

GENERAL POLICIES

Registration

UW-Whitewater's official registration for any session is accomplished only after students have:

1. been admitted and granted permission to register,
2. obtained advising as determined by the major department, and
3. completed the process via the WINS Registration system, including accepting Terms and Conditions.

Students may not attend a course/section without properly registering for it or adding it to their class schedules.

Each term registration prioritization is based on the number of cumulative units that students have **completed** and **earned** including transfer and test units (AP, IB, etc.). Unit breakouts may fluctuate slightly due to the limitation of spots available in each breakout.

The Provost may approve student populations to register earlier than their earned hours alone would allow through a registration prioritization process*. Registration prioritization does not override any University or departmental policies such as the need to meet with an academic advisor, removal of any holds (e.g., Bursar), permission number requirements for specific courses, etc. In addition, registration prioritization does not guarantee the provision of classes at specific times.

Registration Prioritization for Fall and Spring

All students are assigned a designated 'Registration Start Time' within the "Academics" section of WINS roughly 10 weeks into the semester.

Day 1	Graduates, Seniors, Post-Baccalaureates
Day 2	Seniors
Day 3	Juniors
Day 4	Juniors
Day 5	Juniors
Day 6	Sophomores
Day 7	Sophomores
Day 8	Freshmen
Day 9	Freshmen
Day 10	Freshmen, Non-Degree Seeking Students

*Qualification for early registration per classification for veterans or service members is determined by receipt of the DD214 by the Veterans Certifying Official.

Registration Prioritization for Winterim and Summer

All students are assigned a designated 'Registration Start Time' within the "Academics" section of WINS.

Day 1	Graduates, Seniors, Post-Baccalaureates
Day 2	Juniors
Day 3	Sophomores

Day 4	Freshmen
Day 5	Non-Degree Seeking Students

Schedule of Classes

Published each term by the Registrar's Office, the Schedule of Classes includes all policies, procedures, courses offered with their requisites, and other information pertinent to registration.

UW System Standard for Work Per Unit

The UW System standard for work per unit is that students are expected to invest at least three hours of combined in-class and out-of-class work per week for each academic unit of coursework. Thus, a three unit course will typically require a minimum of nine hours of work per week (144 hours per semester).

Course Numbering System (1962-Present)

001-099	Non-Degree Credit
100-199	Primarily Freshman Level
200-299	Primarily Sophomore Level
300-399	Primarily Junior Level
400-499	Primarily Senior Level
500-700	Graduate Only
800+	Doctoral Only

Absences

The notifying of instructors and arranging of make-up work in cases involving absence of students from class are the responsibility of the student. A student who is absent should notify instructors by phone or in person of the absence as soon as possible. If contact with instructors cannot be made directly, the student should see that a note is placed in each instructor's mailbox, explaining the nature of the situation and inquiring about the effect of the absence on the student's course work. If that is impossible, the student should call the academic departments involved.

In serious situations where the student is incapacitated and temporarily unable to perform the aforementioned responsibilities, family members may contact the Dean of Students Office for assistance with these matters. The Dean of Students Office would then provide notification (not verification) of the absence to the instructors involved. However, arrangements for make-up work, make-up exams or possible assignment adjustments are entirely the responsibility of the student. The Student Health Service and the Dean of Students Office do not provide excuses for absences from class due to illness.

If students have questions or need consultation regarding specific situations, they are encouraged to contact their instructors or the academic department involved.

Absence for University - Sponsored Events

University policy adopted by Faculty Senate and the Whitewater Student Government states that students will not be academically penalized for missing class in order to participate in university-sponsored events. They will be provided an opportunity to make up any work that is missed, and if class attendance is a requirement, missing a class in order to participate

in a university-sponsored event will not be counted as an absence. A university-sponsored event is defined to be any intercollegiate athletic contest or other such event as determined by the Provost. Activity sponsors are responsible for obtaining the Provost's prior approval of an event as being university-sponsored and for providing an official list of participants. Students are responsible for notifying their instructors in advance of their participation in such events.

Active Duty Call-Up

Students called to active service during the course of a semester must choose one of the following options before departing for active service:

- Any student called to active service during the course of a semester may elect to withdraw from UW-Whitewater with a full refund of all academic tuition and segregated fees and the prorated refund of board and room fees. Under this circumstance, no course credit and no course grades will be awarded.
- Students called to active service on or prior to the last date to drop a full-term course (end of the sixth week) must withdraw with the full refund of academic tuition and segregated fees and the prorated refund of board and room fees.
- Students called to active service after the last date to drop a full-term course (end of the sixth week) may elect to take the grade of "Incomplete" in all courses. The time period allowed to satisfy the Incomplete Contracts would not, under this circumstance, begin until the date of release from active service. At any time within six months of the date of release from active service, the student may elect to withdraw from the University for the term in which he/she was called to active service. Students who elect this alternative are not eligible for the refund of academic tuition and segregated fees, but are eligible for the prorated refund of board and room fees.
- Students called to active service after the last permissible day to withdraw from UW-Whitewater, as published in each semester's Schedule of Classes, may elect, with the permission of the course instructor, to accept the grades earned to that day in each of their courses. Under this circumstance, normal UW-Whitewater policy for the award of "Incomplete" grades would apply. The time period allowed to satisfy Incomplete Contracts would begin at the date of release from active service. Students who elect this alternative are not eligible for the refund of fees.
- Students called to active service are guaranteed readmission upon the completion of active service. Any questions regarding the above process should be directed to the Veteran's Benefits Coordinator in the Registrar's Office.

Class Absences Due to Military Service

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two weeks unless special permission is granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to a student being deployed for active duty, please refer to the University's Active Duty Call-Up procedure.

Academic Misconduct

<http://www.uww.edu/student-handbook/>

UW-Whitewater believes that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. UW-Whitewater has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards are subject to disciplinary action. UWS Chapter 14 identifies procedures to be followed when a student is accused of academic misconduct. For additional information, please refer to the section in the Student Handbook titled, Student Academic Disciplinary Procedures.

Accommodation of Religious Beliefs

It is the policy of the Board of Regents that students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling all examinations and other academic requirements.

1. Students shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where:
 - a. There is a scheduling conflict between the students' sincerely held religious beliefs and taking the examination or meeting the academic requirements; and,
 - b. The students have notified the instructor, within the first three weeks of the beginning of classes (within the first week of Summer session and short courses), of the specific days or dates on which they will request relief from an examination or academic requirement.
2. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.
3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.
4. Student notification of instructors and requests for relief shall be kept confidential.
5. For assistance with religious accommodations unrelated to scheduling, students should contact the Associate Vice Chancellor for Academic Affairs, who will work with the student to facilitate an appropriate accommodation.
6. Complaints of failure to provide reasonable accommodation of students' sincerely held religious beliefs as required by this rule may be filed under institutional complaint and grievance procedures adopted pursuant to Chapters UWS 6 and 13.

For additional information or to file a grievance regarding a failure to provide reasonable accommodation, please contact the Office of Diversity, Equity, and Inclusion, 204 Hyer Hall, 262-472-1465.

Grade

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 the grade is incorrect, the student may act on that by taking the following steps in chronological order. A complaint which is timely 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

- a. Consult the instructor whose grade is being appealed. This consultation must take place no later than 7 calendar days from the start of classes in the next fall or spring semester.
- b. If the student/instructor consultation does not resolve the issue or if the instructor is unwilling or unable to participate, within 7 calendar days the student may schedule a meeting with the chair of the department in which the course was offered.
- c. After reviewing the student's initial appeal, the chair will attempt to resolve the problem within 7 calendar days. If this resolution is unsatisfactory the student may then, within 7 calendar days of the chairperson's response, submit a written appeal.

2. Written Appeal Process

- a. The appeal shall be sent to the department chairperson from the student's university email address and shall clearly indicate that it is a written grade appeal.
- b. The Department Grade Appeals Committee, as constituted by the department as a standing committee or by the department chairperson as an ad hoc committee, will convene to examine the appeal and then render its conclusion in writing to the chair, the student, and the 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.
- c. If after receiving the Committee's findings the student is unsatisfied with the Committee's conclusion, within 7 calendar days the student may submit the Committee's findings to the Dean of the College in which the course was offered. The Dean will review the appeal and the findings of the Committee and then recommend appropriate action to the department and instructor within 14 days of receipt of the appeal. The Dean is unable to change a student grade without the instructor's consent.
- d. If the Dean and the Grade Appeals Committee do not support the grade change, there is no further appeal. If the Dean and the Grade Appeals Committee both support the grade change but the student notices that the change has not been completed, the student may make a written request to the Provost to change the grade. The Provost is the only individual authorized to change a student grade without the instructor's permission, but the Provost may change a grade only when the faculty department committee and the Dean support the change.

