REGISTRAR

Mission Statement

The Registrar's Office (https://www.uwsuper.edu/academics/registrars-office/) maintains and secures the official academic student record and coordinates all processes involved with the registration of classes and processing of all curriculum changes. The office offers a variety of services including transcript evaluation and disbursement, enrollment verification, grade changes, degree confirmation and graduation, official catalog, academic standing determination, residency appeals, athletic eligibility and serves as the university compliance office for the Family Educational Rights and Privacy Act (FERPA) (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/).

Academic Standing (Notice/Suspension)

Successful movement towards goals combined with adequate acquisition of academic competence is a responsibility of the student. Students should choose the academic pace that best meets their personal goals. The following standards have been defined for undergraduate students classified as freshmen, sophomores, juniors, seniors, or undergraduate specials.

The policies and regulations listed below define the minimum academic standards of the University. A separate set of standards exist for financial aid and athletic eligibility.

Good Academic Standing

To be eligible to enroll for classes, a student must be considered to be in good academic standing. Students who have been suspended are not considered to be in academic good standing and will be eligible to enroll for classes only after approved reinstatement. An exception to this policy is for summer college enrollment. See the following section titled Academic Suspension.

Academic Notice

Students are placed on academic notice whenever one of the following occurs:

- Cumulative grade point average drops below 2.0, **or**
- Semester grade point average is less than 1.66 regardless of the cumulative grade point average.

Students on academic notice must earn a 2.0 semester grade point average as well as a 2.0 or greater cumulative grade point average to move to good standing.

While on academic notice, if students earn a semester grade point average of 2.0 or higher but have a cumulative grade point average less than 2.0, they will remain on probation.

While on academic notice, students who fail to earn a 2.0 semester grade point average will be suspended.

Transfer students accepted with less than a 2.0 cumulative grade point average, from all previously attended institutions, are admitted on academic probation and are subject to academic standing policy (AP 1302) and the completion of their first term.

Academic Suspension

Academic standing is calculated after grades are processed for Fall, Spring, and Summer terms. Students whose semester or cumulative grade point average falls below 2.0 are notified via email within two weeks of the submission of final grades that they have been suspended for the subsequent term(s). If students are enrolled in classes for the subsequent term, the classes are dropped by the Registrar's Office. Suspended students may attend classes during summer terms without being reinstated of submitting a petition for reinstatement.

Reinstatement

Suspended students may seek reinstatement if interested in returning to UW-Superior. A student who has been academically suspended is ineligible to re-enroll at the university until completing the institutional reinstatement process. Students who are approved for reinstatement after suspension will be readmitted on academic notice.

First suspension - All students who are suspended for the first time will be ineligible to re-enroll until the student has completed the institutional reinstatement process and has an approved application for reinstatement. Please refer to the institutional website for specific information related to returning from academic suspension (https://uwsuper.edu/academics/registrars-office/return-after-suspension/).

Second Suspension – All students who are suspended for the second time will be ineligible to re-enroll until completing the institutional reinstatement process and have an approved application for reinstatement including a personal statement explaining the factors that led to the suspensions and how these factors have been remedied. Petitions for reinstatement after a second suspension must be submitted at least seven business days before the start of the expected reentry term. Please refer to the institutional website for specific information related to returning from academic suspension (https://uwsuper.edu/academics/registrars-office/return-after-suspension/).

Third or Subsequent Suspension - All students who are suspended more than two times are required to sit out for at least one fall or spring term before applying for reinstatement. Students will be ineligible to re-enroll until the student has completed the institutional reinstatement process and has an approved petition for reinstatement. Students are required to petition for readmission regardless of how long ago the suspension occurred. The Credits and Reinstatement committee will evaluate petitions for reinstatement on a case-by-case basis. Petitions for reinstatement after a third (or subsequent) suspension must be submitted at least seven business days before the start of the expected reentry term. Reinstatement petitions must be approved by the Credits and Reinstatement Committee prior to the first day of the expected reentry term. Students may petition for reinstatement before the lapse of one fall or spring term if they can satisfactorily demonstrate that the cause for suspension has been remedied. Please refer to the institutional website for specific information related to returning from academic suspension (https://uwsuper.edu/academics/registrars-office/return-after-suspension/).

Re-entry transfer students must furnish official transcripts upon applying for readmittance. Admission, even after the above waiting periods, is not guaranteed. Students will be required to demonstrate that their studies can be successfully completed.

Credits and Reinstatement Reevaluation Policy

If a student's written Petition for Reinstatement is denied, the student may request to have their petition re-evaluated through the appeal process. An appeal requires the student to (virtually or in-person) attend a Credits and Reinstatement Committee meeting and provide supporting information and/or documentation in addition to what was provided on the written petition for re-evaluation.

