I. **Definition of Credit**

Credit is expressed in semester hours. A credit of one semester hour normally represents one hour of lecture per week or two hours of laboratory or studio per week. A student should expect to spend approximately two to three hours per week outside of class in preparation and study for each credit.

A. **Credit Load.** The maximum credit load is 18 credits. High school special students will be limited to 6 credits per semester. Credit restrictions may also be imposed on students designated as high risk. In summer sessions, the maximum credit load is nine credits for any and all work taken during the summer, whether in an eight-week session and/or any combination of shorter sessions. For a four-week session, the maximum credit load is four credits. Students who wish to exceed these limits must have approval of the Office of Student Affairs and/or the advisor.
B. **Non-Degree Credit.** Some courses are offered for non-degree credit. Examples are Math 081, and 091, which are high school algebra and geometry. Such courses will not be counted toward the associate degree and are not used in determining a grade point average for any purpose. However, non-degree credits will count in determining whether a student has completed sufficient course work to maintain satisfactory academic progress, and as part of load for financial aid purposes.

C. **0 Credit Courses.** Some courses are offered for 0 degree credits. If a student takes a course for 0 credits, a grade will be recorded. The student is expected to do all of the assigned work in a course taken for 0 credits. Courses taken for 0 credit will count as one credit in the total credit load of a student when determining assessment of fees.

II. **Grading System**

Semester grades are reported by letter only. Each letter grade carries a specified number of grade points per credit; thus a B in a three-credit subject gives nine grade points.

A. **Grade Points per Credit.** The scale of grades and grade points is:

- **A** 4.00 (Excellent)
- **A-** 3.67
- **B+** 3.33
- **B** 3.00 (Good)
- **B-** 2.67
- **C+** 2.33
- **C** 2.00 (Fair)
- **C-** 1.67
- **D+** 1.33
- **D** 1.00 (Poor)
- **D-** 0.67
- **F** 0.00 (Fail)

B. **Other Grading symbols.** The following symbols are used where grade points are not assigned:
CO Completed an audited course.
IA Not completed an audited course.
I Incomplete.
N Used for non-degree credit courses
R Repeat. Used in remedial English and Mathematics courses, and in ENG101 and MAT105 when the student is making progress but has not mastered the subject and must repeat the course.
S Satisfactory. A passing grade for courses taken on a pass/fail basis.
U Unsatisfactory. A failing grade for courses taken on a pass/fail basis.
W Withdrew.
IP In Progress. Used in Flexible Option Program when a student is in progress at the end of a subscription period.

C. Grade Point Average. The general quality of a student's work is expressed in terms of a grade point average (GPA). The highest possible grade point average is 4.0, which represents an A in every G.P.A. credit course attempted; the lowest, 0.0, which represents an F in every G.P.A. credit course attempted.

The grade point average is determined, whether for the semester or on a cumulative basis, by dividing the total number of grade points earned by the total number of G.P.A. credits attempted. Courses in which the student received a CO, IA, I, R, S, U, W, or IP will not be included in determining the grade point average. When a student completes a course in which an I or IP was received, the credits and grade points earned for that course will be included when figuring the cumulative GPA.

D. Incompletes (When Given). An incomplete may be reported for a student who has carried a subject with a passing grade until near the end of the semester and then, because of substantiated cause beyond the student's control, has been unable to take the final examination or to complete a limited amount of term work.

The instructor also will submit a grade to be recorded as the permanent grade for the course in case the incomplete is not removed. This tentative grade will be recorded by the instructor, along with the incomplete.

E. Incompletes (Removal). It is the responsibility of the student to consult with the instructor to reach an understanding regarding the work to be completed. The instructor will then file a detailed report of the work which must be completed in order for the student to finish the course. The format of that report and the place of filing will be determined by the individual UW Colleges campus.

A student must remove an incomplete before the end of the next semester. Exceptions to this time limit may be made by mutual agreement of the instructor concerned and the student, with written notification by the instructor to the Office of Student Affairs. If the
incomplete has not been removed within the time limit, it will be replaced by the tentative grade reported by the instructor. The student may elect to remove the incomplete by repeating the course, in which case the regulations for repeating courses will apply.