Approved by Faculty Senate Resolution 4/8/2025

Extenuating Circumstances

Students with extenuating circumstances that warrant special consideration may request an exception to some academic, curricular, grade/transcript, graduation, or registration policies.

A desire to avoid negative academic or financial consequences resulting from circumstances within the student's control are not usually considered an extenuating circumstance.

It is the student's responsibility to obtain all necessary supporting information and documentation from instructors, physicians, counselors, etc. to present to the appropriate office authorized to make a decision about the relevant matter.

Financial consideration for current and prior term only.

Record Changes After One Year

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.

Attendance Verification Policy

Each term, all faculty and course instructors will verify attendance (or non-attendance) for all students enrolled in each of their courses and report it through the Student Information System (WINS). When a student earns an F grade or otherwise stops attending, the faculty member or instructor will indicate the last date of the student's attendance in WINS on the final grade roster.

Attendance, in this case, is defined as academically related activities including but not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam; completing an interactive tutorial, or participating in computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Frequently Asked Questions

Do I need to verify the student is attending each day? No, you only need to verify that each student was in attendance at least once during the first three weeks of the term. Attending at least once establishes that the student began attendance in the course.

How do faculty report attendance? An attendance roster will be available in WINS for each course. By default, students will be pre-assigned as "attending" on the roster. Instructors will need to update the roster by indicating which students (if any) were not in attendance at any time during the first three weeks of the fall and spring terms. After completion of the first three weeks of the term, instructors will be given another five business days to submit their course rosters.

How do I verify attendance in any class? A student is considered to be attending if they do any one or more of the following: are in attendance face-to-face when you take roll, complete a quiz or any assignment face-to-face or online, complete an online learning activity, post a message to an online discussion board, view a video or lecture online, send an e-mail communication about the course to the instructor. Note: A simple log-in to the course management system or online course is not adequate to determine attendance.

Does this policy apply to all types of courses? Yes, it applies to any credit-bearing course where any student might potentially receive financial aid. The policy includes independent studies, thesis, internships, labs, field experience, online courses, etc. The instructor must verify student attendance based on course participation. This may include: submission of an assignment for the course, contact with the student about the placement/field experience/student teaching, verification from the site supervisor that the student is working at that location, face-to-face verification of the student at the placement/field experience/student teaching, other examples previously cited

What about shorter terms? Attendance must be verified for shorter terms as well. For each type of shorter term or session (e.g., winterim, summer, first or second half of fall or spring, etc.) the period for instructors to verify attendance will be up to the last day to add a course for that term.

What are the consequences for not submitting attendance verification? Students whose attendance is not verified during the first three weeks of a regular semester may lose Title IV federal financial aid funds if they are attending the course but not verified by the instructor. Students not in attendance will be contacted by the Registrar's Office, Financial Aid Office or other offices to ensure they are enrolled and attending or not.

Auditing Courses

Students who wish to audit courses must obtain the audit registration form from the Registrar's Office, acquire the instructor's written approval (and, in some cases, the department's), and return the completed form to the Registrar's Office by the published deadline to add classes. Students registering for audit courses may do so on a space-available basis and cannot change the courses to graded basis during the term of enrollment. Off-campus courses, College of Business and Economics courses, and Distance Education courses cannot be audited. Auditing of Department of Art and Design courses may be limited.

For purposes of audit, there are two categories of students per UW System policy:

1. students who are taking courses on an audit-only basis, with no courses for credit, and
2. students who are taking a combination of courses for credit and courses for audit.

Audit-Only Enrollees

1. Wisconsin Residents under age 60: 30% of the normal per credit academic fee.
2. Wisconsin Residents age 60 or older: Normal per-credit academic fee waived (as of first day of classes).
3. Minnesota Reciprocity: 30% of the normal per-credit Minnesota Reciprocity Fee.
4. Nonresidents: 50% of the normal per credit academic fee.

5. Audit fees shall be removed for all disabled Wisconsin residents receiving disability benefits under the Social Security Disability Insurance (SSDI) or Supplemental Income Program (SSI).
6. Subject to the institution's nonresident tuition remission authorization, the chancellor may waive the non-resident portion of the per credit charge for nonresidents;

Students who are auditing courses only must apply to UW-Whitewater for each term they wish to audit and under the following stipulations:

1. Wisconsin residents (Wis Stats 36-27 (2)) will pay 30% of the normal per unit resident academic fee, and non-residents will pay 50% of the normal non-resident fee per the fee chart. No audit fees will be assessed disabled Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401 to 433, or Wisconsin residents age 60 or over.
2. Students will register on a space-available basis with departmental permission in the week immediately prior to the start of classes. Remedial English (ENGLISH 90) and mathematics (MATH 41 and MATH 49) may not be taken as audit-only. Note: Auditing of Department of Art and Design courses may be restricted. See department for restrictions.
3. The approval of the faculty member in charge of the class must be obtained by the auditor;
4. Auditors receive only provisional permission to attend classes until course registration is completed at the end of the add/drop period;
5. Any special costs for course instruction other than normal tuition charges be assessed to the auditors who avail themselves of this opportunity;
6. There be no additional classroom/laboratory space requirements or increased instructional costs resulting through implementation of this policy;
7. Students registering under this option cannot change their courses to a credit grade basis during the term of enrollment;
8. Student who opts to enroll on an auditor basis under this policy may not change to a credit basis during the term of enrollment;
9. Students who later seek credit by university 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 appropriate tuition charge and special course fees;
10. The University of Wisconsin System's general policy on the refund of academic fees will apply to audit fees;
11. Each institution may determine whether to extend the option to auditors to pay, or not to pay, segregated fees (depending on whether the individual wants access to segregated fee funded services). If segregated fees are not paid, access for individuals who are auditors-only is limited to the library and non-segregated fee funded activities of the student union. No additional fee shall be charged for such access;
12. An audit (X) symbol will be recorded on the academic record provided the instructor reports satisfactory attendance.
13. A fee of approximately \$2.50 per unit will be assessed for required texts.
14. Access to University services will be limited to the library and to non-segregated fee funded activities of the University Center. A special identification card will be issued for auditors which will permit this limited access.
15. Regent, University, and Student Government regulations applying to other students will apply equally to audit-only enrollees.

16. Students auditing courses must complete the Terms and Conditions form on their WINS page for Student Financial Services before being registered for their courses.
17. The universities may determine which credit classes are open to auditors under the terms of this policy;

Audit and Unit Combination Enrollees

Students who are taking a combination of courses for regular credit and for audit will pay the regular fees for all units based upon the fee chart. The following stipulations will also apply:

1. The decision to audit must be finalized and recorded by the tenth day of classes for 16 or 17-week courses and by the end of the second class day for shorter courses.
2. No units will be granted for the audit course, but an audit (X) symbol will appear on the academic record, provided the instructor reports satisfactory attendance.
3. The audit course may be repeated for units in another term.
4. Audits do not count as units for either veteran benefit certification or financial aid consideration.
5. Students registering under this option cannot change their courses to a credit grade basis during the term of enrollment.

Degree-Seeking Students

The ability of degree-seeking students to audit classes is subject to the academic policies of the institution. Students shall pay the normal per-unit tuition for audit units until the degree and audit units equal the plateau where academic fees are level except that no academic fee shall be assessed Wisconsin residents age 60 or older for audit-only units. When the combination of degree and audit units exceeds the full-time fee credit plateau, additional fees shall be assessed except that no academic fee shall be assessed Wisconsin residents age 60 or older for audit-only units. Subject to the institution's nonresident tuition remission authorization, the Chancellor may waive the nonresident portion of the per-credit charge for nonresidents.

Class Schedule (Standard Instructional Period)

Starting in Fall 2014, the standard class schedule should provide a 10 minute break between 50 minute classes.

