

POLICIES

UW-PARKSIDE 2015-17 CATALOG

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, the sustainable management and health information management and technology collaborative, online degree-completion programs and those who are seeking a second bachelor's degree. See second bachelor's degree policy and appropriate academic sections for further information.

Bachelor's 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. Earn a minimum of 30 of their final 60 credits toward their undergraduate degree at UW-Parkside. 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/subscription period 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. Submit an application to graduate and pay the required application fee. This 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 to the Office of the Registrar. A one-time, non-refundable fee per level of degree, which is applied toward costs associated with graduation, will be charged. Please check the Office of the Registrar's web page for details about graduation and commencement.

Students are advised to submit this request well in advance of their expected semester/subscription period of graduation so they have time to adjust their degree plans, if necessary. Full-time students should request their degree summary after completing 90 credits; part-time students should request the summary when they are within about 20 credits of graduation.

The degree summary report (DARS) reflects all outstanding degree requirements, including courses still needed to complete general education requirements and academic programs for which a student has been accepted.

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.

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.

Real. Amazing.

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 ENGL 101 with a grade of C-minus or better.

Some students may be exempt from the Reading and Writing Skills requirement on the basis of test scores, while others may be required to complete ENGL 100 in addition to ENGL 101.

Deadline for completion of reading and writing skills requirement:

- Students must complete ENGL 101 within the first 60 degree credits.
- Students who fail to complete ENGL 101 within the stated deadlines may not be allowed to enroll in upper level 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 MATH 111 or MATH 102 with a grade of C-minus or better.

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. MATH 10 or MATH 15) in addition to MATH 111 or MATH 102.

Deadlines for completion of computational skills requirement:

- Students who place into MATH 10 or MATH 15 must successfully complete MATH 15 or MATH 16 within the first 30 degree credits.
- Students must complete the sequence of courses ending in MATH 111 or MATH 102 within the first 60 degree credits.
- Students who fail to complete these requirements within the stated deadlines may not be allowed to enroll in any other upper level courses until the 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.

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 foreign 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.
- 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.

* Transfer students in sustainable management and health information management and technology collaborative, online degree-completion programs will be exempt from the university's foreign language requirement. See appropriate academic section for further information.

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.

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.

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 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.

Transfer Students and General University Requirements

1. Transfer credit is generally awarded for college level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Credits may be granted for post-secondary course work at a foreign institution if the institution is recognized by the Ministry of Education or the equivalent authority who supervises tertiary education in that country. Students seeking transfer from an international post-secondary institution will be referred to a foreign credential service to determine U.S. credit equivalents for academic work completed at an institution of higher learning in another country (ECE, WES, One Earth).
2. Transfer courses which are the substantial equivalent of approved UW-Parkside general university requirements (skills, general education, foreign language*, and ethnic diversity requirements) courses will be counted toward general education requirements.
3. Transfer students with less than 54 transferable credits will be required to meet UW-Parkside skills, general education, foreign language*, and ethnic diversity requirements.
4. Transfer students with 54 or more transferable credits will be required to meet the general education requirement by categories, NOT the specific distribution by subcategories. 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. Transfer students should contact the Advising and Career Center for detailed information on general education requirements.