F. Pass/Fail. The UW Colleges offers the possibility of taking courses on a pass/fail basis. The purpose is to permit the student to take elective courses to explore a field or subject without regard for the letter grade earned in the course. Students who are undecided about a major should not take courses on a pass/fail basis which might later become part of their major requirements. Most universities do not permit courses taken on a pass/fail basis to count toward meeting major or general studies requirements. Courses to be applied to the AAS degree proficiency and general education requirements may not be taken on a pass-fail basis. The results of any course taken on this basis will not affect a student's grade-point average.

All students are eligible to elect one course on the pass/fail basis per semester (including summer session) with a maximum of two such courses while a freshman and two such courses while a sophomore.

If a student elects to take a course on this basis, the decision must be made within the same time as for adding a course. A student cannot change a course either to or from the pass/fail basis after the deadline for adding a class.

The instructor of a non-degree credit course which is listed in the catalog and the instructor of courses listed under LEC (lecture forum) in the catalog may grade an entire class on a pass/fail basis. When an entire course is to be graded on the pass/fail basis, it shall be indicated as such in the timetable.

Final grades for courses taken on a pass/fail basis will be indicated as pass (S) or fail (U) without the computation of grade points for those courses into the semester or cumulative grade-point average.

G. Mid-term and Final Grades. Instructors shall submit grades reflecting students’ progress in each course through such a portion of the semester that students can be formally notified by the end of the ninth week of the regular semester or at least 3 working days before the withdrawal deadline published in the course schedule for courses not offered in the traditional 16-week format. Midterm grades will be reported in the same way as final grades. Unlike final grades, midterm grades will not become part of a student’s official academic record.

Final grades, regardless of the delivery method must be reported by the instructor within four working days after the final examination.

Final grade reports are mailed to students at the end of each semester and at the end of the summer session. Notification of any probationary or suspension action will be on the grade report.
H. Grade Changes. Grade changes to remove an incomplete or correct an error may be made only by the instructor who gave the grade or the department chair acting for a lecturer or department member who is unavailable for an extended period of time. Grade changes must be reported on the appropriate form and signed by both the instructor or department chair and the dean.

Copies of the UW Colleges Grade Appeal policy (IP #204) may be obtained in the Student Affairs Office.

I. Honors or Dean's List. Each UW Colleges campus may publish one or more Dean's Lists each semester to honor students with high grade point averages. If part-time students are to be included on a Dean's List, the designation as part-time students should be indicated. Students may request that their names be deleted from the Dean's List.

FULL-TIME STUDENTS. Honors will be awarded to students carrying a minimum of 12 semester credits which are used in determining grade point average, as detailed below. Honors will be awarded to full-time students carrying fewer than 12 semester GPA credits who meet the conditions described for part-time students below.

PART-TIME STUDENTS. Honors will be awarded to students who have earned at least 15 GPA credits with an average of 3.5 and who carry a minimum of 3 semester credits which are used in determining grade point average, and earn a semester grade point average, as detailed below.

HONORS: Grade point average of 3.5 through 3.74
HIGH HONORS: Grade point average of 3.75 through 3.99
HIGHEST HONORS: Grade point average of 4.00

J. Graduation Honors. Each UW Colleges campus may award graduation honors to those students who are eligible to graduate with a UW Colleges’ degree. The honor is awarded for the total cumulative GPA for courses earned through the UW Colleges. The honors distinction is as follows:

CUM LAUDE: Grade point average of 3.50 through 3.74
MAGNA CUM LAUDE: Grade point average of 3.75 through 3.89
SUMMA CUM LAUDE: Grade point average of 3.90 through 4.00

K. In Progress. If a Flexible Option-enrolled student is in progress at the end of a subscription period and has completed at least one competency, a grade of IP can be assigned. IP grades may be assigned only once for each competency set. It is the student's responsibility to complete the competencies needed for credit during their next subscription period. However, the next subscription period does not need to be
contiguous with the subscription period for which the IP grade was assigned. There is no default grade.