The Credits and Reinstatement Committee is composed of three faculty members who are appointed by Faculty Senate Exec (FSE) on rotating three-year terms and who vote on all petitions that come before the committee. There are also four *ex-officio* members, the Registrar, Assistant Director of Academic Advising, the Academic Program Manager, and the Director of the Educational Success Center; *ex officio* members may provide additional context on the student and petition beyond what is presented in the documentation, but do not vote. During the summer months when faculty are off contract, the Faculty Senate Exec serves as the *de facto* Credits and Reinstatement Committee along with the regular *ex officio* members. In the event that there are an even number of voting committee members, the Registrar will serve as the tie-breaking vote.

Reasons why a petition would not be considered satisfactory include but are not limited to:

- Requesting a drop/withdraw to preserve GPA
- Requesting a drop/withdraw because the class is no longer needed for a changed major/minor
- Requesting a drop/withdraw because can't pay outstanding tuition
- Requesting a drop/withdraw because the student was unaware that upper-division courses are for juniors and seniors
- Requesting an add to stay within financial aid guidelines

When the committee denies a student's petition, the student and their advisor are informed of the decision in an email from the Registrar. If the denial is due to invalid justification provided in the petition to warrant the requested action, the reason listed for denial is "no compelling reason to override University policy". In the denial notification email the student and advisor are provided with additional information on what is needed for the petition to be approved (e.g. required signatures, completion of a student success plan, doctor's notes or additional documentation, a more detailed personal statement, etc.).

When a student requests a reevaluation of the petition denial decision, the primary deciding body will reconsider the denied petition along with any supporting documentation submitted by the student. It is also recommended that the student attend the meeting in which their petition reevaluation is discussed to answer questions or provide additional context to the petition. The student may also bring an advocate for support or to provide additional information.

If the student is still not satisfied with the reevaluation of the denied petition by the primary deciding body, the student can make a request to the Registrar that the denied petition and all supporting documentation be reevaluated. The request will be brought from the Registrar to the secondary deciding body for consideration and reevaluation of the denied petition. The student or their advocate must be present during the final reevaluation of the denied petition. The secondary deciding body will be the committee that did not consider the initial petition request - the Faculty Senate Exec during the academic year and the Credits and Reinstatement Committe during Opening Week of the Fall semester. Any voting member of both the primary deciding body and secondary deciding boy will recuse themselves when considering a second reevaluation of the denied petition. Decisions made on petition reevaluation are final and will not be further considered.

Academic Forgiveness

There are individuals, who for a variety of reasons have poor previous academic records. UW-Superior allows students who have not earned a baccalaureate degree to submit a petition requesting academic forgiveness for up to two consecutive semesters if the following requirements are met:

- A minimum of three years must have lapsed between when the student last attended UW-Superior and the date of the submitted petition request.
- The student must have completed at least 24 credits at the 100 level or above (pass/fail credits do not count) at UW-Superior with a GPA of 2.30. These 24 credits must be completed following the semester(s) to be forgiven.
- The student must submit with their petition form, a written letter explaining why academic forgiveness should be awarded, including the student's current academic plan.
- The semester(s) to be forgiven must contain at least one D or F grade in each semester. An entire semester (not individual courses) must be considered for forgiveness. This means all courses within the forgiven terms, regardless of the grade earned, will no longer count toward fulfilling major/minor/graduation requirements.
- Students must petition for forgiveness at least one term prior to the term a degree/certificate is to be awarded.
- Students may choose up to two consecutive terms to be forgiven.
- Students can request Academic Forgiveness only one time in their academic career.

Transcript Notation

When forgiveness has been granted, the student's transcript will be annotated to indicate the term(s) has/have been forgiven. The previous earned grades will still show on the transcript to reflect the true academic history of the student; however, grade points and credits will be removed so that prior grades are excluded from the computation of the student's official cumulative GPA.

This policy does not apply to graduate students. The Graduate Academic Standing Policy is AP1112G.

Attendance

UW-Superior students are accountable for meeting all course requirements that may include in-class, out-of-class, individual, and group activities. Students are expected to attend all regularly scheduled meetings for courses in which they are enrolled.

Students will be excused from missed classes and allowed to make up any missed required work for university-sponsored travel or events, including field trips, music events, athletic trips, student government, etc. The sponsoring authority, including coaches, instructors, or other university staff will provide a list of participating students either directly to the course instructor or post to the faculty/staff digest at least three days in advance of any absences. It is the responsibility of the student to directly notify the instructor prior to the absence. The instructor will determine the appropriate nature and deadline for the make-up work and may require students to complete a supplementary assignment in lieu of class attendance.

Students will be excused from missed classes and allowed to make up any missed required work for absences covered in other policies including AP 1002 Accommodation of Pregnancy, AP 1003 Accommodation of Religion, and AP 1126 Military, as well as absences provided as part of disability accommodations through our office of Disability Support Services. Please refer to these policies for more detail.

