

ACADEMIC RECORDS

Grading System

Grade Point Average (GPA)

The grade point average is based on the computation of conventional letter grade units attempted and conventional letter grade honor points earned. It is computed by dividing the honor point total by the total number of units attempted. For example, if students attempted 16 units of work and received a B in each course, they would receive 48 honor points which would give them a grade point average of 3.00. Grade point averages are not rounded.

The undergraduate marking system and unit points for each term unit are as follows:

Conventional Grades		Honor Points
A	Superior	4.00
A-	Very Good	3.67
B+	Very Good	3.33
B	Above Average	3.00
B-	Above Average	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Below Average	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00

Other Grades

I - Incomplete: 0 honor points for each term unit but not computed in the grade point average.

IP - In Progress (Graduate - thesis only)

N - No Grade Reported: 0 honor points for each term unit. Computed in the grade point average.

NC - No Credit: Indicates an unsuccessful (D or F equivalent) attempt of a course on a satisfactory/no credit basis. This grade is not computed in the grade point average.

NN - No Grade Reported: 0 honor points for each term unit. Not computed in the grade point average.

S - Satisfactory (Undergraduate - used in S/NC grading system): 0 honor points for each term unit and not figured in computing grade point average. It represents a C grade or above in a satisfactory/no credit grading situation.

S - Pass (Graduate - used in P/F grading system)

T - Transfer, test or course waiver.

U - Unsatisfactory: Not counted as units attempted.

W - Drop/Withdrawal: 0 honor points and 0 units. It indicates enrollment in the course through the first ten days of the term, or the first five days in a short-term course or Summer session, with a subsequent course drop or withdrawal. Not computed in grade point average.

X - Audit: 0 honor points and 0 units. Not computed in grade point average.

FX - Given to students on a grade roster due to NO attendance. This will show up as an F on grade reports and transcripts.

FS - Given to students on a grade roster who fail due to STOPPING attendance anytime during the semester, including exam week. This will show up as an F on grade reports and transcripts.

Conventional Letter Grade

University of Wisconsin-Whitewater course enrollments for conventional letter grades are used in the calculation of the student grade point averages.

Satisfactory/No Credit (S/NC)

Special permission is not needed to enroll in a course on a satisfactory/no credit basis. The S/NC option may be selected by using the WINS Registration system during the add/drop period, provided the limitations listed below are followed:

1. The S/NC option will be limited to a maximum of 15 units in an undergraduate degree program. Developmental courses (040 or 090) that do not count toward the minimum units necessary for graduation, and unit courses offered only on an S/NC basis, are not included in the 15-unit limitation.
2. Courses that fulfill a student's major/minor requirements, the lower/upper BBA degree requirements, any College of Business and Economics course attempted by a BBA student, and the General Education core courses may not be taken on an S/NC basis unless the course is offered only on an S/NC basis by the department. Proficiency, General Education option, unique major/minor, and elective courses may be taken on an S/NC basis.
3. The S/NC option is available to any student without regard to grade point average or class standing. The decision to take a course for S/NC must be recorded by the tenth day of class for 17-week courses and by the end of the second day of class for short courses. The decision for S/NC basis for off-campus courses must be made prior to the third class period.
4. Satisfactory (S) is the equivalent of a grade of C or better. The S will be recorded on the permanent record, but it will not be computed in the grade point average. Course work that does not merit a C or better will be graded NC. The NC grade will appear on the permanent record, but the course units will not be counted in units toward degree or in the grade point average. If a course in which an NC grade was earned is repeated, it must be attempted on a conventional grade basis.
5. The S/NC option cannot be used to repeat a course taken for a conventional (ABCDF) grade under the Repeat Policy.
6. Veterans should refer to the VA Educational Assistance section for information related to this grading option, as it may affect their benefits.

Course Non-Career (C/NC)

Undergraduate students who receive permission to enroll in graduate level courses will automatically be assigned the C/NC grade basis. Upon completion of the courses, students will receive no earned units toward their undergraduate programs, and the grades will not factor into their undergraduate grade point averages. Graduate students taking undergraduate courses are automatically assigned the C/NC grade basis and receive undergraduate credit for the courses, but no units are awarded toward their graduate degrees.