III. Registration

A. Calendar Week. The beginning of the calendar week to which certain academic regulations refer is determined by the day of the week upon which first classes begin.

B. Adding Courses. A student may add a course(s) by completing the appropriate Change of Program (Add/Drop) form during the first two weeks of a semester, the first week of an eight-week course, and during a proportionate time for shorter courses. A campus may require the student to obtain advisor and/or instructor signatures to make such a change official. The completed Change of Program form must be returned to the appropriate campus office.

A course may be added after the second week of classes of a semester if the change of program is necessitated by dropping a course and substituting a lower-level course in the same discipline.

Exceptions to the time limit may be made only with the written consent of the instructor concerned.

C. Late registration. The student may register late under the same regulations as for adding courses, subject to any fine for late registration which is in effect under Regent policy.

D. Dropping Courses. A student may drop a course(s) by completing the Change of Program (Add/Drop) form during the first ten weeks of a semester-long course, during the first five weeks of an eight-week-course, and proportionate time for shorter courses. Students enrolled in the UW Colleges Flexible Option may drop a competency set within the first 23 days of the three-month subscription period. A UW Colleges campus may require the student to obtain advisor and/or instructor signatures. Merely discontinuing attendance in a course or courses may result in an official grade of F being recorded for that course(s).

An appeal to withdraw from a course after the reporting of final grades requires the approval of the campus academic actions committee. Any such appeal should be approved only for cases in which the course instructor was consulted (when reasonably possible), and it was substantiated that the failure to drop the course was beyond the student's control.

A grade of W (Withdraw) will be recorded for courses officially dropped (as described above) after the end of the second week of classes for a semester course and after the end of the first week for courses less than 12 weeks in length, but prior to the deadline for
dropping the courses. Students enrolled in the UW Colleges Flexible Option program may withdraw from a competency set with a grade of W after the 23rd day and no later than the 60th day of the three-month subscription period.

Refund of student tuition is governed by the Regent Fee Schedule which is issued on an annual basis. The date upon which a student returns the completed Change of Program form to the appropriate UW Colleges office is the date used to determine any applicable refund of fees.

UW Colleges may establish procedures for administratively dropping students who do not attend 1 or more of the first class sessions in a semester. The number of class sessions missed before the implementation of an administrative drop is at the discretion of the campus. UW Colleges choosing to implement this administrative drop policy must provide students with adequate notice of the policy.

E. Complete Withdrawals. Students may completely and officially withdraw from school by completing the Withdrawal form during the first ten weeks of a semester or the first five weeks of an eight-week session or the proportionate time for shorter sessions. Students enrolled in the UW Colleges Flexible Option may completely and officially withdraw from their competency sets by the 60th day of the three-month subscription period.

The Withdrawal form must be signed by the student and other appropriate persons as determined by each UW Colleges campus, and returned to the appropriate campus office.

Students who do not complete the Withdrawal form within the established deadline and obtain the required signatures may receive grades of F in all courses for which they are registered.

Refund of student tuition is governed by the Regent Fee Schedule which is issued on an annual basis. The date upon which a student returns the completed Withdrawal form to the appropriate campus office is the date used to determine any applicable refund of tuition.

Any student who withdraws from two consecutive semesters will not be eligible to enroll without seeking readmission. (This does not affect students who enroll for an original credit load of less than 6 credits in each of the two consecutive semesters.) Students should be aware that any semester in which a withdrawal is made after the end of the time allowed for adding courses will count as a semester of enrollment for academic progress standards and may result in a probation action. If a student can provide evidence that a withdrawal is necessary due to unforeseeable, extenuating circumstances, he/she may be allowed to withdraw without a probation action if such evidence is provided at the time of withdrawal. A student who believes he/she may have extenuating circumstances should consult the Office of Student Affairs.
F. Repeating Courses. A previous course may be repeated by reenrolling in either (a) the exact same course, (b) a different course or courses that has replaced the previous course in the current catalog, or (c) a course or courses that the department specifically identifies as covering all of the required content of the previous course. Any other exceptions must be approved by both the department chair and the registrar.