Instructors shall develop and include in their course syllabus a clear policy that outlines their expectations for attendance and how absences

will be handled. Typically, course policies would include information on communication, options for missed days, forms of make-up work, timelines, effect of attendance on grading and assessment, and the responsibility of the instructor and students.

Course policies shall include reasonable flexibility for student absence due to short-term illness without requiring formal medical documentation from the student. Course policies shall not require nor encourage attendance from students who are ill and/or contagious. Not all illnesses require medical visits and not all students have equal access to medical treatment. Thus, by not requiring a doctor's note we avoid exacerbating inequities among students.

Course policies shall include reasonable flexibility for short-term student absences due to bereavement/grief due to the death of a loved one, and with respect to various cultural funeral practices.

For longer-term absences, such as those associated with disability, serious illness, injury, mental health concerns, caregiving, etc., the student and instructor should discuss the absences and work jointly to develop a plan for make-up work and course completion. Other campus offices, including Dean of Students, Advising, ESC, or DSS may be contacted during the development of the plan. The instructor has the ultimate discretion to decide the appropriate nature and timelines of any make-up work and communicate those clearly to the student. Long-term absences should be considered on a case-by-case basis and may require more extensive arrangements than typical make-up work, may include assignment of an incomplete grade, or ultimately may lead to course withdrawal. Policy AP 1102 Incomplete Grade Lapse lists the circumstances under which a grade of Incomplete may be assigned when unforeseen circumstances prevent a student from completing a course.

Students are expected to notify instructors, whenever possible, of absences and the expected duration before the absences begin.

Instructors are expected to make reasonable efforts to allow students to make up missed course work for valid excused absences. Outside of situations described above, the instructor has discretion to determine whether absences may be excused and the timeliness and appropriate nature of any make-up work.

If a student disagrees with an attendance-related course decision made by an instructor, the student can follow the student complaint process to facilitate a resolution.

A related policy AP 1405 Administrative Drop Policy outlines the use of the Administrative Drop process to establish that students have attended a minimum of one day for each course in which they are enrolled. This is a requirement for Federal financial aid eligibility and reporting. Students who do not attend and on-campus course or participate in an online course in accordance with the policy statements in AP 1405, or do not notify the instructor of their absence, shall be administratively withdrawn from the course. Instructors are required to submit administrative drop records for each course when students do not meet attendance criteria.

AP 1405 Administrative Drop Policy, as well as related policy AP 1124 Grades (remove WF), indicate that students who stop attending a course without completing a course withdrawal form should be assigned the grade of XF if they have not otherwise earned a grade of D- or higher. Instructors are required to report the last day of student attendance to accompany a grade of XF for any student.

Accommodation of Pregnancy

The Faculty Senate of UW-Superior reaffirms the obligation of the institution and its employees to make appropriate physical and academic accommodations for students who are pregnant and who give birth during the academic semester; this includes the parent supporting those who are pregnant or giving birth. It is the institution's obligation to provide appropriate accommodations for pregnancy and childbirth and should be clearly indicated in course syllabi, the UW-Superior catalog, and all other locations that list University accommodation policies.

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.

Commencement

Application for Degree

Students planning to graduate must pay the $50 graduation fee and make application for a degree on or before the deadline date listed in the University's Academic Calendar during their last term of attendance. The graduation fee does not include the cap and gown, which is purchased separately in the University Bookstore. Students can apply online through their E-Hive account using the Application for Graduation link.

A senior will not be placed on the list of candidates for a degree if the student begins the last term in residence (coursework must be UW-Superior credits) with a grade point average lower than the minimum required for graduation. The last term must be spent in residence. Students who attempt to complete the baccalaureate degree in absentia must have the approval of the University Credits and Reinstatement Committee and complete the degree within one year.

All coursework must be completed and all grades that apply toward a degree must be received in the Registrar's Office within four weeks after the end of a student's last term of attendance. If this deadline is not met, the student's name will be removed from the term's graduation list and the student will be required to reapply for graduation. The Registrar's Office will not place a student's name on any future graduation lists unless a new degree application is received from the student. If re-application is necessary, the application fee will be assessed again.

A student is not officially graduated until all grades have been received in the Registrar's Office and the student's record has been reviewed and cleared for graduation. This process takes four to six weeks after the end of the term.

After the graduate has been cleared, the degree granted will be included on the transcript. An unofficial transcript and diploma will be sent to the student's permanent dress. If a replacement diploma is requested, the charge is $25.

Graduation Latin Honors Designations for Undergraduates

At UW-Superior there are two Graduation honors notes on the official transcript.

1. Degree Honors are calculated using both the resident and transfer grade points for students who have earned a minimum of 30 semester credits in residence, with at least 27 of those credits graded with letter grades. Graduating students must earn the minimum GPA at each of the levels of distinction listed below:

- Summa Cum Laude 3.850 and above
- Magna Cum Laude 3.60 to 3.849
- Cum Laude 3.4 to 3.599

2. Major Honors are calculated using both the resident and transfer grade points from the courses that are required for the major. Graduating students must earn the minimum GPA at each of the levels of distinction listed above.

