



POLICIES

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University Governance 262-595-2384

Undergraduate Degrees and Degree Requirements

The University of Wisconsin-Parkside offers the undergraduate degrees of bachelor of arts (B.A.) and bachelor of science (B.S.). The major completed determines which bachelor's degree a student receives. Special rules may apply to students completing the consortial nursing program and those who are seeking a second bachelor's degree. See sections on nursing and second bachelor's degree, respectively, for further information.

Degree Requirements

To receive a bachelor's degree from UW-Parkside students must:

1. Complete 120 credits of college work. This must include 36 credits in courses numbered 300 or above. Certain elementary courses are identified in the catalog and/or course schedule as not counting toward the 120 credits required for graduation. In addition, only the first 8 credits of physical education activity courses (100 level) may be counted toward graduation or grade point averages (GPA).
2. Of the 120 credits required for graduation, students must complete a residency requirement of at least 30 credits of work at UW-Parkside. At least 15 of the last 30 credits earned for a degree must be taken at UW-Parkside. Transfer, degree seeking students must earn a minimum of 30 credits at UW-Parkside toward their degree to fulfill the residency requirement. Individual departments and programs may require that certain courses must be taken at UW-Parkside. Students must complete all course work to be counted toward graduation by the end of the semester in which they graduate.
3. Attain a minimum cumulative grade point average (GPA) of 2.00 on a 4.00 scale. Some programs have higher GPA requirements. Transfer students must also have a cumulative 2.00 GPA on the combination of transfer credits accepted and credits attempted at UW-Parkside.
4. Complete an approved major program of study with the minimum major GPA as specified by the program or department. Usually, the minimum GPA is 2.00 on a 4.00 scale, but some majors require a higher GPA. Students who apply transfer credits to their majors must also meet the minimum major GPA requirement on the combination of transfer credits and UW-Parkside credits. At least 15 credits of upper level course work (courses numbered 300 or higher) must be completed at UW-Parkside. A student may not graduate with an incomplete grade in

major course work if failure in that course would reduce the GPA in the major below the minimum GPA.

5. Meet UW-Parkside general university requirements.
6. File a request for a degree summary/application to graduate and pay the required application fee. The degree summary process is the way in which students obtain institutional and departmental approval of their petition to graduate.

Application to Graduate/ Degree Summary

In order to graduate, students must submit an application to graduate at the Office of the Registrar/Student Records. A one-time, non-refundable fee, which is applied toward costs associated with graduation, is payable with the submission of the request. The degree summary/DARS report, will reflect all outstanding degree requirements, including courses still needed to complete general education and the major. The adviser may need to make some changes to reflect current program policy or the likely availability of required courses in the major.

Students are advised to submit this request well in advance of their expected semester of graduation so they have time to adjust their degree plans, if necessary. Full-time students should request their degree summary after completing 80 credits; part-time students should request the summary when they are within about 20 credits of graduation.

The necessary form can be obtained at the Office of the Registrar/Student Records or in the Advising and Career Center. For more information about the DARS report, see the section entitled Degree Auditing Report System (DARS).

General University Requirements

Students seeking teacher licensure and those enrolled in the consortial nursing program are subject to a different set of requirements. These students should consult their advisers for details.

Students are subject to the requirements in effect on the date they first entered UW-Parkside as degree-seeking students, or they may choose to follow any later requirements. Students who transfer to UW-Parkside from a two-year or four-year UW System institution may choose to follow the general university requirements in effect the year they entered the previous institution. See the Advising and Career Center for details.

General education, a part of every student's academic program, is intended to provide opportunities for students to develop their analytical and problem-solving skills, to develop understandings of cultures and ethnicities, to develop the skills and awareness necessary for citizens of an advanced technological society, and to develop habits of mind that promote life-long learning, responsible actions and independent thinking. Complementary to these skills are opportunities for students to become literate in civic, cultural, aesthetic, international, and scientific and technical subject areas.

I. Skills Requirements

Reading and Writing Skills

This requirement assists students in developing effective communication through the mastery of reading and writing skills.

Students satisfy this requirement with the completion of English 101 (3 credits) with a grade of C-minus or better. Students seeking teacher licensure must complete ENGL 101 with a grade of C or better.

While some students may be exempt from the Reading and Writing Skills requirement on the basis of test scores, other students, based on test scores, may be required to complete a course or courses in reading and writing skills (e.g. ACSK 083, ACSK 090, ENGL 100) prior to enrolling in ENGL 101.

Deadlines for completion of reading and writing skills requirement:

- Students must complete the sequence of courses ending in ENGL 101 within the first 60 degree credits.
- Students who place into ACSK 090 must complete this requirement, with a grade of C or better, within the first 30 degree credits.
- Students who place into ACSK 083 must complete this requirement, with a grade of C or better, within their first two semesters (excluding summer and winterim).
- Students who fail to complete these requirements within the stated deadlines will not be allowed to enroll in any other courses until the requirement is met.

Computational Skills

This requirement assists students in developing effective basic computational skills necessary to an informed citizenry and provides support for other disciplines.

Students satisfy this requirement with the completion of an introductory course in algebra or a survey course of mathematics (either Mathematics 111 for 4 credits or Mathematics 102 for 3 credits) with a grade of C-minus or better. Students seeking teacher licensure must complete the course that satisfies this.

While some students may be exempt from the Computational Skills requirement on the basis of test scores, other students, based on test scores, may be required to complete a course or courses in computational skills (e.g. ACSK 010 or ACSK 015) prior to enrolling in MATH 111 or MATH 102.

Deadline for completion of computational skills requirement:

- Students must complete the sequence of courses ending in MATH 111 or MATH 102 within the first 60 degree credits.
- Students who place into ACSK 010 or ACSK 015 must complete ACSK 015, with a grade of C or better, within the first 30 degree credits.
- Students who fail to complete these requirements within the stated deadlines will not be allowed to enroll in any other courses until the requirement is met.

Information Literacy

The information literacy requirement introduces students to the general organization of information sources in the Library and provides a basic understanding of how to perform an information search using both paper and electronic research formats. Students are urged to complete this requirement as soon as possible.

Deadline for Completion of Information Literacy Requirement:

- Students must complete the information literacy requirement within their first 30 degree credits. Students who fail to complete the information literacy requirement within the stated deadline will not be allowed to enroll in any further courses until this requirement is met.

II. General Education Requirements

The general education curriculum provides students with exposure to different disciplines and subject matter; it also provides a broad base for placing into context the concentrated and in-depth study for developing expertise in a major discipline. The curriculum consists of a minimum of 36 credits outside of the skills requirements, distributed across three distribution areas: Humanities and the Arts, Social and Behavioral, and Natural Sciences. A single course may be counted under one area only. Students are required to take 12 credit hours from each distribution area from at least three different departments/programs in each distribution area. Courses which meet the general education requirements are so designated in the course schedule each semester. An updated list of general education courses may also be found on-line at www.uwp.edu Keyword: *General Education*.