Incomplete (I)

If students have been doing passing work until near the end of a term or summer school and then, because of illness or other unavoidable circumstances, are prevented from completing the work, their instructor may give them an "incomplete" and extend to them the privilege of completing the work at a later date. The instructor must give specific directions for the completion of the course on a Contract for Incomplete

or Progress Grade and submit it to the Registrar with the final grades. An incomplete course must be completed within the agreed time but no later than the beginning of the exam period for the next term (excluding Summer). Otherwise, the grade automatically becomes an F unless a default grade was submitted by the teacher with the incomplete grade, in which case the default grade will be assigned. If an incomplete is awarded in the term of graduation, the make-up period is 30 days maximum. In no case will students be given an incomplete when, through their own fault, they failed to complete the requirements of the course on time or failed to report for the final examination as scheduled. If the coursework is not completed in the allotted time and a grade change is not submitted by the instructor, the incomplete will automatically be changed to an F grade prior to the grading cycle following the deadline. The student must take the initiative to remove or change any I grades.

In Progress (IP) - Graduate Thesis Only

In courses designed to extend beyond the term of registration, e.g., thesis research, instructors may assign a grade of IP to indicate "in progress" toward completion. In courses not designed to extend beyond the term of registration, instructors may assign a grade of I to indicate a student's course work was incomplete due to documented extenuating circumstances. Neither IP nor I grades are calculated into the term or cumulative grade point averages. An I grade is accompanied by a signed contract in which the instructor specifies the work to be completed by the student. An IP or I grade is replaced by a regular grade when the course work is completed. The grade point average for the term in which the course was registered, as well as for subsequent terms, and cumulative grade point averages will then be retroactively computed using the regular grade replacement. A regular grade cannot be changed to an IP or I on a temporary basis. With the exception of 799 Thesis Research, course work must be completed within one calendar year from the time the IP or I grade was assigned. Students may petition instructors for extensions of this deadline. Instructors granting extensions will then inform the Registrar's Office. The Registrar's Office automatically changes an IP or I grade to an F when the work has not been completed by the deadline. The student must take the initiative to remove or change any IP grades.

Non-Reported Grade (NN)

A grade of NN is recorded by the Registrar's Office when an instructor does not report a grade for a student officially registered for the course. The instructor for the course will need to submit a grade change to change the NN to a conventional grade for each registered student. Students are strongly encouraged to contact their instructor regarding an outstanding NN grade for a course in order to initiate a grade change.

Audit (X)

The grading symbol for audit is X. This grade is not calculated in the grade point average and no credit is earned in courses registered under this option.

Grade changes are used to change a grade, but are not used to place a W or an I for a course. As of Fall 2013, grade changes are submitted through WINS by the instructor of a course.

Grade change approval policies are based upon the week after the term ends:

- Incomplete grades to conventional grade changes only need instructor approval, regardless of week.

- Conventional grade to conventional grade changes through the 5th week after a term ends require instructor and department chair approvals.
- Conventional grade to conventional grade changes as of the 6th week after a term ends require instructor, department chair and college dean approval.

Grade change paper forms are still required for Late Adds and are accepted for all other grade changes. Course faculty must initiate grade changes. Paper grade change forms cannot be handled by students.

Instructions for instructors submitting an online grade change through WINS are available here: <http://www.uww.edu/registrar/wins>.

Terminal grades (A,B,C, NC, etc.) cannot be changed to an I (Incomplete) grade through the grade change process.

At the University of Wisconsin-Whitewater it is expected that instructors will evaluate students regularly and consistently by criteria and guidelines presented to students at the beginning of each grading period. If a student has reason to believe a grade is incorrect, the student may act on that belief by taking the following steps in chronological order. A complaint which is timely and filed under any other student complaint procedure, and then referred for processing under these procedures, shall be considered to have met the deadline for filing as a grade appeal.