Change in Catalog Requirements

Students may choose to graduate from the catalog in which they were admitted, or a more recent catalog, as long as the student attended during the time period of the catalog used; provided the catalog is not more than seven years old at the time of graduation. Transfer students may select the pertinent catalog of entry which corresponds with the academic year they started at the previous institution or the UW-Superior catalog in effect at the time of transfer, or a more recent catalog as long as the transfer student attended during the time period of the catalog used; provided the catalog is not more than seven years old at the time of graduation. Mandatory legal changes may provide exceptions to these requirements.

Students may only graduate under one catalog; requirements for the degree, major, minor and general education must all be met using one catalog only. Requests to graduate using a split catalog (major or minor or general education requirements from more than one catalog) must be submitted on a student petition form submitted to the Credits and Reinstatement Committee.

Students who do not complete course work for the degree within seven years must be graduated under the provisions of the current catalog. Any exceptions regarding major or minor requirements must be approved by the academic department and submitted to the Registrar's Office via a course substitution form (https://www.uwsuper.edu/academics/registrars-office/forms/).

Any student who plans to graduate with course requirements or the required courses for any major offered by all academic departments that will be seven years old at the time of graduation should be aware that the department retains the option to require the student to repeat any such courses. This policy applies to any courses used to satisfy major requirements, regardless of the college or university that granted the credit initially.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, UW-Superior reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and schedules for course offerings without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the students' responsibility to keep apprised of current graduation requirements for their particular degree program by reviewing their Degree Progress Report (DPR) via their E-Hive account.

Credit and Class Information

Class Level Standing

0 - 27 earned credits = freshman
28 - 55 earned credits = sophomore
56 - 83 earned credits = junior
84+ earned credits = senior

Course Numbering

Courses numbered 99 and below are considered non-college level and are referred to as remedial courses. These courses are not used to satisfy graduation or degree requirements. However, the grades earned in remedial classes are used in calculating term and cumulative grade point average. Remedial credits are also used in computing financial aid and athletic eligibility.

Courses numbered 100-299 are classified as lower-division courses. Faculty must assign D or F mid-term grades for all lower-division courses.

Courses numbered 300 to 499 are classified as upper division courses. A minimum of 36 upper-division credits are required for every bachelor's degree.

Courses numbered 500 and above are considered graduate-level courses. Students (in most cases) must be admitted as a graduate student to enroll in these courses.

The first digit of the course number generally indicates class level for which the course is intended. Students are not encouraged to enroll in more than one year above their class standing.

Credit Definition Credit Load

A class hour is defined as 50 minutes. The following definitions refer to number of class hours during a semester that is approximately fifteen weeks long, or an equivalent amount of time for terms of longer or shorter duration.

One on-campus class credit is defined as 1 class hour of classroom or direct faculty instruction per week and a minimum of 2 class hours of out-of-class student work each week.

One distance learning or hybrid class credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for an on-campus class as defined above.

One laboratory credit is defined as a minimum of 2 class hours of work each week in a laboratory under the supervision of a lab supervisor/instructor and an expectation of 1 class hour of additional out-of-class student work each week.

One studio credit hour is defined as a minimum of 2 class hours of studio work each week under the direct supervision of an instructor and a minimum of 2 class hours of individual studio work each week.

One ensemble music credit is defined as a minimum of 1 class hour of supervised rehearsal each week and a minimum of 2 class hours of individual student work each week.

One internship or practicum credit is defined as at least 45 hours of supervised work in a field placement each semester.

One individualized study credit (e.g. thesis, independent and applied music) is defined as a minimum of 3 class hours of direct instruction and/or individual work each week.

Credit Load

Full-time status is 12-18 semester credits for undergraduate students. Additional fees will be charged for credits over 18 and for online or Distance Learning Center courses. Class standing is determined by the number of credits earned, not by number of credits attempted. Students

who are in academic difficulty or employed may find it beneficial to take fewer credits than the maximum load. This load could be prescribed by the student's advisor or by the Credits and Reinstatement Committee.

Students required to enroll in MATH 090 or 095 or WRIT 099 are limited to 15 credits per term.

Students carrying credits in UW-Extension must include these credits in computing total load.

Semester Credit Load (http://www.uwsuper.edu/catalog/2019-21/undergraduate/upload/Table-of-Semester-Credit-Load.pdf) for Undergraduate Students

Freshmen (0-27 earned credits): Student credits are limited to 18 credits. Freshmen wishing to enroll in 19 or more credits must have advisor approval.