Students may also meet these requirements through equivalent courses at other institutions or by otherwise demonstrating comprehension equivalent to completion of such courses.

III. Foreign Language Requirement

The purpose of the foreign language requirement is to familiarize students with communication in another culture and with the cultural significance of language. This is satisfied by completing two semesters, or the equivalent of two semesters, at the college level of one foreign language.

It is strongly recommended that students complete this requirement as soon as possible upon entering the university.

The foreign language requirement can be met under any of the following circumstances:

- Students who completed a minimum of two years of one second language at a secondary school with a final grade of C or better (grade of C-minus is not acceptable) in the last course taken.
- Students who completed one high school unit and one college semester in the same language, provided that the college course is at least on the second-semester level.
- Students who are heritage speakers in a language taught at UW-Parkside or who have informally learned a language taught at UW-Parkside can meet the foreign language requirement if they take the UW System placement test and place into the equivalent of the third semester (intermediate level) or above.
- Students who are heritage speakers in a language not taught at UW-Parkside or who have informally learned a language not taught at UW-Parkside can meet the foreign language requirement upon certification at the intermediate level through the American Council on the Teaching of Foreign Languages (ACTFL).
- Students who have graduated from a foreign secondary school with a curriculum taught in the language native to that country, other than English, will be considered to have met the foreign language requirement.
- International students from countries where English is not the primary language are considered to have met the foreign language requirement when they meet the required standard of English competency at the time of admission through the appropriate Test of English as a Foreign Language (TOEFL) score.

Placement Tests for Foreign Language Courses

UW-Parkside uses the UW System Foreign Language Placement Tests in French, German, and Spanish to place students into the appropriate course level of their selected foreign language. Tests are administered throughout the year; specific testing dates and information are available at the Learning Assistance Department.

Students who place into language courses numbered 104 (beginning level 2) or 204 (intermediate level 4) are advised to audit 103 or 203, respectively, in the fall and then take 104 or 204 in the spring. Students cannot begin language study (103 or 203) during the spring semester.

Retroactive Credits in Foreign Language

The Modern Language Placement Test is required for any UW-Parkside student who wishes to receive college credit for language competency reached in high school. Students may earn up to 16 retroactive credits, four for each of the first four semesters of language study, if: a) they completed the previous course work in a United States high school, b) they enroll in the college course into which they place, and c) they complete the course with a grade of B-minus or better. In order to be granted retroactive credit, the student must submit an application to the Office of the Registrar/Student Records at the end of the appropriate college semester.

Retroactive Credit in Foreign Language for Transfer Students

UW-Parkside will accept retroactive credit for foreign language if it was granted by another UW System institution and is documented on the student's UW System transcript. Students or advisers with questions about an individual situation should contact the chair of the Modern Languages Department. Advanced students in a foreign language should consult with an adviser in the Modern Languages Department.

IV. Ethnic Diversity Requirement

The purpose of the ethnic diversity requirement is to familiarize students with and sensitize them to differences among diverse ethnic groups. In accordance with UW System policy, students graduating from UW-Parkside are required, as part of their 120 credits, to complete a minimum of one 3-credit course dealing with issues of race and ethnicity within the United States. Courses which meet the ethnic diversity requirement may also count toward fulfillment of general education, major, or minor requirements. Courses which meet the ethnic diversity requirement are so designated in the course schedule each semester. An updated list of ethnic diversity courses may also be found on-line at www.uwp.edu Keyword: *Diversity Requirement*.

Transfer Students and General University Requirements

1. Transfer students should consult the Advising and Career Center for detailed information on general education requirements.
2. Transfer courses which are the substantial equivalent of approved UW-Parkside general university (general education, skills, foreign language, and ethnic diversity) courses will be counted toward general education requirements.
3. Transfer students entering with freshman or sophomore standing (0-53 credits) will be required to meet UW-Parkside general education, skills, foreign language, and ethnic diversity requirements.
4. Transfer students entering with junior standing (54 credits or more) will be required to meet the distribution requirement by categories, NOT the specific distribution by subcategories, e.g. "one course in literature and one course in the arts." The distribution by categories is as follows:

Humanities and the Arts	12 credits
Social and Behavioral Science	12 credits
Natural Science	12 credits

These students must also complete UW-Parkside's skills, foreign language, and ethnic diversity requirements.
5. Students transferring to UW-Parkside from a UW System institution (the four-year universities and two-year colleges) may follow the UW-Parkside general university requirements that were in effect at the time they entered the previous institution. See the Advising and Career Center for details.
6. Transfer students with a previously earned bachelor's degree and/or 90 or more acceptable credits of multi-disciplinary course work from an accredited liberal arts,

baccalaureate degree-granting college or university will be considered to have completed the UW-Parkside general education and skills requirements. They must meet the foreign language and ethnic diversity requirements. The same policy shall apply to students who hold associate degrees from the UW Colleges and to students holding associate of arts or associate of science degrees from accredited college parallel liberal arts programs. In order to receive this exemption, students must have 45 or more transferable credits.

7. Transfer students who complete 90 transferable credits (as outlined above), a bachelor's degree, or an associate of arts or science degree (with at least 45 transferable credits) at another institution after enrollment at UW-Parkside are exempt from UW-Parkside general education and skills requirements only if the 90 transferable credits or the degree is awarded within one year of initial enrollment at UW-Parkside. The foreign language and ethnic diversity requirements are still required.
8. All transfer students must meet the ethnic diversity requirement and the foreign language requirement.
9. Grades earned in transfer are not included in the GPA on the UW-Parkside transcript.
10. Transfer courses are included in GPA calculation for purposes of computing minimum university, major, and minor GPA requirements for graduation, and for calculating honors at graduation.

Certification of Transfer Students in Skills Requirements

While transfer students are expected to complete the skills requirements within the deadlines stated in the policy, the university recognizes that transfer students may have met the reading, writing, computational, and/or information literacy skills requirements at a previous college or university. Therefore, the faculty has created guidelines for evaluating the applicability of previous course work for certification in these areas; this evaluation is completed when the student is first accepted to UW-Parkside.

Transfer students will be certified in the reading and writing competencies if they have successfully completed a course equivalent to English 101 at another college or university with a grade of C-minus or better. Students who have not completed such a course should take the English placement test to determine which course to take. Placement beyond English 101 fulfills the reading and writing competency for graduation.

Transfer students will be certified in computational skills if they have completed a course equivalent to Mathematics 111 or Mathematics 102 with a grade of C-minus or better, or passed any higher level mathematics course at a previous college or university. Students who have not completed such course work should take the mathematics placement test. Placement into Mathematics 112 or beyond on the UW-Parkside placement test fulfills the computational skills requirement for general education; however, some majors may require additional mathematics courses.

Transfer students should consult the Library staff about fulfilling the information literacy requirement.

Transfer students with 90 or more acceptable credits of multi-disciplinary course work from an accredited liberal arts, baccalaureate degree-granting college or university will be considered to have completed UW-Parkside skills requirements. The same policy shall apply to transfer students holding acceptable associate degrees, provided they have completed 45 or more transferable credits.