6. Transfer students with bachelor's degree from an accredited liberal arts, baccalaureate degree-granting college or university, or an associate of arts or science degree (with at least 45 transferable credits) from an accredited college parallel liberal arts program will be considered to have completed the UW-Parkside general education and skills requirements. Students must still meet the foreign language* and ethnic diversity requirements.
7. Transfer students who complete 90 transferable credits (as outlined above), a bachelor's degree from an accredited liberal arts, baccalaureate degree-granting college or university, or an associate of arts or science degree (as outlined above) 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. Students must still meet the foreign language* and ethnic diversity requirements.
8. Students may transfer a maximum of 72 transferable degree credits earned at a non-baccalaureate accredited liberal arts/collegiate transfer program. Occupational/ technical courses may also be considered for transfer if the quality and content of the course work is judged to be comparable to course work at UW-Parkside. UW-Parkside may accept additional credits toward the degree where appropriate. This does not alter university policies related to program completion, residency or graduation requirements.
9. College level credits completed at institutions accredited by a regional or national accrediting organization earned more than 10 years prior to admission will be accepted in transfer but may not fulfill a program or degree requirement.
10. Transfer, degree seeking student must earn a minimum of 30 of their last 60 credits at UW-Parkside toward their degree to fulfill the residency requirement. Individual departments and programs may require that certain courses be taken at UW-Parkside.
11. If a student earns transfer credits via a transfer or articulation agreement and subsequently changes his/ her academic major or program, all transfer credits may be reevaluated to determine if, and how they apply to the new major or program.
12. Students may appeal any course transfer determination by contacting in writing, the UW-Parkside Transfer Credit Evaluation Coordinator. Students will be required to supply a course syllabus used during the term and year the course was completed.

* Transfer students in sustainable management and health information management and technology collaborative, online degree-completion programs will be exempt from the university's foreign language requirement. See appropriate academic section for further information.

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 with 90 or more acceptable credits of multidisciplinary 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

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 plan 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 plan declaration form 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 effect at the time they are first accepted in a particular major but may meet requirements established later by submitting a change of requirement year form to the Office of the Registrar. Students are advised to contact the Advising and Career Center for more information.

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 to 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 a plan declaration form. 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.

Courses That Do Not Count Toward Graduation

Several UW-Parkside courses (e.g. those that provide developmental work in mathematics) do not count toward graduation. The credits and grades earned in these courses are counted 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). If letter grades are assigned, these credits count when computing the student's GPA.

Credit/No-Credit Courses

Some 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; 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 credit 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 credit load. For more information, see section entitled Audit in Registration Policies.

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. 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 each academic department and must be submitted to Office of the Registrar 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 can be obtained online. The form must have accompanying documentation (course description or syllabus) and signatures as required by the type of transfer fulfillment. Students should review the document for signatures required. Once the student obtains the proper signatures, the form and documentation must be submitted to the Office of Admissions and New Student Services.

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.

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 distribution areas of the general education requirements. Students hoping to use credit by examination to meet the foreign language requirement should consult with the chair of the modern languages department 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 that 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 a student seeks 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. 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 an official Joint Service Transcript (JST) to the Office of Admissions and New Student Services. Students whose military credits are awarded by an accredited institution such as the Community College of the Air Force, do not need to submit a JST.

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 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 four-year accredited institution toward the 120 credits required for graduation.
- Degree-seeking transfer students who enter with 90 or more transferable 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 area requirement of the general education requirements but not the specific distribution by departments/programs.

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 of their final 60 credits at UW-Parkside toward their degree (residency requirement).
- Students must complete any required remedial course work within their first 30 degree credits.

15 Credit Rules:

- Students must complete a minimum of 15 credits in their major in courses numbered 300 or above 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.

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 for more details. Submit any requests/appeals for exceptions to this policy in writing to the Office of the Registrar.

Residency requirements:

- Degree-seeking students must earn a minimum of 30 of their final 60 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. Specialized programs may have a different advising structure.

Credit 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 or a subscription period in the flexible option program 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 Advising and Career Center. 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 a 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 class 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 credit 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 given registration preference. All auditors are subject to regular student parking fees and to other Regent and UW-Parkside regulations.

A grade of 'AUD' will be given to students that satisfactorily complete the course audit. A grade of 'AU-' will be given to students that do not meet the course audit requirements. 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.

Auditing is not available in the Flexible Option Program.

Adding a Course

During the first week of the term, 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 (or a SOLAR permission number). 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 will determine comparable deadlines for courses less than a semester in length. Please check the website for comparable Flexible Option Program policies and guidelines.

Dropping a Course

A student may drop any course during the first half of the semester/subscription period. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length and for subscription periods in the Flexible Option Program.