1. Informal Process

- Consult the instructor whose grade is being appealed. This consultation must take place within 7 calendar days of the start of classes after the grading period in question.
- If the student/instructor conference is unsatisfactory or if the instructor is unwilling or unable to participate, within 7 calendar days after the consultation the student may schedule a conference with the chair of the department in which the course was offered.
- After hearing the student's appeal, the chairperson will attempt to resolve the problem within 7 calendar days after the student/chairperson consultation.
- If this resolution is unsatisfactory, the student may then, within 7 calendar days after receiving the chairperson's response, submit a written appeal to the Department Grade Appeals Committee through the chairperson. This will initiate the Formal Appeal Process.

2. Formal Process

- The appeal must be in writing and signed by the student.
- The Department Grade Appeals Committee will
 - Convene to examine the appeal, the response and render its conclusion in writing to the chair, student and instructor, within 14 calendar days of receipt of the appeal.
 - While the Grade Appeals Committee cannot require the instructor to change a student's grade, the Committee can recommend such a change to the instructor and to the Dean of the College in which the course is offered.
- Should the student wish to appeal beyond the department, the student may submit the Committee findings and the basis for the further appeal to the Dean of the College in which the course was offered, within 3 calendar days of presentation of Committee findings. The Dean will review the student's appeal and the findings of the Committee, and recommend appropriate action to the department and the instructor within 14 days of receipt of the appeal.

- If this action is unsatisfactory to the student, a final appeal may be made to the Provost, who will determine whether a change in grade is to be made within 14 days of receipt of the appeal. The Provost is the only individual authorized to change a student grade without the instructor's permission. However, the Provost may change a grade only when the faculty department committee and the Dean support such a change.

UW-Whitewater academic record policy states that "no changes will be made to course entries that are not appealed within one year of the posting date, and changes will not be made to a record after a degree is officially entered". In practice this means that a change to an undergraduate or graduate student's academic record (i.e., a record that does not have a degree posted) must be made within one year after the end date of the term for which the change is requested. Requests for exceptions to the one-year change policy must be submitted as a formal appeal by the student. Please note, if a degree has been posted to a student's record, no appeal will be permitted to change a part of the student's academic record that is related to the degree.

No financial refunds (changes) will be awarded (made) for potential academic record changes.

The student, instructor, and department chairperson (undergraduate student appeals) or graduate program coordinator (graduate student appeals) are required to submit information to support the appeal. The dean (dean of the college of the student's major for undergraduates; dean of the School of Graduate Studies for graduate students) is the final authority and will approve or deny the request. The steps for submitting an appeal are as follows:

Student

Prepare a written appeal for an exception to the UW-Whitewater policy regarding the one-year requirement for academic record changes. The appeal must include an explanation of the extraordinary reasons why the late record change should be considered and must document the reasons why the change could not have been appealed within the one-year period cited in the university policy. In addition to this statement, include all of the following information in the written appeal:

- Your name, address, and phone number
- Your UW-Whitewater student ID number
- An email address at which you can be contacted
- The Term the course was taken (e.g. 2002 Fall)
- The course's 4-digit Class Number (e.g. 2345)
- The course's Subject, Catalog, and Section Number (e.g. English 101 section 03)
- Course Title (e.g. Freshman English)
- Indicate if you have applied for graduation
- Specify if this record change will complete your degree requirements

Submit your complete appeal to the instructor.

Instructor

After receiving the appeal information from the student, please indicate your own support/non-support for the late change and the reasons why it should/should not be considered. This statement should be in memo form, must include an email address where you can be contacted, and be on official letterhead. Submit your statement along with the original copies of the student's written information to the department chairperson (undergraduate student appeals) or graduate program coordinator

(graduate student appeals). Note: if the appeal is for a grade change, or a Late Add and a grade, prepare and submit a Grade Change form also.

Department Chairperson or Graduate Program Coordinator

Review the documentation from the student and the instructor. Via written memo on departmental letterhead, indicate:

- a) your recommendation for approval or disapproval of the appeal and the reasons for your decision;
- b) an email address where you can be contacted.

Submit your memo and the original copies of the student and instructor written documentation to the dean.

Dean

Review the documentation from the student, the instructor, and the department chairperson or graduate program coordinator. If you do not support the request for a late change, respond to the student in writing and copy the instructor, department chairperson or graduate program coordinator, and the Registrar's Office. The student's appeal for the late change will end here and no change will be made to the academic record. If you approve the late change, prepare a memo* verifying the approval decision and submit it and the appeal packet to the Registrar's Office. The Registrar's Office will update the student's academic record and will send an email notification confirming the record change to the student, instructor, department chairperson or graduate program coordinator, and the dean.

