



## UNDERGRADUATE CATALOG 2004 - 2005

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# Academic Rules and Regulations

## Definitions

### Audit Enrollment

If enrollment capacities permit, a student may audit a course if space is available after students enrolled for credit are accommodated. Special policies apply to reduced-fee auditors and disabled guest students. These policies are published in the Schedule of Classes for each term.

### Credit

a quantitative unit used to measure effort devoted to reading, discussion, lecture, and other activities associated with the learning process. In theory, earning one credit requires a minimum of 15 hours of classroom time and an additional 30 hours of out-of-classroom effort. An average student carrying a 15-credit semester load should expect to commit at least 45 hours per week to class attendance, study, and preparation.

### Credit Load

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

### **Maximum Credit Load**

a specific limitation of the number of credits a student may carry at any time during a term. A student in good standing may register for up to 18 credits per semester, however, all students are restricted from registering for more than 16 credits until the beginning of the open enrollment period for special students. A student is not allowed to register for credits in excess of 18 without written permission from the provost's designee. This written permission must be gained before the first day of classes. Normally, only honors students are considered for credit overloads. A student on academic probation is limited to a maximum of 16 credits; however, all students on probation are restricted from registering for more than 13 credits until the beginning of the semester.

### **Minimum Credit Load**

a specific minimum number of credits (excluding audit credits) that a student must carry to be eligible for a variety of programs and benefits. A student may register for or reduce a program below 12 credits in a semester with the understanding that for certain purposes he or she will be considered a part-time student. A student who reduces the credit load below 12 credits should check with the appropriate offices about the effect on financial aid, government benefits, athletic eligibility, health insurance coverage, and other programs with credit load eligibility limits.

### **Attempted or Grade Point Credits**

the number of credits taken for a grade that will affect the grade point average. Some attempted credits may not count toward degree credits.

## **Degree Credits**

those credits that count toward the 120 credits required for a bachelor's degree. Academic support courses do not result in degree credits even though they may have a credit value assigned for measuring credit load for some purposes.

## **Completed Credits**

the number of credits (excluding audit credits) for which a final grade is received. Pass-no credit credits passed, degree credits, and attempted credits are included. Temporary grades of I or N are excluded.

## **Audited Credits**

credits for courses in which a student chooses to enroll as an auditor. These credits are counted for maximum credit load and fee assessment, but they are of no significance for any other purposes, such as graduation or grade point average. Enrollment as an auditor is subject to special conditions.

## **P-NC Credits**

pass-no credit is a specific grading option. These credits have no effect on grade point average, but, if passed, may add to the degree credits earned. Students complete a special request form to elect P-NC grading.

## **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 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.

### Example of gpa for a semester

Course	Grade	Credits	Grade
Art 105	A	3	12
Math 104	BC	4	10
German 102	C	4	08
English 093	P	3	00
(student support services)			

Total 11 30

(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.)

30 divided by 11 equals a 2.72 grade point average.

### Cumulative Grade Point Average

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.

### Probation

an advisory warning status assigned to a student who shows lack of academic progress as measured by grade point average. Probation is an advisory warning that improved performance is necessary to continue

as a student.

## **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.

## **Good Standing**

a status assigned when a student is making adequate academic progress and his or her cumulative grade point average is 2.0 or better.

## **Class Standing**

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

## **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. An academic warning is an advisory notice that a student should take action to improve his or her performance. Probation and strict probation are formal academic actions that

document unacceptable performance on the student's official transcript. An academic suspension action is taken when a student's achievement record indicates a need to interrupt enrolled status. Official academic actions on part-time students are withheld until they have attempted at least 12 credits at UW-Green Bay.

Conditional matriculant (CM) students must meet special contractual requirements specified at the time of admission. When a CM student is removed from the status, he or she must then meet all normal requirements. The Admission Review Committee makes determination for academic suspension actions or continued conditional matriculant status for students enrolled in that classification.

## Grading System and Grade Points

Grade point averages indicate academic and class standing and are a means of measuring the quality of a student's academic work. Grade point averages are computed on a 4.0 basis. See chart for letter grade point values.

