week 9*: Students must submit a faculty approved [Course Registration/Late Add eform](#). If approved, a late add fee (\$15) is assessed for each course added, along with tuition and fees if applicable.
- *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 (Winterim) and courses less than 12 weeks have shorter add deadlines. Consult the [Registration Calendar](#) for those deadline dates.*

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

Course Drops during 1st Two Weeks: Enrolled students are able to drop *individual* regular semester long courses during the first two weeks of the fall/spring semester with no academic grade assigned or financial penalty. More information is found [here](#).

#### Late Course Drops:

- *Week 3 to Week 6*: Students can drop classes on their own and a DR (drop grade) will appear on the transcript, and signifies that the student officially dropped the courses.
- *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 to drop after the deadline. Petitions are only approved for documented medical or military circumstances, or death of an immediate family member. 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.

Withdrawal from Courses: Officially remove all courses from schedule; student is no longer enrolled. More information is found [here](#).

Course Withdrawal During 1st Two Weeks: Enrolled students are able to drop all their 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](#) for these fees and deadlines.

### Late Withdrawals

- *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 and the withdrawal date is notated.
- *Week 7 to Week 12:* A student may withdraw from the institution but must contact the Registrar's office to do so. W grades (withdrawal) are assigned for all courses on the transcript and the withdrawal date is notated.
- *Week 13 to the end of the term:* Withdrawals are not allowed. A [Late Withdrawal Petition](#) can be submitted and must be approved by the Enrollment Review Committee to withdraw after the deadline. Petitions are only approved for documented medical or military circumstances, or death of an immediate family member.
- The financial ramifications of withdrawal depend on when the withdrawal is done. View the [Billing 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.

### 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. If requesting to drop some, but not all classes, the documentation must address how only some classes were affected by the situation and not all classes.
  - 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, verified by official military orders.
- 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.

### **Requests for Official Records**

Verifications Requested by Student (Enrollment): An official verification requested by the student to validate that the student is or was enrolled at the institution.

The UW-Green Bay has authorized the National Student Clearinghouse to act on the Registrar's Office behalf to provide proof of enrollment; therefore, students can log into [SIS](#) to access the Clearinghouse and obtain an Enrollment Certificate themselves.

Verifications Requested by 3rd Parties (Degree and Enrollment): An official verification of enrollment or degree referral requested by someone other than the student themselves. Third parties could include health insurers, loan guarantors, credit issuers, and housing providers.

- Third parties requesting enrollment or degree verifications should be directed to contact the National Student Clearinghouse by visiting their website <http://www.studentclearinghouse.org>, calling 703-742-4200, faxing 703-742-4239 or emailing [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Other Verifications: For any verifications or institutional statements not validated by enrollment or degree completion verifications, contact the [Registrar](#) to submit a request. Requests will be processed on a first come, first served basis and may take 3-5 business days to complete.

### Transcripts

- Plain paper unofficial transcripts can be ordered [here](#) for small fee. Unofficial transcripts can only be mailed via standard US Mail to students or third party recipients. Enrolled students can print an unofficial transcript anytime from SIS for no fee.
- Official transcripts can be ordered and sent electronically to a receiving institution or a third party recipient with a valid email address. Official secure paper transcripts can be mailed or picked up in person. Certain timelines apply for same day services.
- Students with an active SIS account can request transcripts through their SIS account (Student Center>Academics Menu>Transcript-Request Official). Students seeking to pay in person can place an order at the self-service kiosk in Green Bay One Stop Shop (SS 1100).
- Students who no longer have an active SIS account can submit a transcript request by clicking [here](#).
- More information about transcripts and pricing/ordering options is available [here](#).

### Holds on an Academic Record

- A hold can be placed on a student account in the Student Information System (SIS) for a variety of reasons (Academic, Admission, Disciplinary, Financial).
- To remove a hold, a student must typically complete a task such as declare a major, or make payment of an outstanding account balance. The office placing the hold (Registrar, Bursar, Dean of Students, etc.) can then remove the hold.
- A hold may prevent enrollment, release of transcripts, or deny a student entry into certain programs or courses.
- Holds can be placed on an account any time circumstances warrant. It is the student's responsibility to resolve the issue that initiated the hold.

### **Grades and Academic Standing (Grading System, GPA, Academic Status)**

Academic Forgiveness: Under select circumstances, poor academic performance may be "forgiven" by having grades excluded from the GPA calculation.