Commencement Ceremony Participation

Commencement is held at the end of the fall and spring semesters. All your coursework (including co-ops, internships, study abroad, and student teaching) must be completed and showing on your record within 30 days from the end of the term in order for your degree to be awarded.

Although your attendance is optional, we strongly encourage you and your family to attend this important ceremony and celebrate the achievements of our new graduates.

August graduates please note (undergraduates only): If you are an undergraduate completing your coursework in the summer session, you will have an August graduation date. Effective Spring 2017, students will have the option to participate in either the May or December commencement ceremony. Please note, August graduates who wish to walk with University Honors must participate in the December ceremony.

This policy does not require that instructors grade for attendance, or limit a faculty or instructional staff member from implementing a more lenient attendance/make-up work policy.

A fair and reasonable excused absence policy requires good faith communication and coordination between instructors and students.

Students: Notifying instructors and arranging make-up work in cases involving absence of students from class are the responsibility of the student. A student who is absent should notify instructors of the absence as soon as possible prior to any missed class time. If contact with instructors cannot be made directly, the student should email their instructors explaining the nature of the situation and inquiring about the effect of the absence on the student's course work.

Faculty and instructional staff: Given our commitment to student success and recognition of the potential for unforeseen circumstances to interrupt a student's academic activities, the Faculty Senate endorses a policy whereby reasonable requests to make up missed work be accommodated if the student absence is covered in (2) below.

Definitions

1. Excused absence. An "excused absence" means that make-up work is available to offset the impact of an absence (e.g. missing a graded discussion when an essay can be submitted in its place, making up a test at a later date, etc.) such that the absence does not negatively impact the student's grades.
2. Reasonable request. An "excused absence" should be given for the following life situations, with the need for verification at the discretion of the instructor.
 - Medical Absence - verified by a note from a medical practitioner, otherwise qualified provider, or notice from their office.
 - University Health and Counseling Services will not provide documentation, but a student could show their appointment on the UHCS portal. Students may access My UHCS portal to provide verification of appointments (under the Appointment tab).
 - Faculty and instructional staff members should review any documentation that a student provides to verify a legitimate medical absence but they should not request, accept, or store confidential student medical records. An instructor can request that a student provide a note or notice from a medical professional or their office in order to verify a student's absence. In some circumstances the Dean of Students Office may reach out on a student's behalf to request an excused absence after they have verified that the student has an absence that would fall within this policy.
 - Funeral for Close Friend/Relative - verified by proof of funeral arrangements or obituary or other confirmation. A death certificate is not required to satisfy this policy.
 - Mandatory Court Appearance - verified by an official court document.
 - Motor Vehicle Incident - verified by a Crash Report, Drivers Information Exchange, or filed insurance claim.
 - Participation in a University Sponsored Event or Sports Competition - verified by a letter from the coach or faculty/staff leader.
 - Active Military Service - verified by orders documentation.
 - Religious Observance - absences related to religious observance should adhere to the Accommodation of Religious Beliefs Policy
 - Other reasons at the discretion of the instructor.

3. For students with disabilities who have approved flexible attendance accommodations, faculty or instructional staff must implement the approved reasonable accommodation that has been negotiated between the faculty or instructional staff member and the student.

4. Verification documents that appear to be fraudulent (i.e. a fake doctor's note) will be forwarded to the Dean of Students Office for review under UWS Chapter 17.

5. In serious situations where the student is incapacitated and temporarily unable to perform the aforementioned responsibilities, family members may contact the Dean of Students Office, (phone: 262-472-1533) for assistance with these matters. The Dean of Students Office will then provide notification (not verification) of the absence to the instructors; however, arrangements for make-up work, make-up exams, or possible assignment adjustments are the responsibility of the student. The University Health and Counseling Services and the Dean of Students Office do not provide excuses for absences from class due to illness. Students should read their syllabi carefully and direct any attendance-related questions to the instructor of that course.

6. In cases of extended or recurrent absences, collaboration among the student, instructor, and the Dean of Students Office is encouraged to assess whether a student can successfully complete the course or whether the student would be better served by taking an incomplete, late drop, or medical withdrawal.

7. Certain courses such as labs/studios, performances, fieldwork, independent studies, fully asynchronous courses, and similar offerings may formulate more detailed guidelines for informing instructors and addressing make-up work. Licensure courses, such as student teaching, may require adherence to more specific guidelines regarding absences.

8. If a student believes an instructor has not granted them the opportunity to make up course work or provided reasonable accommodations despite the legitimacy or unexpectedness of an absence, they can follow the Excused Absence Resolution Process.

The above policy is intended to allow students to maintain academic progress when facing unexpected life situations beyond a student's control that disrupt the ability of the student to attend class. Certain situations may not be deserving of reasonable consideration, such as if a student has recurring absences without legitimate explanation.

Excused Absence Resolution Process

1. If your instructor does not accept your absence as valid for making up coursework from point 2 above, please discuss the matter with the same instructor.
2. If the consultation does not lead to an agreement, the student has the right to submit a written appeal within 3 business days to the department chair of the course. If the instructor is the department chair, the dean will identify a designee for this first level.
3. The department chair/dean designee will review the written request and any submitted materials and offer to meet with the student. A written response that indicates the resolution will be provided to the student within 3 business days after receiving the appeal.
4. If the department chair/dean designee denies the appeal, the student has the right to appeal to the dean of the academic college of the course in the next 3 business days. The dean will review all written materials and make a final decision. The final decision will be

submitted to the student and the faculty or instructional staff within 3 business days.

5. There are no further appeals.

Extenuating Circumstances

Students with extenuating circumstances that warrant special consideration may request an exception to some academic, curricular, grade/transcript, graduation, or registration policies.

A desire to avoid negative academic or financial consequences resulting from circumstances within the student's control are not usually considered an extenuating circumstance.

It is the student's responsibility to obtain all necessary supporting information and documentation from instructors, physicians, counselors, etc. to present to the appropriate office authorized to make a decision about the relevant matter.

Final Exams

For classes that have set meeting times, the final exam shall be administered at the prescribed time during finals week. For classes with set meeting times that do not have a final exam, the time prescribed during finals week shall be used as a regular class meeting.

For classes without set meeting times (ie. online classes), the timing of the final exam or final assignment is at the discretion of the instructor within finals week.

No undergraduate student shall be required to take more than two comprehensive final exams on the same day. Any student with more than two comprehensive final exams scheduled for the same day may elect to reschedule the additional examination(s). These alternative arrangements are available only when the exams are comprehensive.

Grade Changes

Instructors can submit a grade change at any time between a grade being submitted and when the student's degree posts to their record. The timeline and approval requirements for grade changes is as follows:

- Before grades are processed by the Registrar's Office for that term - Instructor can change grade independently.
- From what grades are processed by the Registrar's Office for that term until the end of the fifth week of the next term - Requires approval by the department chair.
- From beginning of sixth week of the next term until one year after the end of the term - Requires approval by the department chair and dean.
- From one year after the end of the term until the degree is posted to the student's academic record - Requires the student to submit a "Record Changes After One Year Appeal".
- After the degree is posted to the student's record - Prohibited.

Limitations

- In the case that an "I" has reverted to an "F" due to passing the deadline, the grade cannot be changed back to an "I" grade. The "F" can be changed to another terminal grade.
- If a terminal grade is recorded at grade processing time, it cannot be changed to an "I" or "W" grade.

Grading Basis

Prior to the 2007 fall term, the undergraduate grading system used the following regular/conventional letter grades and honor points:

Conventional Grades		Honor Points
A	Superior	4.00
B	Above Average	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00

A new undergraduate plus/minus grading scale began with the 2007 fall term. Starting in 2007 fall, undergraduate courses through the 200-level (i.e., remedial, 100-level and 200-level) could use the plus/minus scheme. Beginning with the 2008 fall term, all undergraduate courses, including 300 and 400-level courses, can use the plus/minus scheme. Instructors are expected to specify their grading schemes in course syllabi noting whether they will use the new plus/minus grading or the traditional A, B, C, D, F scale. The plus/minus grading scale uses the following regular/conventional letter grades and honor points:

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

Conventional Letter Grade

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

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.