UNDERGRADUATE POLICIES

Courses That Do Not Count Toward Graduation

Several UW-Parkside courses (e.g. those which provide developmental work in English, mathematics and reading) do not count toward graduation. The credits and grades earned in these courses are counted when computing the student's GPA and in determining how many credits the student is carrying during the semester (as for tuition charges, insurance purposes, and when checking on eligibility for financial aid and participation in athletics).

Failures or Incompletes in the Major

Students who fail required courses in their majors must retake those courses. If they wish to do so through credit obtained elsewhere, written approval from the chair of their major department must be obtained, prior to enrollment off campus in order to guarantee appropriate transfer. Students may not graduate with an incomplete in a course in their major if the course is required or if failure in that course would bring their major GPA below the minimum requirement.

Declaring a Major

Students begin with a major status of undeclared and remain so until they submit a program declaration form to the Advising and Career Center or academic department and are accepted into the major. Thereafter, students may add, drop, or change majors, or return to undeclared status, by filing another declaration form. Departments may deny a student's declaration of major if the student fails to meet the standards and requirements necessary for admission to the major.

Undeclared students are assigned an academic adviser from the Advising and Career Center. Students who are accepted into their major after filing their program declaration are assigned advisers in their major departments.

Students are encouraged to identify a major as early as possible in their academic careers. Formal declaration must be made upon completion of 60 credits.

Students who plan to enter programs with very strict requirements (e.g. art, music, biological science, business) are advised to consult with the appropriate department as early as possible.

Students are subject to the major requirements in force at the time they are first accepted in a particular major but may meet requirements established later by notifying either the director of the advising and career center or their major adviser, who will provide the appropriate form to make sure that the student's choice becomes part of the permanent record and is reflected on the degree summary.

Non-degree seeking students (non-matriculant) cannot declare a major or minor.

Double Major

Students earning a double major in programs taken concurrently must complete the course requirements for both major areas and all other standard degree requirements. Students wanting to earn two or more majors that lead to different degrees (bachelor of arts and bachelor of science) normally earn only one degree. Students choose which degree they wish earn at the time they file their Application to Graduate/Degree Summary form. Students wishing to earn dual degrees, please refer to the dual degree policy below.

Dual Degree

Students may earn both a bachelor of arts and a bachelor of science degree by completing the graduation requirements for both degrees including a major appropriate to each degree. The student must, in meeting these requirements, complete an additional 30 credits for the second degree (for a minimum of 150 credits).

Completion After Graduation

Students may, after graduating with a bachelor's degree from UW-Parkside, complete a minor, concentration, certificate, or additional major. Students must apply for readmission to UW-Parkside and submit program declaration paperwork. When all course work toward the additional major, minor, concentration or certificate has been completed, students should submit an Application to Graduate/Degree Summary form to initiate a review of the additional information. A statement will be added to the student's transcript, noting the completion of such major, minor, concentration or certificate with the date of completion.

Second Bachelor's Degree

A person who holds a bachelor's degree from another institution and who wishes to obtain a bachelor's degree from UW-Parkside is subject to all of the regulations governing transfer students. A person who has received a bachelor's degree from UW-Parkside will not be granted a second degree of the same kind (i.e. bachelor of arts or bachelor of science). See Completion After Graduation above. A person who holds one of these degrees from UW-Parkside may receive the other bachelor's degree provided that the major sought naturally leads to the other bachelor's degree and provided that the student does the following:

1. After receipt of the first degree, enrolls in UW-Parkside as a degree-seeking (matriculant) student, declares a

major leading to the desired degree, and files a degree summary request indicating intent to receive the second bachelor's degree.

2. Completes an additional 30 credits of work at UW-Parkside after receipt of the first degree and satisfies all graduation requirements in effect at the time of first enrollment as a degree-seeking (matriculant) student following receipt of the first degree.
3. Completes a major leading to the degree sought, with at least 15 credits in courses numbered 300 or above completed at UW-Parkside, following receipt of the first degree. Students who return after graduation to complete only the requirements for an additional major do not earn a second bachelor's degree. See Completion After Graduation opposite.

Credit/No-Credit Courses

A few UW-Parkside courses may be designated as credit/no-credit courses. These are courses in which the faculty has determined that assigning a regular letter grade to student performance would be inappropriate, so that the only grades assigned are credit (CR) for satisfactory performance or no credit (N/C) for unsatisfactory performance. Such credits are not included in calculating a student's overall GPA but are part of the student's regular class load. All students enrolled in these courses receive grades of either credit or no credit.

Auditing a Course

Students have the option of auditing a course, though this means that they will not receive credit for it toward graduation, major requirements, financial aid eligibility, or class load. For more information, see section entitled Audit.

Substitutions and Waivers of Requirements

Any time a student fulfills a graduation requirement in any way other than that explicitly stated in the catalog, written approval must be submitted to Office of the Registrar/Student Records. Substitutions for and waivers of major, minor, and other requirements must be approved with an executive action form, which is signed by the director of the General Education Program (for general education requirements), by the chair of the Academic Actions Committee (for university policy), or by the appropriate faculty member, chair, and dean (for major and minor requirements). Executive action forms are available in the Advising and Career Center and in each academic department and must be submitted to Office of the Registrar/Student Records in order for the action to be official. Executive actions must be submitted by the faculty member or departmental staff member; forms submitted by students will not be accepted.

Transfer Credit for Continuing Students

With special permission, students may complete courses at other campuses and transfer them back to UW-Parkside

to satisfy general university, major, or minor requirements. Permission is obtained via the Advance Approval of Proposed Transfer Credits form, which which can be obtained on-line at <http://www.uwp.edu/departments/registrar/formsstudents.cfm>. The form must have accompanying documentation and signatures as required by the type of transfer fulfillment. Students should review the document for signatures required. Once the student had obtained the proper signatures, the form and documentation (course description or syllabus) must be submitted to the Office of Admissions and New Student Services, SC D105.

Credit by Examination

It is possible to gain university credit by passing examinations which certify that the student has acquired through other means the same knowledge as would have been expected in a college course taken for credit. UW-Parkside accepts many approved examinations from outside agencies for credit. For information on approved examinations, contact the Advising and Career Center in Wyllie D175 or at 262-595-2040.

General Limitations

Certain rules apply to all forms of credit by examination.

Maximum Number of Credits

UW-Parkside will grant no more than 30 credits through credit by examination.

Grades

No grades are recorded for credits granted by examination.

Limitations on Use of Credit by Examination

Credits granted by examination do not count toward residency requirements (the 30 credits a student must earn at UW-Parkside and the 15 credits in 300-400 level courses in the major a student must earn at UW-Parkside). No more than 6 credits granted by examination may be applied to any one of the major areas of the general education requirements. Students hoping to use credit by examination to meet the foreign language requirement should consult with the modern language chair in advance. Academic programs may list additional restrictions on the use of credit by examination in meeting their own requirements.