Sophomores (28-55 earned credits), Juniors (56-83 earned credits, and Seniors (84+ earned credits): Students with 28 or more earned credits are limited to 19 credits per term if the students cumulative GPA is 2.99 or less. Those with a cumulative GPA of 3.0 to 3.49 are limited to 20 credits per term. Those with a cumulative GPA of 3.50 to 4.0 are limited to 22 credits per term. Sophomores, Juniors, or Seniors wishing to enroll in more credits than listed above, must have advisor approval.

Summer College Enrollment

Students enrolled in Summer College are limited to 14 credits per term. Full-time status for summer school is six to nine credits for undergraduate students. Undergraduates pay per credit for 1 to 5 credits. A block amount of tuition is paid for 6 to 9 credits and Undergraduates enrolled for 10 or more must pay a per credit incremental rate.

The maximum load for Graduate students during the summer session is one credit per week of attendance or nine semester credits for a nine-week session. Graduate students pay per credit.

Foreign Language Retroactive Credit

Retroactive Credit is transcripted for students who acquire learning in vertical content courses in which higher levels are dependent on skill and knowledge learned at lower levels. If lower level learning can be demonstrated to the satisfaction of faculty who offer vertical content course such as foreign languages, students may request to enroll in the higher level course. Students who earn a grade of B- or higher in the higher level course will be awarded retro-credit posted on the official transcript in the term in which the higher level course was completed.

Retroactive credits for lower level language courses are only awarded for completing courses numbered 102, 201 or 202, or a 300- level course with a grade of B- or higher. For example, if students place into a 300-level foreign language course and earn a B- or higher, they would receive retroactive credit for 101, 102, 201 and 202 in that foreign language, and it would be posted to the official transcript. Retroactive credits are not awarded for upper division language courses.

Students should ensure the faculty teaching the higher level course complete and send the Retroactive Credit form to the Registrar requesting the posting of retro-credit.

Credit for Prior Learning

Students may acquire knowledge and skills through and by experiences which are not necessarily tied to the traditional coursework. It is the philosophy of this University to allow students to demonstrate their learning and pursue credit through several options:

1. Departmental Examinations
2. CLEP or DANTES Exams
3. Advanced Placement exams
4. International Baccalaureate
5. Faculty Assessment

Students transferring to UW-Superior may transfer up to 48 semester credits acquired through prior learning assessment in those courses and disciplines for which credit by faculty assessment and examination opportunities are provided at UW-Superior; this includes CLEP/DANTES exams. Because credit for prior learning is awarded rather than earned at UW-Superior, credits awarded through prior learning methods will not count toward the 30 resident credits required for graduation.

A. Departmental Examinations: Departmental examination opportunities may be available in courses offered for undergraduate credit based on departmental decision. Accordingly, academic departments will designate those courses eligible for departmental examination and will determine the standards, methods, and procedures for course content and credits.

1. Procedure:
    a. Students must make arrangements with the appropriate academic department.
    b. Students submit the Departmental Credit by Examination form (https://www.uwsuper.edu/academics/registrars-office/forms/) to the Cashier along with $25 per course administration fee before taking the examination.
    c. A receipt showing payment of this fee will be verified by examiners at the time the examination is scheduled.
    d. Students submit the completed and signed form to the Registrar's Office so that the course is entered on the official transcript.
2. Where departmental examination credit is awarded, a grade of P/pass will be assigned as determined by the faculty in the department. Credit earned through examination will be so noted as such on the student's transcript. Courses completed by departmental examination will not be computed in determining students' grade point averages. Grades of F/fail will not be transcripted.
3. Students will not be allowed to earn credit by departmental examination in courses in which they already have earned a grade.
4. Students will not be allowed to repeat an examination for credit in a course in which they have previously attempted to gain credit by examination.
5. Academic departments will provide opportunities for departmental examinations during the registration period and the first three weeks of each semester or summer school session. Departmental examination credits must be received in the Registrar's Office no later than the end of the fifth week of the semester to be recorded for that semester.

B. CLEP or DANTES (DSST) Examinations: Students at UW-Superior may receive college credit for passing scores on certain examinations offered by the College Level Examination Program (CLEP) and the Defense Activity for Nontraditional Educational Support (DANTES or DSST). The student is responsible for making arrangements to complete the CLEP

or DANTES tests at a testing site or online. The following policies and procedures must be followed to earn credit for CLEP or DANTES:

1. Credit is awarded only for course exams approved by UW-Superior faculty. Learn more about CLEP Tests (https://www.uwsuper.edu/admissions/how-to-apply/transfer/pla/credit-through-exams/).
2. Only students enrolled at UW-Superior may receive credit for CLEP or DANTES examinations. Students who take examinations before actual enrollment at UW-Superior will receive college credit only after enrolling.
3. Students who complete CLEP or DANTES exams at other institutions, will have to request the official CLEP or DANTES transcript be sent to UW-Superior to have credit awarded.
4. Credits awarded at UW-Superior for CLEP/DANTES may, or may not be, transferable to other institutions. Transfer of credit is at the discretion of the institution to which students are transferring.
5. When successful on a particular examination, students are awarded credit for the course (no grades are awarded). Failure on an exam is not recorded on student records. Students can repeat the examinations six months after the initial examination.
6. Normally, students will not be allowed to gain credit by examination for courses in which they already have earned a grade.