The general quality of a student's work is expressed in terms of the grade point average (GPA). This is the total number of grade points earned divided by the total number of GPA credits. The highest possible average is 4.00 or an "A" in every subject. Grade point averages are not rounded.

UW-Whitewater's grade point average recorded on your official transcript is based solely upon credits earned or attempted at UW-Whitewater on a regular graded basis. Even though you may receive credits for coursework taken elsewhere, such transfer credits are not counted as part of the GPA at UW-Whitewater. Credits granted by examination or UW-Whitewater credits taken on an audit, satisfactory/no credit, or pass/fail

grading basis also are excluded from the official UW-Whitewater's grade point average.

Credits transferred internally between curricular tracks within the UW-Whitewater will carry grade point value and count as UW-Whitewater's credit for repeat purposes.

If you are returning to UW-Whitewater and have not previously earned your undergraduate degree, your cumulative GPA will continue from your last point of enrollment. If you have previously earned your undergraduate degree, you should apply as a "Second Degree" student. Your credits and GPA will start over with the courses you take upon your return, and your original record cannot be altered.

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.
TNT	Transfer credits that have not been posted or are pending. Contact the Admissions Office with questions.
U (Unsatisfactory)	Not counted as units attempted.
W (Drop/Withdraw)	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 (No Attendance Failure)	Given to students on a grade roster due to NO attendance. This will show up as an "F" on grade reports and transcripts.
FS (Stopped Attendance Failure)	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.

Satisfactory/No Credit (S/NC) - Undergraduate Only

The Satisfactory or No Credit (S/NC) stipulations are as follows:

- The S/NC option will be limited to a maximum of fifteen (15) units in an undergraduate degree program. Developmental courses (e.g., MATH 41 or ENGLISH 49) that do not count toward the minimum

credits necessary for graduation and credit courses offered only on an S/NC basis are not included in the fifteen unit limitation.

- Courses that are used to fulfill a student's major/minor requirements, lower/upper BBA degree requirements, any College of Business and Economics course attempted by a BBA student, and 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 options, unique major/minor, and elective courses may be taken on an S/NC basis.
- 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 on WINS by the deadline published in the Schedule of Classes. After the deadline to change the grading basis, the S/NC basis will not be changed to a conventional grade basis or vice versa.
- Satisfactory (S) is the equivalent of a grade of C or better (C- is not acceptable). The S will be recorded on the academic 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 academic record but the course credits will not be counted in earned credits or the grade in the grade point average.
- The S/NC option cannot be used to repeat a course taken for a conventional (e.g., ABCDF) grade. Veterans should refer to the VA Educational Assistance section of either the Schedule of Classes or the University Catalog, or check with the Veterans Certifying Official in the Registrar's Office.

Pass/Fail (S/F) - Graduate Only

- Graduate students registered for a course on a pass/fail basis will receive either a grade of "S" or "F".
- A grade of "S" denotes the student has passed the course; a grade of "F" indicates failure.
- Grades of "F" count in computing grade point averages; "S" grades do not count. Instructors decide what constitutes a grade of pass for their courses.
- Workshops may be taken on a pass-fail basis. Other courses made available by departments on a pass-fail only basis are so indicated in advance in the Course Offerings portion of the Schedule of Classes.
- Since the decision whether a course taken on a pass-fail basis will count in a degree program rests with the major or emphasis department or college, students should attain appropriate permission prior to taking a course pass/fail.

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", "I", or "NN" grades.

Grades for Course Taken Outside the Student's Level ("Course Non-Career" Grade Basis) (C/NC)

Graduate students who enroll in undergraduate level courses and undergraduate students who enroll in graduate level courses will be registered for such courses with a grade basis of "Course Non-Career". Grades earned in this way will be part of the student's official academic record.

Graduate students enrolled in undergraduate level courses will not earn course credit toward the graduate level program in which they are currently enrolled. Grades for these courses will not be computed into the student's term or cumulative grade point average.

Undergraduate students enrolled in graduate level courses will earn course credit that may be applied toward undergraduate level program(s) if permitted by the program(s), subject to the Credit Restrictions policy. Grades for all such courses will be computed into the student's term and cumulative grade point average for their graduate degree. If a student earns a passing grade below C in a graduate-level course taken while an undergraduate, the credit for that course may be applied toward an undergraduate degree but cannot be applied toward a graduate degree.

Incomplete (I)

If a student has been doing satisfactory work until near the end of a term but is unable to complete the remaining work for the course before the term ends for reasons beyond the student's control, the instructor may assign the student an incomplete "I" grade.

Since an "I" grade results in a previous term's workload following the student into the next term, students and instructors should utilize the "I" grade only in rare circumstances, and the instructor reserves the right to decline a request for an "I" grade.

Assigning an "I" Grade

- When an instructor elects to utilize the "I" grade, they must enter into WINS the "I" grade and a terminal reversion grade. The reversion grade should reflect the grade earned by the student if no other work is submitted. Instructors should communicate with the student about what reversion grade they have entered. The instructor may also elect to enter a reason for the "I", but this is optional.
- Once the "I" grade is entered in WINS, the instructor and student should work together to identify the list of remaining required class activities and the date by which materials are due to be submitted. The materials submission deadline is at the discretion of the instructor; however, the maximum deadline for completing the "I" grade in WINS is the Tuesday of the 14th week of the next full term.

Completing an "I" Grade

- The instructor may enter the terminal grade at any point between the agreed upon materials submission deadline and the Tuesday

of the 14th week of the next full term. If a terminal grade has not been manually entered by the instructor before the Tuesday of the 14th week of the next full term, the "I" grade will revert to the entered reversion grade.

- If a grade needs to be changed after this reversion, that would follow the grade change policy.
- In the event that the instructor who assigned the "I" grade leaves UW-Whitewater or is otherwise unavailable, the Department Chair will be responsible for completing the "I" grade process.

Graduation Status with an "I" Grade

If a student has an incomplete in the term in which they wish to graduate, they will need to complete the work before their degree can be awarded. Therefore:

- In alignment with the 30 day extension for graduate policy, on the 29th day after the end of their last term, the "I" grade will revert to the indicated reversion grade. If the reversion grade then prevents the student from graduating, they will be contacted.
- Completing an incomplete after the 30th day after the end of the last term will result in the student being awarded their degree at the next official graduation date.

A terminal grade is one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NC, or S

No-Reported (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.*

The student must take the initiative to remove or change any "IP", "I", or "NN" grades.

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.

Graduation Requirements

Students are held responsible for keeping an accurate record of their progress toward graduation. The Advisement Report (AAR) is available to students online through their WINS account.

Students are responsible for meeting the degree requirements in effect at the UW-Whitewater at the time of declaration of their current major unless they interrupt their attendance at UW-Whitewater by an absence of four or more consecutive academic sessions (including summer), in which case upon re-entry they will be subject to the requirements in effect at that time.

Students may elect to satisfy any newer set of requirements by contacting the advising location of their major. Permission of their Dean is required if, due to extenuating circumstances, students wish to satisfy a set of requirements earlier than the academic year indicated on the AAR.

Students who have not completed their degree requirements within eight years may be held to satisfy newer requirements deemed appropriate by the Dean of the college in which they are enrolled.

Grievance Procedure

1. Definitions and Basic Principles:

- A grievance is a request for specific action to solve a problem or redress an injury done to the individual presenting it. When that individual is a student and is responding to treatment received as a student, it is a student grievance. However, if a student wishes to challenge an academic decision that impacts their grade, the Student Grade Appeal procedures should be used.
 - A grievance may concern the actions taken by any UW-Whitewater employee who is a member of any college, department, office, administrative unit, or committee of the University.
 - A grievance may not necessarily be directed at a particular individual but rather at a policy or rule which the student believes to be unfair.
- The basis for a grievance is to raise a problem for the purpose of resolving it by the parties closest to it. This is true whether the issues involve an instructor, administrator, service personnel, or members of any University department, college, division, administrative unit, or committee.
- A cause of action would involve a specific injury to the student or a specific problem. A remedy should be available. If no remedy is available or if punishment of someone is sought, the procedures for complaints rather than grievances should be used (see University Handbook, Sections VI-F and VI-A).
- Process timelines are established to enable review and resolution within a reasonable time after the problem occurred. This assists problem solving when memories and facts are still fresh.
- Written appeals and responses need not be lengthy but rather describe events, relevant facts, and reasoning, so that parties are clear about what is at issue and why decisions are being made the way they are.