A student who elects to take courses on a pass-no credit basis should be aware of certain restrictions. See the special entry on P-NC grading that appears later in this section.

Since grading standards differ from institution to institution, grades received from other institutions are not used in computing grade point averages. However, transfer grades may be used to compute eligibility for admission to certain programs.

### Grade Point Values

Letter Grade	Text	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
D	Poor	1.0
F	Unacceptable	0.0
WF	Unofficial successful	0.0
P	(a C grade or better for undergraduate courses)	No effect
NC	(no credit, the 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 acceptable grade submitted.
I	Incomplete, temporary grade	No effect until removed.
DR	Dropped Course	No effect
W	Withdrew	No effect

## **Good Academic Standing**

A student is in good academic standing if the student's cumulative resident grade point average is 2.00 or greater. Academic standing is reviewed at the end of each academic term. Every student is expected to maintain at least a 2.00 grade point average on all work carried in every term, including summer session. Students who fail to maintain this minimum grade point average will face academic warning, probation, strict probation, or suspension, as specified.

## **Academic Warning**

An academic warning is a notification that a student may be in danger of failing to meet the requirements for good academic standing. An academic warning is not transcribed. An academic warning will be sent

to the student at the end of any semester in which the student's semester grade point average is less than 2.00.

## **Academic Probation**

A student in good standing will be placed on academic probation if he/she earns a cumulative grade point average of less than 2.00 but greater than 1.00. During the priority registration period, a student on academic probation will be allowed to register for a maximum of 13 credits in a fall or spring term, and 6 credits in a summer term. The credit limit will be lifted to 16 credits on the first day of fall/spring term, and 9 credits on the first day of the summer term.

## **Strict Probation**

A student will be allowed no more than two consecutive academic terms to remove him/herself from probation. If a student is on probation and earns a cumulative grade point average of less than 2.00 at the end of the probationary term, he/she will be placed on strict probation. A student on strict probation must regain good academic standing by the end of the strict probationary term in order to continue at the University.

## **Return to Good Standing**

A student on probation or strict probation will be cleared of probation at the end of any term in which a cumulative grade point average of 2.00 or better is attained.

## **Academic Suspension**

A student will be suspended from the University if he/she fails to achieve a cumulative grade point average of 2.00 at the end of a semester on strict probation or if his/her cumulative grade point average falls below 1.00.



## **Appeals Process**

Academic probation is an advisory warning and is not subject to appeal. Academic suspension status may be appealed to the provost's designee. Appeals must be filed within seven working days from the date printed on the grade slip or student record report. The action of the provost's designee may be appealed to the Academic Actions Committee within five working days of the denial action. The decision of the Academic Actions Committee is final. A student who is allowed to continue as a result of an appeal will be placed on suspension waiver, and is subject to any special conditions that may be designated. An academic suspension provides time for a student to give careful thought to the circumstances that resulted in the suspension action. Suspension appeals must include a clear explanation of the circumstances that resulted in inadequate achievement, and a statement explaining how the student proposes to resolve those circumstances.

Students planning to appeal should consider:

- are the relevant facts and dates clearly stated and documented?
- are the extenuating circumstances cited of an unforeseeable nature?
- are relevant recommendations from instructors included, if appropriate?

## **Readmission Following Academic Suspension**

Students who have been suspended may appeal for continued enrollment (see Appeals Process). For students who do not appeal for continued enrollment, or for whom the appeal is denied, the period of the first suspension shall be one regular semester. A student seeking re-admission to the University after the expiration of the suspension must make formal application through the Admissions Office. Re-admittance cannot be guaranteed. A written request for re-admission must accompany formal re-application to the University. A student who is re-admitted after suspension will be placed on suspension waiver. If a student is readmitted and fails to regain good academic standing after re-admittance, a second suspension will be incurred. The second suspension shall be for a period of two regular semesters.

## **Grades**

Upon request, grades will be mailed at the end of each term to the home or permanent address of record.