A student may not repeat a course after having completed a succeeding course in the discipline. A "succeeding course" is one that lists the course the student wishes to repeat as a prerequisite. Exceptions to the policy may be granted by the Assistant Campus Dean for Student Affairs.

There is no limit to the number of times that a course may be repeated; all attempted courses and all grades earned will appear on the record or transcript, including all times that a repeated course was taken. Students should be aware that some institutions will average the grades of all courses attempted when computing a G.P.A. for admission purposes.

If a student, upon registering, indicates that a course is a repeat then only the most recent credits attempted and grade earned will be used in computing the grade point average in the Colleges. If a student does not indicate that the course is a repeat, then all credits attempted and grades earned will be used in determining the Colleges grade point average. Courses repeated at institutions other than the UW Colleges will not affect a student's UW Colleges grade point average.

Ordinarily, courses will not be counted twice toward the number of credits required for the Associate Degree. For example, if a student takes History 101 twice for 3 credits each time, that student will have earned only 3 credits toward a degree. There are a few courses such as chorus and orchestra which students may take more than one time and count all credits earned in those courses.

Students planning to repeat a course, especially those receiving benefits from the Veteran’s Administration or Social Security, should consult with the Office of Student Affairs.

G. Concurrent Registration. Students may enroll in courses at more than one University of Wisconsin campus.

Students should consult with the UW Colleges Office of Student Affairs and Business Office for information on concurrent registration.

A student may take a course by correspondence through University Extension. Students who have paid full-time fees may take such a course at no additional cost except for fees for text materials purchased through Extension and the registration fee assessed by UW Extension. Students should contact the Office of Student Affairs for a list of such courses and the appropriate form. Registration for such a course should take place no later than
the first week of classes. At present, this may be done during the regular academic year but not as a part of the summer session.

H. Student Classification.
   Freshman Standing: 0 - 29 degree credits.
   Sophomore Standing: 30 or more degree credits.

I. Auditing a Course. A student may wish to audit a course to gain whatever knowledge and understanding is available by sitting in on a class. A student who wishes to audit a course must have the consent of the instructor concerned. Auditors will not be required to take examinations nor to have any course work evaluated by an instructor.

   Audited courses carry no degree credit and are not counted in the student's grade point average. Audited courses do not count toward full-time attendance for purposes such as certification of full-time attendance for Social Security or Veterans Administration benefits.

   Students may change from audit to credit status during the same time period as that allowed for adding a course and may change from credit to audit status during the period allowed for dropping a course.

   A course which has been audited may be repeated for credit at a later time.

IV. Academic Standing
   Revised by the SSC 2013-02-25

   Every student is expected to maintain certain standards of academic achievement in all work carried at the University. The UW Colleges has established these standards in terms of quality of the work, as measured by the semester and cumulative grade point averages, and the quantity of work satisfactorily completed, as measured by the proportion of the credit load completed each semester.

   Certain exceptions are allowed for part-time students, but unless otherwise stated part-time students are expected to meet the same standards of academic achievement as any other student.

   Good Standing--is a status assigned when a student is making adequate academic progress and his/her cumulative G.P.A. is 2.0 or better.

   Probation/Final Probation--is an advisory warning that improved performance is necessary to continue as a student. Probation is a status assigned to a student for: (1) lack of academic progress as measured by completed credits, or (2) inadequate performance as measured by the grade point average.

   Academic Suspension--is a status assigned when the record of academic progress and/or achievement is unacceptable to the extent that the student is not permitted to continue to enroll in the UW Colleges.
A. Probation and Suspension Status. The University is concerned about students whose academic achievements seem to indicate that they are not able to meet the expectations of their instructors or are experiencing other problems that may be interfering with their studies. A probation action is an advisory warning that a student should take appropriate actions to improve his/her achievement. A suspension action is taken when the UW Colleges faculty feel 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 has been placed on probation or suspension status should give careful consideration to the factors that may be involved. The UW Colleges encourages such students to seek assistance from counselors, advisors and course instructors.

Every student is expected to maintain at least a C average (2.0 G.P.A.) on all G.P.A. credit course work. Failure to achieve this minimum C average (2.0 G.P.A) in any semester will result in a probation, final probation or suspension action at the end of the semester.