2. Steps in a Grievance:

- Informal Process:
 - Discuss the issue of concern with the individual(s) primarily involved. This should take place within 14 calendar days after the aggrieved action occurred.
 - If this discussion brings no resolution, is unsatisfactory, or if the primary individual is unwilling or unable to participate, the student may then, within 7 calendar days of the discussion or the communication that there will be no discussion, schedule a conference with the chairperson of the department or the supervisor of the individual. The student should articulate the concerns and the result of, or lack of, discussion with the primary individual.
 - After hearing the student's appeal, the chairperson or supervisor will attempt to mediate the problem to resolution within 14 calendar days.
 - If this attempt at resolution is unsatisfactory, or if all are not willing or able to participate, the student should submit a formal grievance to the Dean or Director within 7 calendar days of the failure of informal resolution.
- Formal Process:
 - The grievance should be in writing and signed by the student following the Basic Principles above, and should explain the

problem, reasons for dissatisfaction with the recommended resolution, and an alternative resolution.

- ii. Within 14 calendar days, the Dean or Director can attempt further resolution or make the final decision. The student and employees should be notified of the final decision in writing.
- iii. The decision of the Dean or Director will be final unless discipline is requested, in which event appropriate disciplinary procedures would be followed.

Synopsis of the Step-by-Step Process of Student Grievances

1. Problem occurs.
2. Within 14 calendar days, discuss it with the person whose actions are in question (informal).
3. If no satisfaction, within 7 calendar days, talk it over with the Chair or supervisor of the person (informal).
4. Chair/supervisor will attempt to resolve within 14 calendar days (informal).
5. If no satisfaction, student has 7 calendar days to write it up as a formal grievance, including why dissatisfied with recommended resolution and propose a remedy (formal).
6. Within 14 calendar days, the Dean or Director will attempt resolution or make the final decision (formal).

Honorary Degree

In order to facilitate the process of awarding honorary graduate degrees, the decision makers will be the Graduate Council, the Chancellor, and the President of the UW System.

Late Add/Late Drop

A student who has encountered difficulties during a semester may submit a registration change request after the add/drop deadline.

For a late add, the approval of the course instructor, the chair of the department of the course, and the dean of the college of the course is required.

For a late drop, the recommendation of the instructor, the recommendation of the chair of the department of the course, and the approval of the dean of the college of the student's major is required.

Medical Withdraw

A medical withdraw is granted in rare instances where a student is faced with a **serious and unexpected condition that completely precludes him/her from being able to function as a student and in which the regular university withdrawal process is not appropriate**. The deadline for the regular university withdraw is very liberal and students are encouraged to utilize the regular university withdrawal process to insure withdrawal deadlines are met. Students may subsequently also apply for a medical withdraw for financial consideration if the withdrawal takes place during the first 12 weeks of the semester.

Students may apply for a Medical Withdraw up to two years after the end of the term in question, however no tuition remission will be considered for withdrawals after the 12th week of the semester in question or for medical withdraw applications that are submitted after the semester is completed.

Steps to request a medical withdraw can be found on the Dean of Students website.

Important Notes:

- International students, student athletes, students with a disability, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing from the university must meet with the appropriate official (e.g., international student advisor, director of athletics, staff from the Center for Students with a Disability, financial aid counselor, or veteran's affairs officer) before withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so.
- Medical withdrawal results in withdrawal from all classes. Students who are considering the medical withdrawal process and wish to drop some, but not all, of their classes for a term should instead contact their course instructors for information about requesting course late drops.

If withdrawing from the university, please complete the following steps:

- Return your books to Textbook Rental.
- If living in the residence halls, make arrangements with your Resident Assistant and Complex Director to check out of your room. You will be charged until you have removed all of your items and have formally checked out.
- If you have a parking permit for your vehicle, return it to the Visitor's Center.
- Cancel Food Plan and/or Purple Point Account at the HawkCard Office, University Center 250, 262-472-1437.
- If receiving Veteran's Benefits, notify the Veteran's Benefits Coordinator in the Registrar's Office, Roseman Hall 2032, 262-472-1580.
- Student Loans: Students who have borrowed from the Perkins or Direct Loan programs are federally required to schedule an Exit Counseling session. Contact the Loan Services Office, Hyer Hall 111, 262-472-1373 for additional information.
- Return any borrowed materials from the University Library.
- All outstanding bills and university obligations must be paid/fulfilled.

All questions, correspondence, and documentation should be addressed to:

Dean of Students Office
University of Wisconsin - Whitewater
Andersen Suite 2130
800 West Main Street
Whitewater, WI 53190
deanofstudents@uw.edu
262-472-1533

Posthumous Degree

The Faculty Senate, on behalf of the Faculty of UW-Whitewater, delegates decision-making authority for posthumous degrees to a consensus of 1) the Dean of Students, 2) the Dean of the deceased student's college, and 3) the Chair of the deceased student's major department (or the DBA committee if enrolled in a doctoral degree program), with the caveats that the awarding of a posthumous degree be appropriate to a deceased student's academic program, that at the time of death the student be

currently enrolled and in good academic standing, and that the student has completed at least 75% of the units required for their degree program.

The Faculty Senate, on behalf of the Faculty of UW-Whitewater, delegates decision-making authority for "Recognition of Educational Achievement" to a consensus of 1) the Dean of Students, 2) the Dean of the deceased student's college, and 3) the Chair of the deceased student's major department, with the caveats that at the time of death the student is in good academic standing and is currently enrolled at UW-Whitewater.

Preferred Name Policy

I. Purpose

The University of Wisconsin-Whitewater (University) is committed to fostering an inclusive campus that values self expression and respect for the variety of communities it serves.

II. Policy Statement

It is the policy of the University of Wisconsin-Whitewater that any student or employee may choose to identify themselves with a preferred first and/or middle name on all educational or employment records that do not require a legal name. The preferred name will appear alongside or instead of the person's legal name in University-related systems and documents except where the use of the legal name is required due to business, operational or legal needs.

III. Process for Preferred Name Change

A. STUDENTS: In order to submit a request to change the name in which a student is referred to on official University documentation or identification, a student shall complete a name change form that is available in the Registrar's Office. Only first and/or middle name changes will be considered. A preferred name may be added or changed one time per year. Requests shall be processed in a reasonable time frame. The Registrar's Office has the authority to approve or deny a preferred name in accordance with this policy. Such a change shall not negate or remove the student's actual legal name for purposes of official identification or verification, as designated on all University official records and as required by law or policy. If a request is denied, the student may submit a written request for reconsideration to the Assistant Vice Chancellor for Enrollment and Retention, or designee. The Assistant Vice Chancellor for Enrollment and Retention, or designee, shall review the request and issue a final decision, based on the record, within 15 business days. Such decision shall be final.

B. EMPLOYEES: In order to submit a request to change the name in which an employee is referred to on official University documentation or identification, an employee shall complete a name change form that is available in the Office of Human Resources & Diversity. Only first and/or middle name changes will be considered. A preferred name may be added or changed one time per year. Requests shall be processed in a reasonable time frame. The Office of Human Resources & Diversity has the authority to approve or deny a preferred name in accordance with this policy. Such a change shall not negate or remove the employee's actual legal name for purposes of official identification or verification, as designated on all University official records and as required by law or policy. If a request is denied, the employee may submit a written request for reconsideration to the Vice Chancellor for Administrative Affairs, or designee, who shall review the request on the record and

issue a final decision within 15 business days. Such decision shall be final.

C. INTERNAL PROCEDURES: If a name change request is approved, the following process will be used to add the preferred name change as an additional name of the individual on the following documentation: 1. Phase One: In the first phase of the preferred name implementation, instances in which preferred name will be used include, but are not limited to:

- WINS Faculty Center
- Class rosters
- Grade rosters
- Unofficial Transcripts and Grade Reports (if requested in WINS)
- WINS Academic Advising Report (AAR)
- WINS Student Center
- WINS Advisor Center
- Campus Course Management System(s): CANVAS
- Campus Directory - University E-mail
- University identification cards will need to be requested by the student to have each reprinted (Hawcard, employee badges, etc.)