Challenge Examinations

Each department's faculty at UW-Parkside may designate certain courses for which credit by examination may be earned. The method of testing and the standards which must be met are determined by the department faculty; in limited cases this may include specified pre-collegiate work in lieu of examinations.

Credits Granted

The number of credits granted will be equal to the credits normally earned in the course being "challenged."

Eligibility

Challenge examinations will be given only to registered students. Students seeking credit by examination for a course which they have previously audited at UW-Parkside must be enrolled in the university at the time the examination is taken and are subject to such fee charges for the examination as are in effect.

External Programs for Credit by Examination

A number of external agencies provide examinations which may be acceptable for credit at UW-Parkside. Students interested in following this route should consult the Advising and Career Center for details. The following general policies apply:

Documentation

An official transcript, score report, or equivalent document issued by the external agency must be submitted before credit can be granted.

Approval of Credit

In the case of the College Level Examination Program (CLEP), the Advanced Placement Program (AP), and the International Baccalaureate Program (IB), a list of approved examinations, the minimum score required for credit, and the course equivalencies established for each by the appropriate department faculty is available in the Advising and Career Center. In all other cases, the appropriate department faculty will determine whether credit will satisfy: 1) specific course requirements for a major or minor; 2) elective credit for a major or minor; or 3) only general elective credit.

Advanced Placement

Students who have exhibited outstanding scholarship and participated in the College Entrance Examinations Board's (CEEB) Advanced Placement Program may be eligible for advanced placement credit. Students must submit official Advanced Placement examination reports to the Advising and Career Center. Score reports may be ordered from CEEB by phone at 888-225-5427 or by e-mail at apexams@info.collegeboard.org.

College Level Examination Program (CLEP)

The CLEP is based on the premise that some people enrolling in college have already learned some of what is taught here. They have done so through non-credit adult courses, job training, independent reading and study, and advanced high school courses. CLEP provides these individuals the opportunity to demonstrate their college-level learning by taking exams that assess knowledge and skills taught in college courses. The CLEP exams cover material taught in introductory-level courses.

UW-Parkside accepts credits for many of the CLEP general and subject examinations. Contact the Advising and Career Center at 262-595-2040 to determine which examinations are accepted.

Credit for Experiential Learning

UW-Parkside students have the opportunity to seek credit based on learning gained from experience through a rigorous portfolio and evaluation process. This process is grounded in the departmental evaluation of the portfolio, in which the student describes the learning that derives from experience.

Any UW-Parkside student who can demonstrate learning that is derived from experience equivalent to college level learning may be able to apply that learning toward degree credit. The Credit for Experiential Learning (CEL) process

requires that the learning be related to specific courses or areas of study at UW-Parkside. The learning must be based on experience in employment, volunteer activities, workshop/seminar participation, and/or publications. Credit is given for learning acquired as a result of the experience(s), not for the experience itself. The required portfolio process takes time and effort.

CEL at UW-Parkside is determined through individual assessment. Academic departments use the portfolio process to decide whether a student should receive credit for experience-based learning, how much credit, and whether credit is applied toward general education, major, minor or elective courses. Academic departments determine the awarding of CEL based on their own judgment as to what level of learning is acceptable. Each course request is evaluated by a faculty member qualified in that area. It is then approved by the department chair and dean. A maximum of 30 CEL credits may be awarded to a student.

Portfolio Content

The CEL portfolio is a collection of packets, each of which includes a claim for credit for a specific course along with a written narrative and extensive documentation that supports the student's claim of college-level, experience-based learning. Faculty may interview students, require performance-based claims and/or administer examinations when additional information is needed to substantiate the request. Documentation may vary depending on the course for which you are seeking credit.

The narrative describes the learning in detail and is similar in terms of effort to a major term paper for a course. The narrative discusses the student's own experience and the subject matter's theories, concepts and corresponding literature. The student must also demonstrate ability to understand, reason about and/or explain problems, choices and/or decisions in the particular subject. The narrative must be well documented.

Documentation reflects familiarity with theories of the academic discipline that are central to the experience and supports the experiential statements in the narrative. At least one letter from a present/past direct supervisor is required. Other documentation may include certificates of workshop/seminar completion, and any other verifiable information that substantiates claims made in the narrative.

Students interested in pursuing the CEL process should study the statements on CEL Policies, CEL Procedures and the CEL Portfolio available on the university website. Interested students should make an appointment as soon as possible in the Advising and Career Center (Wyllie D175, 262-595-2040). An adviser will assist the student in assessing the appropriateness of potential claims and in garnering the necessary course information from the appropriate faculty members.

Credits for Military Service

Students who seek credits based on military course work must provide either an official AARTS Transcript or a SMART Transcript to the Office of Admissions and New Student Services:

UW-Parkside grants credit for course work completed in the armed services as recommended by the Guide to the Evaluation of Educational Experiences in the Armed Services by the American Council on Education. Credit will be granted if the guide recommends granting credit in the baccalaureate/associate degree category and if credit recommendations are parallel to courses offered at UW-Parkside. Credits granted for military courses will not count toward residency requirements for graduation and may not duplicate content for credits previously earned by any other means.

Credit is not awarded for rank or rating, or military occupational specialties. Credits granted for military course work will be treated in the same category as credit by examination; therefore, no more than 30 credits will be granted for military course work or a combination of military course work and credits earned by examination.

A student may appeal the evaluation of his or her military credits by providing the appropriate departmental faculty with a copy of the ACE description, obtainable from the Office of the Registrar/Student Records, and other documentation that outlines course content.

Summary of Credit Rules

120 Credit Rule:

- A minimum of 120 credits is required for graduation.

90 Credit Rules:

- UW-Parkside will accept a maximum of 90 credits from any 4-year accredited institution toward the 120 credits required for graduation.
- Degree-seeking transfer students with 90 or more acceptable credits from an accredited liberal arts, baccalaureate degree-granting college or university are considered to have completed the UW-Parkside general education and skills requirements. The ethnic diversity requirement and the foreign language requirement must still be completed.

72 Credit Rule:

- UW-Parkside will accept a maximum of 72 credits from any UW college or other two-year institution with an accredited college-parallel liberal arts program.

60 Credit Rules:

- Students must complete their writing and computational skills requirements within their first 60 degree credits.
- Students must make a formal declaration of major upon completion of 60 degree credits.

54 Credit Rule:

- Transfer students entering UW-Parkside with junior standing (54 credits or more) will be required to meet the distribution requirement of the general education requirements but not the specific distribution by subcategories.

45 Credit Rules:

- Degree-seeking transfer students holding an associate of arts or science degree from an accredited college-parallel liberal arts program, with a minimum of 45 transferable credits, are exempt from UW-Parkside general education and skills requirements.

- The ethnic diversity requirement and the foreign language requirement must still be completed.

36 Credit Rule:

- Degree-seeking students must earn a minimum of 36 credits in courses numbered 300 or above.