- After three consecutive years prior to readmission, a student can request to have prior grades excluded from his/her cumulative GPA.
- Learn more about Academic Forgiveness [here](#).

Academic Standing: The current status of academic performance as reflected on the transcript. There are four categories of academic standing and qualifications:

- **Good Standing**-academic performance is above 2.0 cumulative GPA.
- **Probation**-An “advisory” warning that the cumulative GPA has dropped below 2.0.
- **Strict Probation**-A consecutive probationary semester with a cumulative GPA below 2.0. The second and FINAL semester on probation.
- **Suspension**- failure to achieve a cumulative GPA of 2.00 at the end of a semester for students on strict probation (or a cumulative GPA below 1.00 for any student).

Suspension Appeals: A student can petition for a one semester waiver of a suspension to improve GPA and regain good standing. The student must demonstrate both of the following:

- Extenuating circumstances to support a suspension waiver.
- A detailed plan to improve academic performance.

The process to appeal a suspension can be found [here](#).

Grading System: A letter grade that carries a numerical point value which evaluates the quality of academic performance.

- The following grades may be assigned: A, AB, B, BC, C, D, F, WF, N.
- Grades and grade point values can be found [here](#).

Grade Point Average (GPA): A numerical value that is calculated based on grade points and credits attempted.

- Students earn both a term GPA and a cumulative GPA.
- Specific cumulative GPA values equate to levels of academic standing.
- Some programs of study require a minimum cumulative GPA for admission.
- A GPA calculator can be found [here](#).

Pass/No Credit Enrollment (P/NC grade): [P/NC](#) means that 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 [Grade Change/Audit](#) form and must be approved by faculty instructor.
- P/NC grading option is not reversible after the second week of the semester.

Audit Enrollment (Unsatisfactory/Satisfactory grade): A student may elect to [audit](#) and enroll in a course/courses but not receive a letter grade.

- Audit grading option is requested using the [Grade Change/Audit](#) form for degree seeking students and must be approved by faculty instructor.
- This grading option is not reversible after enrollment.

- Audit classes do not count toward degree requirements.
- Audit classes are assessed the same fees as classes for credit for degree seeking students.
- Special Student only auditors (course takers who are not degree seeking) should review and submit the [Grade Change/Audit](#) form, as several conditions apply to audit only students.

Incompletes (I grade): A student who is unable to take a final examination or meet other final course work due to unusual circumstances may *request* an [incomplete](#).

- The decision to allow an incomplete is entirely at the discretion of the instructor. It is not a right.
- If an incomplete is approved, the student is granted an extension of time to complete course requirements.
- An [incomplete form](#) must be filed with the Registrar specifying the terms and conditions of the incomplete.

Grade changes: Missing (N) grades or Incomplete (I) grades must be resolved and submitted for permanent change to the student's academic record no later than the last day of classes in the semester subsequent to the one in which it was granted.

Grade appeals: A student who wishes to [appeal a grade](#) must contact the instructor who issued the grade for consideration and approval/denial. The decision to grant a grade appeal is solely at the discretion of the instructor.

Grade Submission and Posting: The deadline for faculty to submit grades for a course is 96 hours or 4 calendar days (including nights, weekends or holidays) immediately following the final exam OR the last date that the class meets if there is no final exam. Grades for courses that are less than 14 weeks in length are due in 96 hours, not at the end of a semester. Due dates for grades for regular semesters and summer/interim sessions can be found [here](#).

Final Examination Policies: Students are not required to take more than two final exams on a one day. Rules/Policies govern the process to reschedule/make up a final exam and can be viewed [here](#).

## **Degree Completion and Graduation (Degree Requirements, Eligibility for Honors)**

Math/English Competencies Policy: All students must complete the basic Math/English competency required by the University by the time they have 30 credits earned or in-progress. More information can be seen [here](#).

Declaration of Major: Students must declare a major and/or minor (if required) by the time 45 credits are earned. More information can be see [here](#).

BA/BS Degree Policy: UW-Green Bay policy allows a student to earn a second degree, with specific conditions. For further information click [here](#).

Associate of Arts and Sciences Degree Policy: Any student may choose to complete an Associate's of Arts and Sciences Degree in addition to a Bachelor's degree. AAS Degree Requirements can be found [here](#).