2. Phase Two: The second phase shall entail establishing a process inside of the University Center in WINS allowing individuals to submit their preferred name change to the Registrar's Office or Office of Human Resources & Diversity and assessing and mapping out additional systems or office that may want or need preferred names.

IV. Denial of Requests/Reinstatement of Legal Name Use

In addition to Section III, the University may deny a request for a preferred name if the use of the individual's legal name is necessary for employment, educational or campus life services, to verify the identity of an individual, to provide services that may require the use of a legal name, or as otherwise required by law or policy. The University may remove or deny the preferred name usage if the name is used in a derogatory or inappropriate manner by the individual, including but not limited to, using foul or inappropriate language, or to create misrepresentation, fraud or illegal conduct.

V. Replacement of Hawcard

A one-time replacement card will be provided at no charge with a verification from the appropriate office issuing the card with the preferred name change. Any additional replacements shall be provided in accordance with Hawcard procedures.

VI. Legal Name Change

Individuals are required to verify their legal names prior to official employment or student enrollment. After employment and/or enrollment, individuals may process official legal name changes or corrections.

A change of legal name requires an official document or court order verifying the correct information at the time the request is made. Information about changing a legal name in Wisconsin may be found at: <https://www.wicourts.gov/services/public/selfhelp/namechange.htm#forms> Instances in which legal name will be used include, but are not limited to: Official Transcripts, Diplomas (unless the student has specifically requested a different name on their graduation

application), Human Resources & Diversity (employment and payroll documents), Reporting to state or federal agencies, Financial aid documents and processes, Enrollment and degree verification processes, School of Education teacher certification records, Other records where the individual's legal name is required by law or University policy, Official lists of students or employees made available to the public

VII. Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), a student's full name, including preferred name, may be disclosed to the public as "directory information" unless the student specifically opts out of permitting such disclosure through the Registrar's Office. To revoke the disclosure of directory information, a student has the option of requesting privacy through the Registrar's Office. For more information, go to: <http://www.uww.edu/registrar/ferpa>. VIII. RESPONSIBILITY The Assistant Vice Chancellor for Enrollment and Retention, or designee, and the Director of Human Resources & Diversity, or designee, shall be responsible for ensuring that the policy and procedures stated here in are properly carried out.

Regular Add/Drop Deadlines

The last day for students to add a full semester course is the sixth day of classes. The last day for students to add a short course (first half or second half semester, winterim, or summer course) is the second class period.

The last day for students to drop a full semester class without a grade implication is the 10th day of classes. The last day for students to drop a short course (first half or second half semester, winterim, or summer course) without a grade implication is Friday of the week in which 33% of the class is completed.

The last day for students to drop a full semester class with a "W" grade will be the Friday of the 8th week of classes. The last day for students to drop a short course (first half or second half semester, winterim, or summer course) with a "W" is the fifth day of classes.

Safety and Health Policies

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is UW-Whitewater's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of UW-Whitewater. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that students work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

Use of Human Participants in Research

Federal law and UW-Whitewater policy require that all research projects involving human participants be designed as much as possible to protect the rights of the participants. This pertains to projects for classes on research methodology, independent studies, and thesis research. Prior to initiation of the work, each proposal involving human participants

and its provisions for their protection must be reviewed and approved by the Institutional Review Board for the Protection of Human Participants (IRB). This includes surveys. Research which has not been reviewed and approved by the IRB will not be covered by University of Wisconsin-Whitewater liability insurance.

It is the policy of UW-Whitewater that all research shall be conducted under the supervision of a qualified faculty or staff member. Therefore, all students must submit an IRB protocol review form signed by the faculty advisor.

All IRB forms and guidelines can be obtained from the Office of Research and Sponsored Programs, Andersen Library 2243. Please contact this office at 262-472-5212 with questions and document requests.

Care and Use of Laboratory Animals

All students involved in the care or use of animals and all facilities used for such animals must operate within the guidelines of the Guide for the Care and Use of Laboratory Animals. Copies of the Guide and other pertinent materials may be obtained from the Office of Research and Sponsored Programs, Andersen Library 2243, 262-472-5212.

Student Disciplinary Procedures

This section identifies the procedures to be followed when a student is accused of academic misconduct. Chapter UWS 14, as approved by the Board of Regents and the State of Wisconsin, is reproduced herein (local options are typed in bolder type).

Nonacademic discipline is covered by Chapter UWS 17. Please refer to those procedures or contact the Dean of Students Office for more information concerning nonacademic disciplinary procedures.

UWS 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWS 14.02 Definitions

In this chapter:

1. "Academic misconduct" means an act described in s. UWS 14.03.
2. "Academic misconduct hearing committee" means the committee or hearing examiner appointed pursuant to s. UWS 14.15 to conduct hearings under s. UWS 14.08.
3. "Chancellor" means the chancellor or designee.
4. "Days" means calendar days.
5. "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.
6. "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.

7. "Disciplinary sanction" means any action listed in s. UWS 14.04 taken in response to student academic misconduct.
8. "Expulsion" means termination of student status with resultant loss of all student rights and privileges.
9. "Hearing examiner" means an individual appointed by the chancellor in accordance with s. UWS 14.15 for the purpose of conducting a hearing under s. UWS 14.08.
10. "Institution" means any university or center, or organizational equivalent designated by the board.
11. "Instructor" means the faculty member or instructional academic staff member who has responsibility for the overall conduct of a course and ultimate responsibility for the assignment of the grade for the course.
12. "Investigating officer" means an individual, or his or her designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter.
13. "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred.
14. "Student affairs officer" means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter.
15. "Suspension" means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

UWS 14.03 Academic misconduct subject to disciplinary action

1. Academic misconduct is an act in which a student:
 - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
 - b. Uses unauthorized materials or fabricated data in any academic exercise;
 - c. Forges or falsifies academic documents or records;
 - d. Intentionally impedes or damages the academic work of others;
 - e. Engages in conduct aimed at making false representation of a student's academic performance; or
 - f. Assists other students in any of these acts.
2. Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

UWS 14.04 Disciplinary sanctions

1. The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWS 14.05, 14.06 or 14.07:

- a. An oral reprimand;
 - b. A written reprimand presented only to the student;
 - c. An assignment to repeat the work, to be graded on its merits;
 - d. A lower or failing grade on the particular assignment or test;
 - e. A lower grade in the course;
 - f. A failing grade in the course;
 - g. Removal of the student from the course in progress;
 - h. A written reprimand to be included in the student's disciplinary file;
 - i. Disciplinary probation; or
 - j. Suspension or expulsion from the university.
2. One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

UWS 14.05 Disciplinary sanction imposed at the discretion of the instructor

1. Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor for that course may impose one or more of the following disciplinary sanctions, as listed under s. UWS 14.04 (1) (a) through (c):
 - a. An oral reprimand;
 - b. A written reprimand presented only to the student; or
 - c. An assignment to repeat the work, to be graded on its merits.
2. No disciplinary sanction may be imposed under this section unless the instructor promptly offers to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
3. A student who receives a disciplinary sanction under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, he or she must file a written request with the student affairs officer within ten (10) days of imposition of the disciplinary sanction by the instructor.

UWS 14.06 Disciplinary sanction imposed following a report of academic misconduct by the instructor

Where an instructor believes that a student enrolled in one of his or her courses has engaged in academic misconduct and the sanctions listed under s. UWS 14.04 (1) (a) through (c) are inadequate or inappropriate, the instructor may proceed in accordance with this section to impose, subject to hearing rights in s. UWS 14.08, one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h).

1. **CONFERENCE WITH STUDENT.** When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
2. **DETERMINATION BY THE INSTRUCTOR THAT NO ACADEMIC MISCONDUCT OCCURRED.** If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

3. PROCESS FOLLOWING DETERMINATION BY THE INSTRUCTOR THAT ACADEMIC MISCONDUCT OCCURRED.

- a. If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h) should be recommended, the instructor shall prepare a written report so informing the student, which shall contain the following: A description of the misconduct, Specification of the sanction recommended, Notice of the student's right to request a hearing before the academic misconduct hearing committee, and
- b. A copy of the institutional procedures adopted to implement this section.
- c. The written report shall be delivered personally to the student or be mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, copies of the report shall be provided to the institution's student affairs officer and to others authorized by institutional procedures.
- d. A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both. If the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

4. PROCESS FOLLOWING DETERMINATION BY THE INSTRUCTOR THAT DISCIPLINARY PROBATION, SUSPENSION OR EXPULSION MAY BE WARRANTED.