30 Credit Rules:

- Degree-seeking students must earn a minimum of 30 credits at UW-Parkside toward their degree (residency requirement).
- Students must complete any required remedial coursework within their first 30 degree credits.
- Students must complete the information literacy requirement within their first 30 degree credits.

15 Credit Rules:

- Students must complete at UW-Parkside a minimum of 15 credits in their major in courses numbered 300 or above.
- For all students, at least 15 of their last 30 credits earned toward a degree must be taken at UW-Parkside.
- Only the first 15 credits earned at UW-Parkside by non-degree seeking students may later be applied toward undergraduate degree requirements.
- A maximum of 30 general education credits may be accepted from Wisconsin Technical College System institutions. Courses must have been completed in fall 1987 or later. Also, two additional specified courses in math and science may be accepted.

9 Credit Rule:

- A minimum of nine credits in a certificate program must be taken at UW-Parkside. Individual departments and programs may require more than nine credits to be taken at UW-Parkside.

8 Credit Rule:

- No more than the first 8 credits of 1-credit physical activity courses (100 level) offered by the Health, Exercise Science, and Sport Management Department or earned in transfer can be counted toward the GPA and/or toward graduation.

Excess Credit Policy – 165 Credit Rule:

- Based on UW-System policy, 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. Contact the Office of the Registrar/Student Records for more details. Submit any requests/appeals for exceptions to this policy in writing to the Office of the Registrar/Student Records.

Residency requirements:

- Degree-seeking students must earn a minimum of 30 credits at UW-Parkside toward their degree.
- At least 15 credits of upper level (300 or above) major course work must be completed at UW-Parkside.
- At least half of the course work required for a minor must be completed at UW-Parkside.
- A minimum of nine credits in a certificate program must be completed at UW-Parkside.

REGISTRATION POLICIES

Academic Advising

Prior to registration for the spring and fall terms, all degree-seeking students are required to meet with their academic advisers to plan their course schedule for the following semester. UW-Parkside's web registration system (SOLAR) will not allow unadvised students to register for course work for the fall and spring semesters.

Class Load

Undergraduate students enrolled for 12 or more credits during the fall or spring semester are considered full time. A full-time load in the summer is 6 or more credits. A full-time graduate student enrolls for 9 credits during fall or spring semester and 5 credits in summer. Whether a student is full time or part time can affect eligibility for some forms of financial aid, athletic eligibility, and insurance coverage.

Degree-seeking students may not enroll for more than 20 credits in the fall or spring semester without prior approval from the director of advising. In the summer, students must obtain permission to enroll in more than 12 credits. Generally, permission to register for heavy credit loads will not be granted unless a student has earned a GPA of at least 3.00 during the previous semester on a load of at least 14 completed credits. This policy is aimed at ensuring that students do not take on more work in a given semester than they have shown they can successfully complete. Non-degree-seeking students may not enroll for more than 6 credits without approval. Students may apply for overload permits in the Advising and Career Center.

Audit

Students may choose to audit any course at the university with the consent of the instructor, except those courses specified in the catalog or semester course schedule as not available for auditing. Audit students are expected to attend the course regularly and to meet the requirements for auditors established by the instructor, but they receive no credit in the course, are not given regular grades, and do not have such courses counted as part of their class load for determining whether they are full-time or part-time students or whether they are eligible for financial aid, athletic eligibility, or insurance purposes. In limited enrollment courses, students taking the course for credit are naturally given registration preference. All auditors are subject to regular student parking fees and to other Regent and UW-Parkside regulations.

The student must satisfactorily complete the course in order to have the notation AUD recorded on the transcript. An Incomplete may not be assigned to an audit course. Audited classes not completed satisfactorily will be removed from the student's transcript. After the first week of classes, written permission of the instructor is required to convert a course from credit to audit or audit to credit. A student may not convert a course from credit to audit after the fourth week of class or, in the case of a module, after one-third of the course has passed.

Students who later seek credit by examination for a course that they have audited must be enrolled in the university at the time the examination is taken and are subject to examination fee charges.

Note: The audit policy specifies that courses are open to auditors, unless otherwise specified, subject to the consent of the instructor. Thus, auditors may be excluded from a class, using the following procedures:

1. If a department faculty determines that a particular course or section is not available for any audit registration, the exclusion of auditors should be indicated as a "note" in the course schedule. Audit registrations will not be accepted in such courses or sections.
2. During the registration period, including the first week of classes, audit registrations will be accepted for courses other than those closed to auditors. If an instructor does not grant permission to one or more registered auditors to continue in a particular course (because of lack of space or other valid reason), the instructor should so notify each student, in writing, with a copy to the registrar.

When the registrar receives a copy of the notice, the student will be dropped from the class list and the appropriate refund will be given.

Adding a Course

During the first week of the semester, students may add any course for which they have met the prerequisites. During the second week, appropriate courses may be added with the written consent of the instructor. Beginning the 11th day of classes, a student cannot add a course without written permission of the instructor, the department chair and the dean. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length.

Dropping a Course

A student may drop any course during the first half (i.e. the first eight weeks) of the semester. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length.

Beginning with the ninth week through the 12th week of the semester a student may request permission to drop a course only for extraordinary, non-academic reasons. Before requesting permission to drop, the student should discuss his/her circumstances with the instructor. Any such request must be submitted to the Office of the Registrar/Student Records no later than the Friday of the 12th week of instruction. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length. The request must include a written explanation of the circumstances.

Requests denied or received after the deadline, may be reviewed by the Academic Actions Committee. Granting of requests by the Academic Actions Committee is not automatic. A student should not assume that his/her request would be granted.

An instructor may request that the registrar drop a student from a course if the student does not meet the stated prerequisites or if the student has not attended the course during the first week of classes and has not notified the instructor. The instructor must submit the request by the date specified on the administrative drop form. However, it is still the students' responsibility to make sure that they have been officially dropped from any class.

A student who never attends (or stops attending) a course in which he/she has enrolled and who does not drop the course through the appropriate office will receive a failing grade.

A student who drops a course after the fourth week of a semester will receive a transcript notation of "W." (In the case of module or summer session courses, the W notation will be applied if the drop occurs after one-third of the course period has passed.)

Fees for Dropping a Course

After the 10th day of classes, as student will be charged a \$15 per credit fee for dropping classes. The Office of the Registrar/Student Records will determine the comparable deadlines for courses with less than a semester in length. Refer to the website for more information: www.uwp.edu
Keyword: *Registrar*.

Retaken Courses

A student may retake any course. Only the most recent grade received at UW-Parkside will be used in calculating the UW-Parkside GPA. A course may be counted only once toward the 120-credit graduation requirement. A student may request that a course taken subsequently at another university be counted as a retake for a course taken previously at UW-Parkside. Such a request must be submitted to the appropriate department chair, who may then certify that such a course is equivalent to the course taken at UW-Parkside. If a course taken at another institution is accepted as a retake for a course taken at UW-Parkside, the grade and credits assigned to the course when taken at UW-Parkside will not be included in the computation of the student's UW-Parkside GPA nor total number of attempted and earned credits. The grade received from the other institution will be included in any computation of GPA on transfer credits.