C. Advanced Placement (AP) exams: Secondary school students who have participated in the Advanced Placement (AP) Program in high school may have college credit awarded based on AP exam scores.

1. Credit may be awarded for a score of 3 or above on appropriate examination.
2. Determine scores that equate to UW-Superior courses (http://uwhelp.wisconsin.edu/prep-for-college/credits/testing-ap-ib/).

D. International Baccalaureate (IB): Secondary school students who have participated in the International Baccalaureate (IB) Program in high school may have college credit awarded based on IB exam scores.

1. Determine scores that equate to UW-Superior courses (http://uwhelp.wisconsin.edu/prep-for-college/credits/testing-ap-ib/).

E. Faculty Assessment: Students may pursue credit based on documentation and/or prior learning through two methods:

E1. Based on previous certification

Pursuing credit based on previous certification: Students who have completed outside coursework, professional certification, or technical college courses outside of existing articulation agreements may have appropriate faculty review the coursework for transcription into credits. Examples include CPT, American Sign Language, Pilot Licensure, or other professional certifications or exams. Documentation such as but not limited to a license, certificate, or official test score must be submitted for credits to be considered.

1. Procedures:
   a. Students must make arrangements with the appropriate academic department.
   b. Students submit the Credit for Prior Learning Through Faculty Assessment Petition form (https://www.uwsuper.edu/academics/registrars-office/forms/) with documentation for faculty assessment.
   c. Upon receipt of signed form for any credits awarded, students submit the administrative fee of $100 to the Cashier.
   d. Students submit the receipt and signed form to the Registrar for credit transcription.

E2. Through portfolio

Pursuing credit through Portfolio: A written portfolio is created by the student that articulates his/her knowledge gained through extensive work and life experiences that equate to learning outcomes for a particular course. The portfolio will contain Learning Outcome Essays and documentation.

1. Procedure:
   a. Students must make arrangements with the appropriate academic department and the Credit for Prior Learning Coordinator.
   b. Students submit documentation for faculty assessment and request the Credit for Prior Learning Through Faculty Assessment Petition form (https://www.uwsuper.edu/academics/registrars-office/forms/) from the Credit for Prior Learning Coordinator.
   c. Students submit the administrative and credits fee to the Cashier.
   d. Faculty review documentation and record decision on the petition form. Credit for Prior Learning Coordinator submits the receipt and signed form to the Registrar for credit transcription.
2. Documentation should be included in the portfolio to support claims made in the Learning Outcome Essays. Documentation can include but is not limited to such items as writing samples, certificates, licenses, photographs, and letters of support. Academic departments may be consulted to determine the standards, methods, and procedures for content.
3. Where credit by portfolio is awarded, no grade will be assigned. T/transfer will be entered on the transcript for the course. Credit earned through portfolio will be noted as such on the student's transcript. Courses completed by portfolio will not be computed in determining students' grade point averages. Portfolios that do not earn credit will not be transcripted.
4. Transfer of Portfolio credits: Portfolio credits usually do not transfer to another institution. Whether or not to accept credits earned through portfolio at the discretion of the institution to which a student is transferring. The university accepts credit awarded for prior learning through portfolio assessment by other regionally accredited colleges and universities, through the same process used to award transfer credit.
5. Fees are assessed thusly: $100 administrative fee plus tuition of $75 per each 3 credits pursued. Fees are paid upon submission of the portfolio for assessment.
6. Students may enroll in WRIT 298 Prior Learning Portfolio Development, a 1-credit course that offers guided help and feedback during the portfolio process. This is not required.

Completing this course does not guarantee the portfolio will earn requested credit.

Data Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended: Sets forth requirements regarding the privacy of student records. Specifically, FERPA governs:

- The disclosure of education records maintained by an educational institution; and
- Access to these records
- Notification by the institution to students of their FERPA rights
- Learn more about the Family Policy Compliance Office (http://www2.ed.gov/policy/gen/guid/fpco/)

Education records: Records, handwritten or in any media, (including conduct records) that are directly related to a student and maintained by the University of Wisconsin-Superior (UW-Superior) or by a party acting for the institution. Records NOT protected by FERPA include:

- Records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
- Records maintained by the UW-Superior University Police Department
- Records of employment which relate exclusively to individuals in their capacity as employees (records of students employed by the UW-Superior as a result of their status as students are education records, e.g. work-study)
- Records created, or maintained by a physician, psychiatrist or other recognized professional acting in his or her professional capacity (including counseling and health records)
- Alumni records which contain information about a student after s/he is no longer in attendance at UW-Superior and which do not relate to the person as a student.