*Please let the Registrar's Office know if this student is intending to use this appeal to complete final requirements for graduation in your memo.

All student records held by the University of Wisconsin-Whitewater, regardless of origin, are the property of UW-Whitewater and may be used by UW-Whitewater in any manner legally appropriate. Student records will be treated in a responsible manner and with due regard to the personal nature of the information they contain. However, the student should understand that student records may be disclosed to others who have a legal right to such access when, in the judgment of UW-Whitewater, such disclosure serves the best interests of the student, UW-Whitewater, and the community.

The University of Wisconsin-Whitewater reserves the right not to release a student's record, or any information based upon the record, when the student has failed to discharge any obligation, financial or otherwise, to UW-Whitewater.

Student Responsibility for Records

Students are held responsible for monitoring an accurate record of their own progress toward graduation. No changes will be made to course entries on the academic record that are not appealed within two years of the posting date, and changes will not be made to a record after the degree is officially entered.

Personal Identification Changes

To change or correct personal identification, such as name, birth date, or social security number, the applicable forms must be completed and submitted to the Registrar's Office along with the specified items for documentation. The forms are available in the Registrar's Office or online here: <http://www.uww.edu/registrar/forms>.

Official Transcript Requests and Charges

Students may request official transcripts of their academic record by either ordering them via our online order service, submitting a written request to the Registrar's Office address, or faxing a written request, along with a Visa or MasterCard number and expiration date, to 262-472-1370. For more information regarding any of these options, please visit <http://www.uww.edu/registrar/records-transcripts/official-transcript-request>. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to UW-Whitewater.

Depending upon the method of request and shipping, transcript prices vary. A typical online order has a charge of \$7.00 for each official transcript. Same-day transcript processing is available with a fee of \$10.00, when done online, per official copy. (The fees are subject to change without notice.)

In addition to the regular and rush services mentioned above, students may request an optional service to have their transcript faxed to another location. There is an extra charge of \$5.00 for each faxed transcript. Please note that many institutions do NOT consider a fax copy an official transcript.

Payment must be received in full before the official transcripts will be released. The transcript is printed on security paper bearing the Registrar's signature and date.

In order to properly identify the student, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW-Whitewater, and any degrees received. The request must also include the complete address (with zip code) of the location where the transcript should be sent. The written request must be signed by the student. If any of the above information is incorrect or missing on either the written or online form, transcript processing will be delayed until we have received proper information and proof of identification. Address requests to:

Registrar's Office
Roseman 2032
UW-Whitewater
800 West Main St.
Whitewater, WI 53190

Unofficial Transcripts

Students may obtain their unofficial transcripts in two ways. If the students' last dates of attendance were during or after fall 2001, they can access their UW WINS accounts so long as the students still have their Net ID and password or ID Number. If the students no longer have an active Net ID and password but know their ID Numbers, they should select Troubleshooting help on the WINS front page and refer to 'Former UW-Whitewater students' to gain access. From there, students can access their unofficial transcript from any computer with online access.

The other option is to mail in a written request. To access the unofficial request form, visit <http://www.uww.edu/registrar/transcripts>. Students may complete this form, print it, sign it, and submit it to the Registrar's Office address on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted.

In order to properly identify the student, written notification should include current name, name at the time of last attendance, any other

names used, student ID number or social security number, date of birth, first and last dates of enrollment at the University of Wisconsin-Whitewater, and any degrees received. The written request must be signed by the student. Address requests to:

Registrar's Office
Roseman 2032
UW-Whitewater
800 West Main St.
Whitewater, WI 53190

Grade Reports

Students may request official grade reports by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at <http://www.uww.edu/registrar/forms>. Students may complete this form, print it, sign it, and submit it to the Registrar's address on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted.

In order to properly identify the student, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW-Whitewater, and the term for which they are requesting the grade report for. The written request must be signed by the student. Address requests to:

Registrar's Office
Roseman 2032
UW-Whitewater
800 West Main St.
Whitewater, WI 53190