Degree Completion and Conferral: Degree conferral is the official awarding of a degree and confirmation of completion of all degree and major requirements. Commencement is a ceremony to honor graduates.

- All students must apply for graduation by the specified deadline as listed below:
  - Fall graduation deadline (classes end in December or January) is May 1.
  - Spring graduation deadline (classes end in May) is December 1.
  - Summer graduation deadline (classes end in July or August) is February 1.
- Students who wish to participate in the commencement ceremony (December and May) must apply separately for commencement.
- Upon application for graduation, a degree audit is reviewed to assure that all requirements (University and program) are met. A degree is conferred after the conclusion of the semester unless outstanding requirements remain incomplete.
- Students have 42 days from the last day of the semester to complete outstanding graduation requirements and still have their degree conferred in the term in which they applied to graduate.
- Participation in the commencement ceremony does not guarantee degree conferral; all outstanding requirements must be fulfilled and verified in order for a degree to be awarded.

University Academic Honors: Acknowledgement of overall academic excellence at the University level upon completion of a degree.

- [University honors](#) is denoted on the commencement program, diploma and academic transcript.
- Honors cords for commencement are issued based on cumulative GPA earned in the semester prior to commencement ceremony.

Dean's List: Acknowledgement of academic excellence for a semester and awarded by the academic Dean.

- Dean's List semester honors are awarded on a semester basis.
- Semester honors is denoted on the academic transcript in the specific semester awarded.

Honors in the Major: Acknowledgment for academic excellence within an academic program; based on a major GPA calculation and awarded upon completion of a degree, the major and specific "[Honors in the Major](#)" coursework.

- "Honors in the Major" is denoted on the commencement program and on the academic transcript.

## **Money Matters: Financial Aid and Billing/Bursar**

Satisfactory Academic Progress Standards for Financial Aid Recipients

- Satisfactory Academic Progress (SAP) refers to Department of Education and institutional standards which assure that aid recipients are progressing satisfactorily toward a degree. SAP is based on earned grades and attempted/earned credits.

- Satisfactory Academic Progress is evaluated for financial aid recipients each enrollment period.
- More information about satisfactory progress can be found [here](#).

### Adjustments to Aid

- Students who add or remove courses from their enrollment for a specific semester can have adjustments made to their financial aid awards. Students should consult the financial aid office before making any changes to enrollment to fully understand the financial aid implications of changes to course schedules.

### Refund Schedule

- Academic and financial deadlines and calendars do not always align. Changes to course schedules can impact the academic grade awarded, which can subsequently impact how tuition and fees may be refunded, or if/how much financial aid must be returned. Specific actions/consequences may depend on the date the action takes place.
- For academic deadlines consult the [Registration Calendar](#) for specific dates.
- For [Fee/Billing deadlines](#) or [refund information](#) consult the Bursar's web site.
- [Financial Aid Refund information](#) is provided on the financial aid website.

### Academic vs. Billing Calendar

- Consult the [Registration Calendar](#) for semester-specific deadlines and dates.
- Consult the [Academic Calendar](#) for an annual summary of important dates, including the start of academic terms, registration days, and University closures/holidays.
- Consult the Bursar's website, specifically, [Fee/Billing deadlines](#) or [Refund information](#) for billing and financial deadlines.

### Payment Agreement

- All students accrue tuition and fee charges upon enrollment in courses. [Fee/Billing deadlines](#) apply each semester.
- Students must agree to payment terms and conditions prior to each semester's enrollment. Students who do not complete the [payment agreement](#) for the semester in which they seek enrollment will not be allowed to register for courses until the agreement is completed and signed.

### Tuition Appeal

- Students who wish to appeal 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.

### 165 Credit Rule

- All resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level. For more information see [Tuition Payment for Students Exceeding 165 Degree Credits](#). The [Tuition Surcharge Waiver Form](#) can be found on the Registrar's website.

## **Appeals**

- Appeals policies and processes exist for certain transactions. Detailed information about these specific appeal policies can be found at the links below.

[Late Add Appeal](#)

[Late Drop/Withdrawal Appeal](#)

[Grade Appeal](#)

[Tuition Appeal](#)

[Suspension Appeal](#)

Questions about appealing any specific situations not addressed above should be directed to Green Bay One Stop Shop at (920) 465-2111 or at [gboss@uwgb.edu](mailto:gboss@uwgb.edu).