Student: A person, who attains the age of 18, or who attends an institution of higher education regardless of age, who is enrolled in a UW-Superior credit or non-credit course.

Directory Information

Through FERPA, the U.S. Department of Education considers the following data directory information and **will** release this information **without** the written consent of the student.

- Full Name
- Major or Program
- Previous Colleges Attended
- Full or Part-Time Status
- Home Town
- Academic Honors
- Email Address
- Athletic Achievements
- Athlete Height & Weight
- Class Level (Fr., So., Jr., Sr.)
- Address (campus & home)
- Withdrawal Date
- Dates/Terms Enrolled
- Degrees/Certificates Awarded and Date Conferred
- Phone number(s)
- Photographs

Students may submit the Request to Restrict Directory Information Form (https://www.uwsuper.edu/academics/registrars-office/forms/) to prevent directory information from being released. This form can be found at uwsuper.edu on the forms page under the Registrar's Office. This restriction form is valid for one year and must be re-submitted if the student intends for the restriction to be in effect for a longer period of time.

The Solomon Amendment

This law requires universities to release the information listed below regarding enrolled students to the military for recruitment purposes. Students may restrict this disclosure to the military only by restricting all disclosure of Directory Information.

- Name
- Date and Place of Birth
- Degrees Received
- Address
- Levels of Education
- Most recent educational institution enrolled in by the student
- Telephone Listings
- Academic Majors

Non-Directory Information

UW-Superior considers non-directory Information to include, but not to be limited to the following, and therefore will **not** release this personally identifiable information without the student's written consent, or as specified in this policy.

- Date of Birth
- Class Schedule/Roster
- Age
- Transcript
- Gender
- Citizenship
- Test Scores
- Academic Standing
- Social Security Number
- Campus ID Number
- Parent Address(es)
- Race/Ethnicity
- Country of origin
- Religious Preference
- Entrance Exam Results
- Grades
- Semester Grade Point Average
- Cumulative Grade Point Average
- Student Account Information
- Financial Aid Information
- Disciplinary Record

Upon request, UW-Superior discloses education records without consent to officials of another institution that a student seeks or intends to enroll,

or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

Disclosure of Non-Directory Information

Students may submit a "Request Release of Non-Directory Information" form to allow non-directory information to be released. This form can be found at uwsuper.edu on the forms page under the Registrar's Office. UW-Superior *may* disclose non-directory information from students' education records, without student's written consent, to school officials who have a legitimate educational interest in the records, or to certain other individuals or organizations, as specified below. The release of information to those described below does not constitute authorization to those individuals or organizations to share that information with a third party without the student's written consent.

A school official is

- A person, organization, or company who is employed by, contracting with, or properly authorized by the Board of Regents, UW-Superior, or state law to perform administrative, supervisory, academic, research, or support functions for UW-Superior.
- This definition includes, but is not limited to:
  - law enforcement personnel;
  - health staff;
  - certain appropriate students;
  - field supervisors;
  - contractors, such as attorneys, auditors, or collection agents;
  - those properly authorized to serve as official board or committee members; or
  - any others properly authorized to assist another school official in performing his or her professional responsibilities for UW-Superior.
- A school official must abide by all applicable policies and procedures regarding confidentiality of education records.

A school official has a legitimate educational interest if:

The official needs to review an education record in order to fulfill his or her professional responsibility. Those professional responsibilities may include, but are not limited to:

- Performing a task that is specified in their position description or by a contract agreement
- Performing a task related to a students' education
- Performing a task related to the academic or behavioral conduct of a student
- Conducting research that benefits students and/or the university.

Other permissible recipients of such disclosures are:

- The US Department of Education, the Comptroller General, state or local educational authorities
- Organizations conducting certain studies for, or on behalf of UW-Superior
- Organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction.
- Accrediting organizations
- Comply with a judicial order or lawfully issued subpoena, including ex parte orders under the US Patriot Act.
- Appropriate parties in a health or safety emergency
- A victim of a crime of violence or nonforcible sex offense when the information is related to the final results of the disciplinary preceding conducted by UW-Superior
- Those who seek sex offender registry information required from those required to register as sex offenders under state or federal law
- Officials at other institutions in which the student has already enrolled or seeks to enroll in
- International sponsors
- State and local officials to whom information is specifically required to be reported by a state law as permitted by FERPA
- Parents of a dependent student, as identified on federal tax forms
- Parents of students, under the age of 18 at the time of the disclosure, who have violated any law or any institutional policy governing the use or possession of alcohol or a controlled substance

The Registrar shall decide the legitimacy of requests for permissible disclosures of student information.

Valid Subpoenas

If the Registrar is served with a valid subpoena requesting student information, the Registrar must comply with the request. Before doing so, the Registrar shall attempt to notify the student of the subpoena in advance of compliance so the student may seek protective action, unless the disclosure is in compliance with a subpoena issued by an agency that has ordered the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed.