Note: Retaking courses that have already been completed with a satisfactory grade may have financial aid implications.

Repeatable Courses

Repeatable courses are those that may be taken more than once for credit, such as special topics, independent studies, internships, and other selected courses. Courses that may be repeated for credit are designated as such in the course description in this catalog.

Cross-Listed Courses

Cross-listed courses are those which are offered under two or more departments and which have the same title and course

description. Cross-listed courses may count toward general university requirements and/or may satisfy the requirements of two or more majors. Each cross-listed course will satisfy the same requirement as its counterpart; therefore, a student who is unable to enroll in a cross-listed course under a specific department heading may enroll in its cross listing and fulfill the same academic requirement. This rule applies to cross listings which were in effect at the time the course was taken and applies regardless of which discipline is listed on the student's transcript.

Course Prerequisites

A prerequisite is a requirement that a student must have completed prior to enrollment in a specific course and is intended to ensure that a student has the knowledge and experience required for successful course completion. The most common prerequisite is completion of a prior course. Other prerequisites include concurrent registration (i.e. enrollment in a specific course simultaneous with another), placement examinations, and the instructor's consent. Students may enroll in any course for which they have completed the necessary prerequisites or obtained the consent of the instructor. Students who lack the prerequisites but believe they have equivalent backgrounds should consult the instructor before enrolling in a course. A student who enrolls in a course without satisfying the prerequisites and who has not consulted the instructor may be dropped from the class at the instructor's discretion. All prerequisites are listed in the catalog; the semester course schedule also lists course prerequisites as well as those required for enrollment in a particular course section.

Withdrawal from the University

A student may withdraw from the university during the first half of the semester. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length. After withdrawal, no record will be kept of a student's grade in his/her courses for that semester. After the deadline, a student may request permission to withdraw only for extraordinary non-academic reasons. Please see the Advising and Career Center for current procedures.

Final Examinations

Most courses terminate in a two-hour written examination at the end of the term. During the fall and spring semesters, these examinations are scheduled during the week following the last day of classes. During the summer session, final examinations are arranged by the instructor. The final examination schedules for fall and spring are printed each semester in the course schedule. Students with work or other commitments should consult the course schedule well in advance of the final examination period so that they can arrange to take their examinations as scheduled. The time set in the course schedule for a final examination cannot be changed without special administrative authorization. Students who believe that they have examination conflicts should double-check the course schedule; if the conflict results from a change in time they should consult with their

instructor and, if necessary, with the department chair.

Accommodation of Religious Observances

In accordance with Wisconsin state law 36.43, UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements and also provides a means by which a student can conveniently and confidentially notify an instructor of potential conflicts.

A student with a conflict between an academic requirement and a religious observance must be given an alternative means of meeting the academic requirement, subject to the following:

- a. To be granted an alternative means of meeting an academic requirement, students must notify their instructors, within the first two weeks of class, of specific days or dates on which they will request relief from an academic requirement. (The instructor must treat this information as confidential.)
- b. Instructors are not obligated to provide alternate arrangements for an individual before the regularly scheduled event.
- c. Instructors may set reasonable limits on the total number of occurrences claimed by any one student.

Absence from classes or examinations due to religious observance does not relieve students from responsibility for any part of the course work required during the period of absence.

Students who believe they have been denied reasonable accommodation should contact the person identified by the department or academic program to hear such complaints, usually the department chair or academic program director. If the issue is not resolved at the department/program level, students may proceed to the office of the appropriate academic dean and, if it is still unresolved, to the office of the provost.

Course Numbering System

The University of Wisconsin-Parkside has adopted the following guidelines on course numbering:

- | | |
|---------|--|
| 010-090 | Developmental courses, not for degree credit. |
| 100-299 | Level I, Lower Division (courses intended for freshmen and sophomores). |
| 300-499 | Level II, Upper Division (courses intended for juniors and seniors). |
| 500-699 | Courses that carry graduate credit but which can be paired with undergraduate courses. |
| 700-799 | Master's level graduate courses, open to graduate students only. |

TABLE 1. GRADES

Grade		Total Quality Points				
		1 cr	2 cr	3 cr	4 cr	5 cr
A	Excellent	4.00	8.00	12.00	16.00	20.00
A-		3.67	7.34	11.01	14.68	18.35
B+		3.33	6.66	9.99	13.32	16.65
B	Good	3.00	6.00	9.00	12.00	15.00
B-		2.67	5.34	8.01	10.68	13.35
C+		2.33	4.66	6.99	9.32	11.65
C	Satisfactory	2.00	4.00	6.00	8.00	10.00
C-		1.67	3.34	5.01	6.68	8.35
D+		1.33	2.66	3.99	5.32	6.65
D	Poor	1.00	2.00	3.00	4.00	5.00
D-		0.67	1.34	2.01	2.68	3.35
F	Failure	0.00	0.00	0.00	0.00	0.00

Grades

At UW-Parkside, letter grades are used, including plus (+) and minus (-) grades. Each letter grade carries a certain number of quality points per credit. A grade of B, for example, is worth three quality points per credit, so that a student receiving a B in a 3-credit course would have earned nine quality points. See Table 1 (above) for a scale of grades and points used by the university.

The following grades are assigned no grade points and are not counted when the GPA is calculated.

AUD	Audit fee paid
CR	For credit only
I	Incomplete (temporary)
IP	In progress
N/C	No credit awarded
NG	Not graded
NR	No report submitted (temporary)
RT	Retaken
S	Satisfactory (only for special circumstances)
U	Unsatisfactory (only for special circumstances)

Unusual Grades

Audit (AUD)

This grade is assigned for satisfactory performance by students who are auditing a course. In cases of unsatisfactory performance, the student may be dropped from the course by the instructor.

Credit (CR) / No Credit (N/C)

These grades designate satisfactory or unsatisfactory performance in the special credit/no-credit courses described earlier.

No Report Submitted (NR)

This temporary grade is assigned to indicate that the grade for a particular class was not reported by the grading deadline for the semester. If no grade is submitted by the instructor before the last day of classes for the next semester (summer school is not counted as a semester for this purpose) a grade of NR shall become a permanent grade of F with normal effect on the student's GPA and earned credits.

Incomplete (I)

This temporary grade is assigned to indicate that a student must complete additional work in order to earn a grade for a class. A grade of incomplete is assigned at the discretion of the instructor, guided by the following policies:

- A grade of incomplete may be reported for a student who has maintained a passing grade in a course until near the end of the course and who then, because of unusual and substantiated cause beyond the student's control, is unable to take or complete the final examination, or to complete some limited amount of course work. The grade of incomplete must be accompanied by the instructor's description of the course work that has yet to be completed.
- Normally a request for an incomplete must be made by the student to the instructor prior to the final examination. However, an incomplete may be initiated by an instructor on a student's behalf if the instructor believes there is cause to do so.
- The amount of time a student has to complete the work and remove the grade of incomplete shall be at the discretion of the instructor. Normally that time period shall not extend beyond the last day of classes of the following semester. Summer school is not counted as a semester for purposes of removing the grade of incomplete.