Beginning with the 8th week through the 11th 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 no later than the Friday of the 11th week of instruction. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length and for subscription periods in the Flexible Option Program. 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.

Flexible Option students will be dropped from all competency sets after the 10th day of a subscription period for non-payment.

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 courses less than a semester in length such as winterim, summer, or flexible option competency sets, the W notation will be applied if the drop occurs after one-third of the course/subscription period has passed.)

Please check the website for more details of comparable Flexible Option Program policies and guidelines.

Fees for Dropping a Course

After the 10th day of classes, a student will be charged a per credit fee for dropping classes. The Office of the Registrar will determine the comparable deadlines for courses less than a semester in length. Refer to the website for more information.

Retaken Courses

Students are allowed to take a course one time as a retake. Courses taken as a retake are distinguished from repeatable

courses which have the same course number (but different content), or are repeatable courses as noted in the course description.

The grade of record for a retake is the most recent grade earned when the course is completed; this is also the grade used in the calculation of the GPA. Retaking a course will not remove the initial grade from showing on the transcript; however it will remove the credits and grade points from the calculation of the cumulative GPA. Permission to retake a course more than one time may be granted by an assigned advisor.

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 to certify that the transfer course is equivalent to the course taken at UW-Parkside. If the transfer course is certified as equivalent; the course, credits and grade will be applied as a retake.

Note: Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid counselor.

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 that 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 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 semester/subscription period. The Office of the Registrar 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/subscription period. After the deadline, a student may request permission to withdraw only for extraordinary non-academic reasons. Please check the website or with your adviser 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 other terms, final examinations are arranged by the instructor. The final examination schedules for fall and spring are published 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.

Attendance Policy

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

for University-Sponsored Activities

UW-Parkside, while prioritizing academics, believes in the education of the whole person and affirms the educational value of university-sponsored activities that enhance the educational experience such as, but not limited to, participation in the performing arts, music ensembles, student government/student leadership, intercollegiate athletics, study abroad, and attendance at professional/scholarly meetings. The UW-Parkside faculty, staff, students, and administrators work together to reach a compromise that respects both the need for students to attend class and the benefits of participating in university-sponsored activities that enrich students' educational experience. In the spirit of these shared values,

it is the responsibility of students to:

- attend classes and complete all assignments according to the expectations of their instructors
- be aware of the policies of each of their instructors
- be aware of policies regarding adding/dropping of courses, and withdrawal from the university
- inform their instructors well in advance of any anticipated absences for university-sanctioned activities
- maintain communication with their instructors throughout the course
- arrange to make up missed work in a timely manner at the direction of the instructor

it is the responsibility of faculty to:

- establish policies that recognize the value of participation in university-sponsored activities, which might include flexibility in allowing students to submit assignments or take exams at alternative times or venues
- provide student their attendance expectations in the syllabus at the beginning of the semester

it is the responsibility of sponsors of university-sanctioned events to:

- recognize the priority of academics and that some courses are experiential in nature, and therefore do not lend themselves to flexible absence and makeup policies
- schedule events and travel schedules in such a way as to minimize absences from class as much as possible
- require students to inform the faculty well in advance of any absences or tardiness
- offer their assistance in accommodating the needs of students who must submit assignments or take exams

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member’s department chair in writing, followed by the college dean, for review and resolution.

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.

Students Called to Active Duty Military Service

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an “incomplete” with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date.

These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

University 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.

Courses with an “X” at the end of the number (i.e. 100X) indicate that they are a competency set that is part of a Flexible Option Program.

Table 1. Grades

Total Quality Points						
Grade		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 satisfactory
AU-	Audit Unsatisfactory
CR	For credit only
I	Incomplete (temporary)
IX	Incomplete Extended (temporary)
IP	In progress
NA	Not Attempted (for Flex Option Program Competencies only)
N/C	No credit awarded
NG	Not graded
NR	No report submitted (temporary)
PR	Progress (for Flexible Option Program only)
RT	Retaken
S	Satisfactory (only for special circumstances)
U	Unsatisfactory (only for special circumstances)

Unusual Grades

Audit (AUD/AU-)

This grade is assigned for satisfactory or unsatisfactory performance by students who are auditing a course.