B. Grade Point Requirements and Actions. The following actions are determined only at the end of a Fall or Spring semester. The three factors used to determine the student’s standing are: the student’s standing at the beginning of the semester, the student’s semester G.P.A., and the student’s cumulative G.P.A.

1. When a student is in good standing at the beginning of the semester,

   * a semester G.P.A. of 1.5 to 1.999 will result in probation.
   * a semester G.P.A. lower than 1.499 will result in final probation.

   Action on a part-time student will be withheld until at least 6 credits have been attempted in the UW Colleges.

2. When a student is on probation at the beginning of the semester,

   * a semester and cumulative G.P.A. of 2.0 or better will result in a return to good standing.
   * a semester G.P.A. of 2.0 or better but less than a 2.0 cumulative G.P.A. will result in a continuation on probation.
   * a semester G.P.A. of 1.5 to 1.999 will result in final probation.
   * a semester G.P.A. of less than 1.5 will result in suspension.

   * A student admitted to the UW Colleges on probation must earn a 2.00 G.P.A. on a minimum of 15 G.P.A. credits attempted in the UW Colleges in order to attain good standing.
3. When a student is on **final probation** at the beginning of the semester,

* a semester and cumulative G.P.A. of 2.0 or better will result in a return to **good standing**.

* a semester G.P.A. of 2.0 or better but less than a 2.0 cumulative G.P.A. will result in a **continuation on final probation**.

* a semester G.P.A. less than 2.0 will result in a **suspension**.

A student admitted to the UW Colleges on final probation must earn a 2.0 G.P.A. on a minimum of 15 credits attempted in the UW Colleges in order to attain good standing.

Students who are on final probation should be regarded as at risk and may be required to limit their course credits and participate in special programming. Special programming may include but is not limited to advising prior to registration and a course load restriction normally not to exceed twelve credits maximum. Students may appeal to the campus Academic Actions committee for exceptions to the guidelines established by the campus.

**C. Suspension Status.**

1. The first suspension will result in a suspension from the UW Colleges for one semester.

2. A subsequent suspension status will result in a suspension from the UW Colleges for two semesters.

3. A suspended student may not enroll at any UW Colleges campus during the fall or spring semesters for the duration of the suspension. A student in suspension status may register, for a summer session or January interim only, with permission of the dean. Upon successful completion of such courses, the student may request a re-evaluation of the suspension status by the appropriate campus committee. A student who is readmitted will be on final probation and will be subject to the normal standards of progress and achievement and any other special conditions that may be designated by the committee.

**D. Readmission.** Students who have stayed out of school for the period of suspension, whether one semester or one year, are not automatically readmitted. Such students must file an application for admission and secure permission to resume their education in the UW Colleges through the Office of Admission or Office of Student Affairs at the UW Colleges campus they wish to attend. A student who is readmitted will be on final probation and will be subject to the normal standards of progress and achievement and any other special conditions that may be designated.
If a student is re-entering college after an absence of at least three years, probationary status based on prior academic work will be waived.

**E. Academic Progress.** Students are expected to make satisfactory progress in their course of study. Those who do not complete at least half of the credits for which they are registered as of the end of the period for adding classes in any one semester, shall be required to participate in an academic counseling session, and may have conditions imposed by the campus Academic Action Committee for the next semester in which they register. Credits completed, when determining satisfactory progress, are the number of credits excluding audited credits, for which a final grade, other than a temporary grade of incomplete, has been recorded. Courses for which a grade of R has been received, and non-degree credit courses are included.

**F. Appeals.**

1. Suspension is the only academic standing action that can be appealed.

2. A student in suspension status may appeal the suspension to the Academic Actions committee at the UW Colleges campus. Any appeal must include a clear explanation of the problems that resulted in the inadequate achievement and how the student proposes to resolve those problems. A student who is allowed to continue will be placed on final probation after appeal, which means if they are suspended again, it will be for a year, and will be subject to any other special conditions that may be designated.

**V. Change**

The Academic Procedures and Regulations are subject to change. The Office of Student Affairs can provide specific and up-to-date information.