- If the incomplete is not removed within the specified time, the Incomplete will lapse to an F at the end of the semester following the term in which the incomplete was assigned.
- A request to change an already recorded grade to a grade of incomplete will not be carried out unless the instructor files a Request for an Incomplete.
- A student may not graduate with an incomplete on his/her transcript if failure in that course would make the student ineligible to graduate.

Grade Point Average (GPA)

To make it possible to compute semester and cumulative averages for grades in classes carrying various amounts of credit, each letter grade carries a certain number of quality points per credit. A grade of A for example, is worth four quality points per credit, so that a student receiving an A in a 3-credit course will have earned 12 quality points.

The GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted. Grades in courses not counting toward the 120 credits required for graduation are included, but audited courses, credit/no credit courses, and physical education courses beyond the limits listed under general degree requirements are not. A GPA is also calculated on transfer credits and, for major and graduation requirements and commencement honors, on the combination of transfer and UW-Parkside credits. The transfer and combined GPAs do not appear on the UW-Parkside transcript.

Grade Changes

Except in the case of a demonstrated error on the part of the instructor or the Office of the Registrar/Student Records, a recorded grade will not normally be changed. All grade changes require the approval of the instructor and the department chair. A grade assigned at another institution will not be deleted or changed at UW-Parkside.

Academic Forgiveness Policy

Academic forgiveness is a policy which applies to an undergraduate student with a poor academic record from earlier college or university work. The goal of this policy is to lighten the burden of poor prior performance once the student has demonstrated her/his ability to succeed academically. This process is initiated by making a formal application for academic forgiveness to the Office of the Registrar/Student Records. The following requirements and stipulations apply:

1. To be eligible for academic forgiveness, a student must:
 - a. be a currently enrolled degree-seeking student at UW-Parkside;
 - b. have at least a 2.5 cumulative grade point average and minimum of 12 credits completed at UW-Parkside;
 - c. have completed the course work five (5) or more years prior to the semester in which the application for academic forgiveness was received;

- d. not have earned a degree, including an associate degree.
2. Consequences of applying academic forgiveness:
 - a. beginning with the earliest semester, only the first 30 credits of courses completed five (5) or more years ago will qualify for academic forgiveness;
 - b. only courses with a grade of D+ and lower may be forgiven;
 - c. the student may not choose the courses to be forgiven;
 - d. the UW-Parkside cumulative and semester grade point averages will not include forgiven courses; however, all forgiven courses and the grades received will appear on the student's record;
 - e. forgiven courses will not count toward major, graduation requirements or to determine graduation honors;
 - f. a student may be granted academic forgiveness only once, and once granted, is irrevocable.

Grade Appeals Procedure

Sometimes a student believes that the grade received in a particular course is not consistent with his/her performance in that course. The process of appealing semester grades involves a series of steps:

1. The student shall first discuss the grade with the course instructor and attempt to resolve any differences informally. The aim of such a conference is to reach mutual understanding about the grade and the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the instructor cannot be contacted, the department chair shall designate a faculty member to act for the instructor.
2. If, after conferring with the instructor, the student still believes that the grade is inappropriate, the student may submit a claim in writing to the appropriate department chair, who shall consult with both the instructor and the student separately or together, in an effort to reach an understanding and resolution of the matter. This must be done before the end of the semester (excluding summer session) following that in which the grade is received. (NOTE: If the department chair is the instructor whose grade is being appealed, the departmental executive committee shall designate another member of the departmental executive committee to assume the department chair's role in this process.) If the course in question is housed in an academic center, the center director shall assume the department chair's role prescribed for this process; the center steering committee shall assume the departmental executive committee's role. In the case of a grade given in a course housed neither in a department nor in an academic center, the student may, after conferring with the instructor, submit a claim in writing to the Academic Actions Committee.
3. If steps one or two do not resolve the problem, the department chair shall submit the student's written claim to the instructor, who shall prepare a written response.

A copy of this response shall be furnished to the student by the department chair.

4. If, after receipt of the instructor's response, the student is still dissatisfied, the student shall notify the department chair of this within seven working days.
5. The department chair, in consultation with the departmental executive committee, shall appoint a grade review committee consisting of three faculty members and one student. The student member shall be recommended by the UW-Parkside Student Government.
6. The student and the instructor shall provide the review committee and each other with access to any of the student's course work in their possession. Both the student and the instructor shall be given an opportunity to appear before the committee and present evidence to support their positions. In this process, the burden of proof is upon the student, and the committee shall recommend a grade change only if clear and convincing evidence of misgrading has been presented.
7. The review committee shall decide either that the grade was appropriate and shall stand as assigned, or that the grade was inappropriate and should be changed to the grade stipulated by the review committee. The review committee shall present its decision to the department chair, who shall inform both the student and the instructor of the review committee's decision and initiate a grade change if appropriate.
8. If the student wishes to appeal the decision of the department grade review committee, the student shall submit a letter to the dean of the appropriate college or school within five working days. The dean shall then appoint an ad hoc grade review committee of three faculty from outside the department in question and one student representative recommended by the UW-Parkside Student Government. The committee shall report its decision to the dean, who shall direct a grade change, if necessary.

Academic Probation and Suspension Policy

Every student is expected to maintain at least a 2.00 GPA on all work carried in every term, including summer sessions. Students who fail to maintain this minimum GPA will face probation, strict probation, or suspension, as specified below. Every student can determine his/her academic status at the end of each term using his/her status at the beginning of the term and the GPA at the end of the term.

If a student is not on probation and:

1. earns a GPA that term of lower than 2.00 but 1.00 or higher, the student is placed on probation, or
2. earns a GPA that term of lower than 1.00, the student is placed on strict probation.

If a student is on probation and:

1. earns a GPA that term of lower than 2.00 but 1.50 or higher, the student is placed on strict probation, or

2. earns a GPA that term of lower than 1.50, the student is suspended for at least one year.

If a student is on strict probation and:

1. earns a GPA during a term of less than 2.00, the student is suspended for at least one year.

Any student on probation or strict probation will be automatically cleared of probation at the end of any term when:

1. the term's GPA is 2.00 or better on any number of credits, and
2. the cumulative GPA is 2.00 or better, and
3. the academic record contains no grades of Incomplete (I).

Readmission Following an Academic Suspension

Students who feel that exceptional circumstances justify a waiver of suspension may appeal their suspension to the Academic Actions Committee by the date specified in the suspension notification letter. If the student does not appeal by the date specified, the earliest opportunity that the student would be eligible for readmission would be the following semester. However, the student may initiate the appeal process during the time in which they begin serving their suspension. Information regarding the appeal process is available at the Advising and Career Center. Readmission to the university following the serving of a suspension is not automatic. Students must both request readmission from the Academic Actions Committee and apply for readmission through the Admissions Office.