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

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

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.

Not Attempted (NA)

This is a permanent grade assigned to Flexible Option Program competencies when a student does not attempt the competency during the subscription period in which they are registered for the specific competency set. This grade is permanent during an individual subscription period but does not count toward degree or calculation of grade point average because it is a competency level grade rather than at a competency set level.

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.

Progress (PR)

This is a permanent grade assigned to Flexible Option Program Competency Sets when a student completes part but not all of the competencies required. This grade is permanent but does not count toward degree or calculation of grade point average.

Grade Point Average (GPA)

To make it possible to compute semester/subscription period, 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 Degree Requirements are not. The official cumulative degree 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. These GPAs are available on the Degree Audit Report (DARS).

Grade Changes

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

The Office of the Registrar will not change any grade or implement and change of grade requests after the last day of instruction in the semester (excluding summer) following the semester in which the grade was originally assigned. If a student or faculty member feels that there is just cause to change a grade at a later date they can use the grade appeals process.

Academic Forgiveness Policy

Academic forgiveness is a policy that 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. 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 degree 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/subscription period 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 term (semester, quarter, subscription period) 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, semester/subscription period, and cumulative degree grade point averages will no longer 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/competency set is not consistent with his/her performance in that course/competency set. The process of appealing final grades involves a series of steps:

1. The student shall first discuss the grade with the 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/program director, 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/subscription period following that in which the grade is received (excluding summer session). (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/competency set 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/competency set 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 Warning, Probation and Suspension Policy

UW-Parkside expects every student to maintain good academic standing (2.00 GPA or higher). Every student is required to maintain a minimum GPA of 2.00 for all course work taken at UW-Parkside. Every student is also expected to maintain a minimum GPA of 2.00 on all UW-Parkside coursework carried in each term, including summer sessions and winterim. Students who fail to maintain this minimum GPA will face academic probation

or suspension. Every student can determine his/her academic status at the end of each term using the criteria below. Students who fail to meet the minimum requirements for good academic standing will be notified of their academic standing and status by the Provost or College Dean.

If a student is not on probation and earns a UW-Parkside term GPA lower than 2.00, the student is placed on warning.

If a student is already on warning and earns a UW-Parkside term GPA lower than 2.00, but has a UW-Parkside cumulative GPA of 2.00 or higher, the student remains on warning.

If a student is already on warning and earns a UW-Parkside term GPA lower than 2.00, and has a UW-Parkside cumulative GPA lower than 2.00, the student is placed on probation.

If a student is already on probation and earns a UW-Parkside term GPA higher than 2.25, but has a UW-Parkside cumulative GPA lower than 2.00, the student remains on probation.

If a student is already on probation and earns a UW-Parkside term GPA lower than 2.25, the student is placed on academic suspension. The student is suspended for at least one year.

Any student on probation will be automatically cleared of the probation at the end of any term when his/her:

1. UW-Parkside term GPA is 2.25 or higher; AND
2. UW-Parkside cumulative GPA is 2.00 or higher; AND
3. academic record contains no grades of Incomplete (I).

Please note that while a student's degree GPA (cumulative GPA for all UW-Parkside and transfer coursework) is not included as part of the determination of probation and suspension status, students must have a degree GPA of 2.00 or higher in order to graduate with an undergraduate degree from UW-Parkside.

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/subscription period. 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 on the UW-Parkside website. 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 Admissions.

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) remedial 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/subscription period 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 Educational Rights and Privacy 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. 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 the Office of the Registrar webpage for more information about how to order a transcript.

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. These FERPA holds remain in effect until the students submit a request in writing to remove them.

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