- a. If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that disciplinary probation, suspension or expulsion under s. UWS 14.04(1) (i) or (j) should be recommended, the instructor shall provide a written report to the investigating officer, which shall contain the following:
 - i. A description of the misconduct; and
 - ii. Specification of the sanction recommended.
- b. Upon receipt of a report under this subsection, the investigating officer may proceed, in accordance with s. UWS 14.07, to impose a disciplinary sanction.

- b. The involved student has previously engaged in academic misconduct subject to the disciplinary sanctions listed in s. UWS 14.04 (1) (d) through (j);
- c. The alleged misconduct would, if proved to have occurred, warrant a sanction of disciplinary probation, suspension or expulsion; or
- d. The instructor in the course is unable to proceed.

2. CONFERENCE WITH STUDENT. When the investigating officer concludes that proceedings under this section are warranted, he or she shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

3. CONFERENCE WITH THE INSTRUCTOR. An investigating officer proceeding under this section shall discuss the matter with an involved instructor. This discussion may occur either before or after the conference with the student. It may include consultation with the instructor on the facts underlying the alleged academic misconduct and on the propriety of the recommended sanction.

4. DETERMINATION BY THE INVESTIGATING OFFICER THAT NO ACADEMIC MISCONDUCT OCCURRED. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

5. PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT ACADEMIC MISCONDUCT OCCURRED.

- a. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (g) through (j) should be recommended, the investigating officer shall prepare a written report so informing the student, which shall contain the following:
 - i. A description of the misconduct;
 - ii. Specification of the sanction recommended;
 - iii. Notice of the student's right to a hearing before the academic misconduct hearing committee; and
 - iv. A copy of the institutional procedures adopted to implement this section.
- b. The written report shall be delivered personally to the student or mailed to the student by regular first class United States mail at his or her current address, as maintained at institution. In addition, a copy of the report shall be provided to the instructor and to the institution's student affairs officer.
- c. A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both.
- d. Except in cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, if the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period the determination of academic

UWS 14.07 Disciplinary sanction imposed following a report of academic misconduct by the investigating officer

The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 14.04 (l) (g) through (j).

1. AUTHORITY OF INVESTIGATING OFFICER. The investigating officer may proceed in accordance with this section when he or she receives information that a student at the institution has engaged in alleged academic misconduct and:
 - a. Some or all of the alleged academic misconduct occurred outside the scope of any course for which the involved student is currently registered;

misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

- e. In cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, the student affairs officer shall, upon receipt of the written report under par. (b), proceed under s. UWS 14.08 to schedule a hearing on the matter. The purpose of the hearing shall be to review the determination that academic misconduct occurred and the disciplinary sanction recommended. A hearing will be conducted unless the student waives, in writing, the right to such a hearing.

UWS 14.08 Hearing

1. If a student requests a hearing, or a hearing is required to be scheduled under s. UWS 14.07 (5) (c) 2, the student affairs officer shall take the necessary steps to convene the academic misconduct hearing committee and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, instructor or investigating officer, and the members of the hearing committee
2. Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based and shall provide a copy of ch. UWS 14 to the student.
3. The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:
 - a. The student shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice.
 - b. The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
 - c. The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigency and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.
 - d. The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.
 - e. The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.
 - f. The committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
 - g. The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.
 - h. The decision of the hearing committee shall be served upon the student either by personal delivery or by first class United States mail and shall become final within 10 days of service, unless an appeal is taken under s. UWS 14.09.

UWS 14.09 Appeal to the chancellor

1. Where the sanction prescribed by the hearing committee is suspension or expulsion, the student may appeal to the chancellor to review the decision of the hearing committee on the record. In such a case, the chancellor shall sustain the decision of the academic misconduct hearing committee unless the chancellor finds:
 - a. The evidence of record does not support the findings and recommendations of the hearing committee;
 - b. Established procedures were not followed by the academic misconduct hearing committee and material prejudice to the student resulted; or
 - c. The decision was based on factors proscribed by state or federal law regarding equal educational opportunities.
2. If the chancellor makes a finding under sub. (1), the chancellor may remand the matter for consideration by a different hearing committee, or, in the alternative, may invoke an appropriate remedy of his or her own.

UWS 14.10 Discretionary appeal to the board of regents

1. Institutional decisions under ss. UWS 14.05 through 14.09 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

UWS 14.11 Settlement

1. The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction after proper notice has been given. Required written reports, however, may not be waived.

UWS 14.12 Effect of discipline within the university system

1. Suspension or expulsion shall be system-wide in effect.
 - a. A student who is suspended or expelled from one institution in the University of Wisconsin system may not enroll in another institution in the system unless the suspension has expired by its own terms or one year has elapsed after the student has been suspended or expelled.
 - b. Upon completion of a suspension period, a student may re-enroll in the institution which suspended him or her as if no suspension had been imposed.

UWS 14.13 Right of petition of readmission

1. A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the chancellor of the institution from which the student was suspended or expelled. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases.

UWS 14.14 Investigating officer

1. The chancellor of each institution, in consultation with faculty, academic staff, and student representatives, shall designate an investigating officer or officers for student academic misconduct. The investigating officer shall have responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under s. UWS 14.07. An investigating officer may also

serve on the academic misconduct hearing committee for a case, if he or she has not otherwise been involved in the matter.

UWS 14.15 Academic misconduct hearing committee: institutional option

1. The chancellor of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student academic misconduct hearing committee or designation of a hearing examiner to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.
 - a. A student academic misconduct hearing committee shall consist of at least 3 persons, including a student or students, and the presiding officer shall be appointed by the chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice. At the UW-Whitewater the Academic Misconduct Hearing Committee shall consist of five members: three (3) faculty members and two (2) student members. The chair of the hearing committee shall be a faculty member appointed by the Chancellor. The three (3) faculty members shall be appointed from six (6) persons recommended to the Chancellor by the Faculty Senate. The two (2) student members shall be appointed from four (4) persons recommended to the Chancellor by the Student Senate. All hearings shall follow procedure consistent with those outlined in Chapter UWS 14. Any faculty or student member involved in the case is disqualified from sitting on the committee in that case. Any other committee member who cannot render impartial judgment in the case shall disqualify him/herself.

UWS 14.16 Notice to students

1. Each institution shall publish and make freely available to students copies of ch. UWS 14 and any institutional policies implementing ch. UWS 14.

UWS 14.17 Notice to instructors

1. Each institution shall adopt procedures to ensure that instructors are familiar with these policies. Each institution shall provide instructors with copies of ch. UWS 14 and any institutional policies implementing ch. UWS 14 upon employment with the university, and each department chair shall be provided such copies upon assuming the duties of the chair.

UWS 14.18 Consistent institutional policies

1. Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the Board of Regents and the University of Wisconsin System Office of Academic Affairs.
 - a. At the UW-Whitewater the Dean of Students Office shall be responsible for the implementation and enforcement of ch. UWS 14. Those duties and responsibilities assigned the "student affairs officer" shall be carried out by the Dean of Students Office.
 - b. At the UW-Whitewater a student who is found guilty of a second offense of academic misconduct shall be, at the discretion of the investigating officer, subject to suspension or expulsion from the university.

Complete copies of UW-Whitewater Student Non-Academic Disciplinary Procedures (Administrative Code UWS Chapter 14 and UWS Chapter 17) are available on the UW-Whitewater Web page at <http://www.uww.edu/handbook/student/>.

For information, regarding these procedures, contact:

Dean of Students Office

Andersen Suite 2130
800 West Main Street
Whitewater, WI 53190
deanofstudents@uww.edu
262-472-1533

Transcripts and Grade Reports

All student records held by the UW-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 UW-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 one year 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 on the Registrar's Office website.

Official Transcripts

Students may request official transcripts of their academic record by ordering them via our online order service through the Registrar's Office website. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to UW-Whitewater.

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.

Unofficial Transcripts

Current students may access their unofficial transcript through WINS. Past students may request an official transcript by ordering an official transcript via our online order service on the Registrar's Office website.