## **Grades and Grade Appeal**

Each student receives a grade from the instructor of a course at the end of a semester or session. Instructors must forward grades to the Registrar's Office no later than 96 hours after the final examination.

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

## **Grade Changes**

All final grades - except for incompletes (I) - become permanent grades after the last day of classes for the next semester. Any discussions with faculty regarding grade levels or missing (N) grades must be pursued within this time period.

## **Grade Changes for Graduating Seniors**

Grades for graduating students become permanent and unchangeable for any reason after a period of 15 working days following the end of a semester or summer session.

## **Incompletes**

If a student is unable to take or complete a final examination or other 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 removal form, stating both the conditions for removal and the deadline, before an incomplete grade is accepted for recording. A tentative academic action may be assigned on the basis of grades and credits received in other courses. Tentative actions are reviewed after the incomplete has been converted to a permanent grade.

## **Incompletes for Graduating Seniors**

Students expecting to graduate in December (fall) or May (spring) must have all incompletes removed within 15 working days following the end of the respective term of graduation. August graduates have 10 working days to remove incompletes following the end of the summer session.

## **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. If no earlier deadline is specified, an incomplete (I) must be removed no later than the last day of classes during the next semester.

The incomplete removal form is filed with two tentative grades. One indicates the quality of work to date; the second is to be assigned if no more work is completed.

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**

Most courses may be repeated. Repeated courses are designated by the word Repeated after the course listing on the transcript. When a repeated course is complete, the original grade and entry on the transcript remain. However, the credits, grade, and grade points earned for the most recent completion are used to calculate cumulative attempted credits, grade points earned, and grade point average. Courses repeated at another institution have no effect on grade point average at UW-Green Bay.

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

A course repeat card should be filed with the Office of the Registrar to ensure that a recalculation of the grade point average is complete.

## **Course Requisites**

Requisites are included in the course descriptions and the Schedule of Classes and are indicated by the designation P:. Requisites indicate the minimum level of proficiency or background knowledge needed to successfully achieve course objectives.

Exceptions to requisites may be made by the course instructor or the instructional unit chairperson. Students who do not meet requisites must have written approval for an exception before enrolling in a course.

## **Recommended Prior Courses**

Recommended prior courses are indicated in the course descriptions by the designation REC:. Recommended courses are basically advisory and are usually lower-level courses. Students who have the

knowledge or skill recommended for a course may enroll without completing prior recommended courses, but they do so at their own risk. Students cannot expect a course instructor to hold back the progress of a class for those who have not taken the recommended prior courses. If students misjudge their ability to take a course without the recommended prior courses, they may get a much lower grade than they would wish. They also run the risk of feeling compelled to drop the course, thereby losing tuition and book and materials costs.

## **Auditions**

In performance courses requiring an audition, students are responsible for making their own arrangements for the audition before classes begin.

## **Class Attendance**

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 classes, 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.

## **Course Adds and Drops**

### **Course Adds**

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 semester the add period is limited to the first two weeks of classes. For shorter terms, an earlier deadline is

in effect. 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 15-week semester -**

- student may drop any course without the instructor's signature
- permanent records show no drop

### **Third through sixth weeks -**

- student may drop any course without the instructor's signature
- course appears on permanent records with the symbol W (withdrew) or DR (dropped)

### **Seventh through 15th weeks -**

- no official drops allowed; WF grade or F appears on transcript

See the Schedule of Classes for terms or classes of a shorter duration than 15 weeks, showing established pro rata deadlines. A course week always ends on a Friday. All courses beginning or ending on nonstandard session weeks have a nonstandard drop deadline.

## **Withdrawal from the University**

A student who desires to withdraw from all academic course work at any time after completing registration must file an official withdrawal with the Office of the Registrar. A complete withdrawal without failure may be requested at any time before 4:30 p.m. on the afternoon of the last day of regularly scheduled classes during the 12th week of a semester or the fourth week of a six-week summer session. 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.

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.