Academic Honors for Undergraduate Students

For information about honors for graduate students, consult the graduate section of this catalog.

The Provost's List

The university recognizes outstanding academic performance of degree-seeking undergraduate students by publishing a Provost's List at the end of the fall and spring semesters. Students whose names appear on this list will be notified in writing, and a notation is recorded on their transcripts. The list includes all degree-seeking undergraduate students who have taken 9 credits or more and attained a semester GPA of 3.80 or higher at UW-Parkside excluding courses which do not count toward graduation. There is no Provost's List during the summer or winterim sessions.

The Dean's List

The university recognizes outstanding academic performance of degree-seeking undergraduate students by publishing a Dean's List at the end of the fall and spring semesters. Students whose names appear on the list will be notified in writing, and a notation is recorded on their transcripts. The list includes all degree-seeking undergraduate students who have taken 9 credits or more and attained a semester GPA of 3.50 or higher at UW-Parkside. There is no Dean's List during the summer or winterim sessions.

Graduation With Honors

Undergraduate students with outstanding cumulative GPAs, calculated including transfer course work, are graduated with honors. UW-Parkside uses the traditional Latin terms in recording these distinctions:

1. Cum laude (cumulative GPA of 3.50 or higher but lower than 3.70)
2. Magna cum laude (cumulative GPA of 3.70 or higher but lower than 3.90)
3. Summa cum laude (cumulative GPA of 3.90 or higher)

All courses are used in calculating the GPA for honors (courses with grades of D+ or lower that have been academically forgiven do not count toward graduation and are not calculated in the honors GPA).

Phi Eta Sigma

The university chapter of Phi Eta Sigma recognizes academic achievement by students during their first year of study. To be eligible, students must attain a GPA of 3.50 during either semester of their first year of study (transfer students may accumulate no more than 20 credits prior to the semester of eligibility) and be a full-time student (12 or more credit hours) Academic Skills Course work is not included in GPA or credit load. Upon induction into this national academic honor society, members receive lifetime membership and become eligible for additional scholarships.

Transcripts

A transcript is an official record of a student's academic activity. It reflects a student's courses and grades, and it provides other academic data, such as semester and cumulative GPAs, academic status, honors a student may have earned, and degrees a student may have been awarded.

Each institution defines what makes its transcript official. At UW-Parkside, an official transcript is printed on special transcript paper, bears the registrar's signature, the university's seal, and is issued in a sealed envelope. If the envelope is opened before it is submitted to the office for which it is intended, it is no longer considered official. Some institutions and agencies will not accept a transcript as official unless it arrives from the granting institution by mail.

UW-Parkside requires that students seeking admission to the university submit official transcripts from high school and any other colleges they may have attended. Employers, graduate schools and other universities to which students are applying may require an official copy of the student's UW-Parkside transcript.

Under the Family Rights and Education Act of 1974 as amended, the student's record is confidential and UW-Parkside will not release a student's academic transcript without proper authorization from the student.

An official transcript of a student's record is issued only by the Office of the Registrar/Student Records. UW-Parkside has partnered with Credentials Solutions, Inc. to provide a fast and secure on-line transcript ordering service that is available to our students/alumni 24 hours a day, 7 days a week.

The student can order a transcript at any time, even if there is an outstanding financial obligation to UW-Parkside, however, the request will not be processed until the obligation has been met and the related hold on the student's record is released by UW-Parkside. When a hold is on a student's record when the order is placed, they have 30 days to clear the hold or the transcript request will be purged, requiring the student to submit a new request once the hold has been removed.

Please see our website for more information about how to order a transcript – www.uwp.edu keyword: transcripts.

The Advising and Career Center

Academic advising is coordinated at UW-Parkside by the Advising and Career Center. (Wyllie D175 262-595-2040). Upon admission to the university, every degree-seeking (matriculant) student is assigned an academic adviser. An undeclared student is assigned to an academic adviser in the Advising and Career Center. A student who has declared a major is assigned to a faculty member or department adviser from the department or program. Except for the summer and winterim sessions, all degree-seeking students are required to consult with their advisers before registration. The registration system will not allow unadvised students to register for fall or spring classes. Each term, advising begins approximately two weeks prior to the registration period.

The Advising and Career Center is also the place where students may obtain copies of their DARS reports, permission to take a course overload (more than 20 credits for the fall and spring semesters or more than 12 credits for the summer term), declaration of major forms, and other academic information of all kinds. Add/drop forms, change of name, address and adviser forms are available there.

The Advising and Career Center also offers a variety of career guidance and counseling services for students, from deciding on a major or entering or changing careers, including job search strategies, career assessments, resume writing, and interviewing. These services are currently located in Wyllie Hall D175 (262-595-2452).

The Advising and Career Center also serves students by assisting them in establishing internships (both paid and unpaid) and volunteer opportunities that will strengthen students' preparations for their post-graduate professional lives.

Degree Audit Reporting System (DARS)

DARS provides an automated report, which assists students in determining the courses they must complete in order to graduate. Students may obtain a DARS report from the Advising and Career Center at any time after they register for their first semester of courses.

Transfer course work: The Office of the Registrar/Student Records applies transfer courses to general university requirements at the time transfer students are admitted; therefore, the courses immediately appear on the DARS report and apply toward general education requirements.

Transfer courses are applied toward major requirements only upon the written direction of the student's major adviser or major department chair.

The DARS report is to be used as an advising tool, but it is not an official representation of the student's degree requirements until an official review for graduation is completed. This review is completed at the time the student submits the graduation application/degree summary form with the appropriate fee, to the Office of the Registrar/Student Records.

Access to Student Records

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students are entitled to review "official records, files, and data directly related to them" which the university maintains. The university has 45 days to comply with students' written requests to review their records. Students may request a hearing regarding any alleged "inaccurate, misleading, or inappropriate" information in their official records and files. The university will not release information from students records to a third party without the student's written consent except as permitted by section 99.34, (a) (ii) of the Privacy Act. In accordance with this section, the university will forward student records when requested by a school in which the student seeks to enroll.

A challenge to information students deem erroneous or misleading should be made in writing and directed to the dean or director of the appropriate office so that a hearing can be

scheduled. In most cases, the decision of the dean or director will be final. If students find the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision. A student's right to challenge information of record does not extend to review of grades received unless the grade assigned by the professor was inaccurately recorded in the student's records.

In addition, the FERPA designates "directory information" data that can be published or released routinely by the university to any inquirer. Directory information items are: name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance to include current classification, and withdrawal dates; degrees and awards received; the most recent education agency or institution attended; initial registration date and e-mail address. Any other information will not be given out without the students' specific written permission except for various legitimate educational interest or legal reasons.

Students have the right to inform the university that the above listed directory information should not be released without students' prior consent. If students wish to restrict the release of this information, they must complete and submit the appropriate form in the Office of the Registrar/Student Records. These FERPA holds remain in effect until the students submit a request in writing to remove them.