Grade Reports

Current students may request official grade reports through WINS. Past students may request official grade reports by ordering an official transcript via our online order service on the Registrar's Office website.

Veterans Administration and Educational Assistance

The Registrar's Office is the certifying office for Federal and State veterans' benefits at UW-Whitewater. The DVA has a toll free number

(1-888-442-4551) available for individual inquiries. In addition, County Veterans Offices are available for assistance at each county seat.

Students should direct questions concerning Federal and State veterans' educational benefits to the Veterans' Benefits Coordinator in the Registrar's Office or visit the office web page at <http://www.uww.edu/registrar/veterans-services/>. Students must meet with the Veterans' Benefits Coordinator to set up their benefits program and should be sure to bring along their discharge certificate (DD214) and any other pertinent paperwork.

Training Time	Units Per Term Undergrad	Grad
Full Time	12	9+
3/4 Time	9-11	5-8
1/2 Time	6-8	4
1/4 Time	1-3	3

3/4 = Three-quarters (75%) of full time benefits payable on a monthly basis.

1/2 = One-half (50%) of full time benefits payable on a monthly basis; tuition and fees only for certain chapters.

<1/2 = Less than one-half time; tuition and fees only

*8-week courses will affect the training times above

*Post 9/11 training time is determined by the DVA and based on the number of credits taken.

Students must be enrolled more than half-time in order to receive the Post-9/11 MHA. Students enrolled in on-line only courses will receive the national average for the MHA.

Students receiving the State waiver of tuition and enrolled half-time or less may not receive their Federal GI Bill®.

State Benefits

State benefits include the Wisconsin GI Bill®, the Veterans Education (VetEd) Reimbursement Grant, and the National Guard Reimbursement Grant.

Students using the Wisconsin GI Bill® must maintain at least a 2.00 cumulative GPA or higher in order to remain eligible for these benefits. (Note: the transfer cumulative GPA will only be used for the first term at UW-Whitewater when applicable. Thereafter, the UW-Whitewater cumulative GPA will only be used).

Information, applications, and instructions for the Wisconsin GI Bill® and VetEd Grant are available in the Registrar's Office or on the WDVA website (<http://dva.wi.gov/Pages/home.aspx>).

Information on the National Guard Tuition Grant is available in the Registrar's Office.

Federal Benefits

For detailed information concerning federal benefits, students should visit the VA web page at <http://www.va.gov/>. In addition to the monthly GI Bill®, benefits may also include tutorial assistance if there exists a documented deficiency in any subject required for completion of a degree program. Students should contact the Veterans' Office for an application.

Refer to the Undergraduate or Graduate Catalog for the academic performance criteria that are expected from all UW-Whitewater students, including those individuals receiving VA benefits. In addition to those rules and regulations, veterans who are receiving VA benefits should be aware of these stipulations:

- Short (8-week or first half or second half) courses could affect your benefits.
- Taking a course on a satisfactory/no credit basis may result in an over-payment of benefits for that term if the veteran receives no credit for the course.
- Courses taken off campus or at another school may not count toward the enrollment certification. If taking courses at two schools concurrently, veterans must check with the Veteran's Benefits Coordinator if they wish to use benefits at both schools.
- Audit units do not count as units for benefit certification purposes.
- A repeat enrollment of a "D" grade may not count for benefit level determination, nor will repeats for no credit.
- The University is required to notify the VA of any change of enrollment and/or withdrawal in order to determine the effect on future and past benefit eligibility. Unless veterans claim "mitigating circumstances", they may be liable for repayment of the benefits. Veterans should contact the Veterans' Benefits Coordinator to determine the effects of a change before that action is taken, and if "mitigating circumstances" can be claimed, file a statement of those circumstances. Veterans may be required to return benefits paid for pursuit of the course or courses, from the start of the term, not from the date the course was dropped or the withdrawal was processed.
- If called to active duty, contact the Veterans' Benefits Coordinator for the correct procedure and assistance.

Any questions concerning the above information should be directed to the Veterans' Benefits Coordinator in the Registrar's Office.

Class Absence Policy - Military

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two weeks unless special permission is granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to a student being deployed for active duty, please refer to the University's Active Duty Call-Up Procedure.

Active Duty Call-Up Procedure

Students called to active service during the course of a semester must choose one of the following options before departing for active service:

- Any student called to active service during the course of a semester may elect to withdraw from the university with a full refund of all academic tuition and segregated fees and the prorated refund of room and board fees. Under this circumstance, no course credit and no course grades will be awarded.
- Students called to active service on or prior to the last date to drop a full-term course (end of the eighth week) must withdraw with the full refund of academic tuition and segregated fees and the prorated refund of board and room fees.

- Students called to active service after the last date to drop a full-term course (end of the sixth week) may elect to take the grade of "Incomplete" in all courses. The time period allowed to satisfy the Incomplete Contracts would not, under this circumstance, begin until the date of release from active service. At any time within six months of the date of release from active service, the student may elect to withdraw from the university for the term in which he/she was called to active service. Students who elect this alternative are not eligible for the refund of academic tuition and segregated fees, but are eligible for the prorated refund of board and room fees.
- Students called to active service after the last permissible day to withdraw from the university, as published in each semester's Schedule of Classes, may elect, with the permission of the course instructor, to accept the grades earned to that day in each of their courses. Under this circumstance, normal University policy for the award of "Incomplete" grades would apply. The time period allowed to satisfy Incomplete Contracts would begin at the date of release from active service. Students who elect this alternative are not eligible for the refund of fees.
- Students called to active service keep their admission, e-mail and computer access open at UW-Whitewater for two years from the date of their mobilization. After two years absence, students will have to reapply for admission.

Withdraw from the University

Withdraws are processed through the Student Center in WINS. Under My Academics, select Term Withdraw. You will only be able to withdraw from terms in which you have enrollment. For detailed directions go to the Registrar's Office website.

Athletes, International Students and GI Bill Benefit recipients should consult with campus contacts before submitting a withdraw. Any questions should be directed to the Registrar's Office.

If you have missed the deadline for withdraw you may appeal, by submitting a Last Day to Withdraw Appeal (found on the Registrar's Office website) and appropriate documentation to the Registrar's Office.

The withdraw process may take up to 48 hours for processing; however, the day the Registrar's Office receives your withdraw form is the official date of the withdraw.

1. If the withdraw is initiated within the first ten class days of the Fall/Spring term, there will be no academic penalty, but the date of withdraw will be noted on the student's academic transcript.
2. If the withdraw is after the tenth day of classes in a Fall/Spring term or fifth day in the full Summer session, "W" grades will be recorded for each of the courses in which the student is enrolled at the time of withdraw and the date of withdraw will be noted on a student's academic transcript.
3. If withdraw is after the tenth day of classes, but the student was enrolled for 6 or more units on the tenth day, a whole or a partial term of eligibility will have been lost for financial aid.
4. The last day to withdraw from UW-Whitewater is 15 days prior to the end of the Fall/Spring term (exam days included; Saturdays, Sundays, and holidays excluded), as published in the Schedule of Classes.
5. Withdraws initiated after the published deadline of the last day to withdraw will result in the student receiving grades of "F" in those courses which are not being passed at the time of withdraw, and the

student may be suspended for not meeting the minimum grade point requirement.

6. Withdrawing may affect financial aid eligibility.

Failure to officially withdraw when leaving UW-Whitewater may result in students receiving failing grades in those courses for which they were enrolled. This may cause a problem with an attempt to return to the University or to transfer to another institution. If students must withdraw for medical or family emergency reasons, they may appeal to the Office of Student Life. Information concerning the medical withdraw process can be found at <http://www.uww.edu/dean-of-students/student-resources/medical-withdraw/>.

Note:

- Withdrawing from a term drops all classes.
- Students will only be able to withdraw from a term in which they have enrollment.
- Students must continuously check Checklist, Student Account Holds, and Student Account balance on WINS as charges could incur during the term and shortly thereafter.
- If the student is an international student, student athlete, receive financial aid, veteran's and/or other benefits, please meet with the appropriate official before withdrawing. There may be legal, certification, and/or repayment penalties associated with the withdraw.
- If students have completed one or more classes prior to requesting a withdraw for the term, the withdraw will be processed only for the remaining in-progress classes. Completed classes and grades (including incomplete grades) will remain on your academic record.