Withdrawal from the third through the 12th weeks of a semester results in permanent recording of all courses of record at that time with a symbol of W (withdrew) after each course. The W is not a grade and has no effect on grade point average.

## **Late Program Changes and Withdrawals**

Students may receive permission to drop courses after the six-week deadline, or make a complete withdrawal after the normal 12-week deadline, 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.

A written appeal with appropriate documentation should be submitted. If a student has any other reason for requesting a late drop or withdrawal, he/she should complete a written appeal stating the circumstances. In both cases the written appeal should be directed to the provost's designee.

## **Pass-No Credit Enrollment**

Students may choose the pass-no credit (P-NC) grading option if they do not want a regular grade in a course that would affect their grade point average. The decision to take a course on a P-NC basis must be made within the first two weeks of a semester, the first two days of a four-week summer session, or the first week of a six-week summer session. The P-NC request form must be filed in the Office of the Registrar.

Some courses may not be selected on a pass-no credit basis if they are taken to fulfill certain requirements. These include:

- general education courses
- courses used to fulfill English Composition and Writing Emphasis (WE) requirements
- major and minor courses except those offered as P-NC only (includes student teaching, some social work courses, business administration/accounting internship, etc.)
- honors in the major (478) projects
- independent study (298, 498) courses.

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 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.

## **Independent and Internship Study**

Regular semester add and drop deadlines apply to independent and internship study.

Students may receive credit for independent study under the course numbers 298 for lower-level work or 498 for upper-level work. Enrollment may be for one to four credits per course.

To arrange for an independent study, a student should find an instructor who will support the study. The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives. The proposal must be described on a form available for this purpose. This written proposal, approved by the instructor and budgetary chair, must be filed in the Office of the Registrar at the time of registration or course addition.

Independent study courses are subject to these limitations:

- Independent studies cannot duplicate a regular UW-Green Bay course; independent study is intended to expand the curriculum.
- A freshman or sophomore must have a minimum cumulative grade point average of 2.5 and a junior or senior must have a minimum of 2.0 to do independent study.
- Independent study cannot be elected on audit or pass-no credit basis.
- Independent study may be taken only with a regular member of the UW-Green Bay faculty or academic staff.

## **Honors - Graduation**

Students will be recognized at the commencement ceremony with honors cords provided their grade point average and credits in residence meet the minimal requirements the semester **preceding their final term**. Actual honors designations on transcripts and diplomas will be based upon the student's complete academic record once final grades are received.

## **All-University Honors**

Honors requirements for students who earn baccalaureate degrees are:

- Cum Laude designation requires a cumulative grade point average from 3.5 to 3.749;
- Magna Cum Laude designation requires a cumulative grade point average from 3.75 to 3.849;
- Summa Cum Laude designation requires a cumulative grade point average of 3.85 or higher; or a cumulative grade point average of 3.75 to 3.849 and eligibility for and successful completion of an honors in the major project.

The cumulative grade point average must be achieved on the basis of a minimum of 60 regularly graded (not P-NC or audit) credits taken in residence at UW-Green Bay.

## **Honors in the Major**

Honors in the major is different from all-university honors. Rather than a required, cumulative grade point average, the grade point average is calculated on courses required for the major only and there is no residence requirement as with all-university honors. Honors in the major is designed to recognize student excellence within interdisciplinary and disciplinary academic programs.

An honors in the major project may satisfy the requirements for summa cum laude honors as described above.

Eligibility requirements for honors in the major are:

- minimum grade point average of 3.50 for all courses required for the major, as indicated on the degree audit;
- minimum grade point average of 3.75 for all upper-level courses required for the major, as indicated on the degree audit;
- successful completion of an honors in the major project (478 course number).

The honors in the major project should be planned during the junior year. Students should enroll for honors study during the first semester of registration with senior standing (84 or more degree credits) to ensure adequate time to complete it by graduation. Students should consult with sponsoring faculty during the junior year to determine possible special needs for library resources, equipment, supplies or field research.

Regular semester/session add and drop deadlines apply; no P-NC grading is permitted.

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