Student Class Schedules

The Registrar's Office will not release current class schedules or locations for any student, unless that information is requested pursuant to a valid subpoena, as described above. In the event of an emergency that involves the health and/or safety of an individual, UW-Superior will deliver a message to a student. Otherwise, it is the responsibility of all students to make available their whereabouts to parents, children, spouses or anyone else they deem appropriate.

Deceased Students

Information on deceased students may be made available to survivors or third parties via a request to the Registrar. An individual student's rights under FERPA are no longer valid upon death of that student.

Record of Requests for Disclosure

UW-Superior must maintain a record of each request, with the exceptions listed below, for access to, and disclosure of, personally identifiable information from education records. The record of each request for access and each disclosure must contain the name of the parties who have requested or receive information and the legitimate interest the parties had in requesting or obtaining the information.

A record does not have to be kept if the request was made by or disclosure was made to:

- An eligible student
- A school official who has been determined to have a legitimate educational interest
- A party with written consent from the eligible student
- A party seeking directory information only

- A student serving on an official committee or assisting another school official

Thus, requests for, or disclosure of education record information without a student's written consent, which UW-Superior is required to record, would include, but is not limited to:

- Disclosure to the parent (either custodial or noncustodial) of an eligible student
- Disclosure in response to a lawfully issued court order or subpoena
- Disclosure for external research purposes where individual students have been identified
- Disclosure in response to an emergency

These records must be maintained with the education records of the student as long as the records are maintained by UW-Superior.

Student Rights Under FERPA

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review educational records; requests will be complied with no later than 45 days from the date of the student's written request, which is to be directed to the Registrar's Office. Students do not have the right to receive a copy of their record unless failure to do so would prevent them from inspecting and reviewing their record, such as when the student no longer lives within commuting distance. The Registrar may arrange for these students to inspect the requested records at a college or university located closer to the student.
- The right to request the amendment of education records, which the student believes are inaccurate, misleading or otherwise in violation of the student's rights of privacy. If the Registrar does not agree with the student's request to amend his/her education records, the student may submit a written request to the Dean of Students Office Office asking for a formal hearing on his/her request. The Dean shall make the final decision regarding the student's request. If the student disagrees with the decision of the Dean, he/she may submit a written statement which will be placed in his/her official record commenting on the disputed information.
- The right to give or to withhold consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- The right to file with the US Department of Education a complaint regarding UW-Superior's compliance with the requirements of FERPA;
- Records relating to individuals who apply for admission but are not admitted or do not enroll are not protected by FERPA; and
- The right to receive notification of rights granted by FERPA.

Student Notification

- New and continuing students are notified of their FERPA rights each semester via campus SharePoint news.
- New students are notified of FERPA rights at all SOAR (summer orientation and registration) events.
- Everyone can access UW-Superior's Student Data Privacy (FERPA) policy (https://www.uwsuper.edu/academics/registrars-office/policies/).

The Registrar's Office is the primary contact for all student information inquiries.

Access to Public Records

The archivist has been designated by the chancellor as the custodian of all public records maintained at UW-Superior. Requests for records should be made directly to the designated custodian during normal office hours or by mail addressed to Jim Dan Hill Library, University of Wisconsin-Superior, 715-394-8343. Records which are readily available will be provided promptly.

If an extensive search is required, the person making the request will be notified of costs when they reach a level of $50 or more. Copying charges are 5¢ per page. If copies of records are to be mailed mailing, processing and copying charges will be made. Should the total charge exceed $5, the charges must be prepaid.

Degrees Awarded: Definition and Requirements of Each

Degrees awarded at UW-Superior include: Associate of Arts Degree, Associate of Science, Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Bachelor of Music (BM), Bachelor of Music Education (BME) and Bachelor of Science (BS).

Associate Degree

The associate degree (a two-year degree) is primarily intended to provide a broad liberal arts background and is designed to be the foundation for, and satisfy the University Studies requirements, for most bachelor degree programs. Students who intend to transfer to another institution should earn an Associate degree prior to leaving UW-Superior. Latin honors are not awarded for associate degrees.

Overall Associate Degree Requirements

1. Earn a resident (UW-Superior) cumulative grade point average of 2.0.
2. Earn at least 24 credits from UW-Superior.
3. The last 12 credits of the degree must be earned at UW-Superior, or through University approved Study Abroad or National Student Exchange.
4. Complete General, Core and Knowledge Category requirements.
5. Complete the Diversity and Global Awareness Requirements.
6. Submit an electronic application for graduation via E-hive.
7. Pay a $50 graduation fee to the Bursar/Cashier's Office (https://www.uwsuper.edu/paying-for-college/bursars-office/) prior to the diploma being sent. The graduation fee does not include the cap and gown, which is purchased separately in the University Bookstore.
8. Degrees are not posted to transcripts with outstanding Incomplete or In-Progress grades.
9. Student may not use more than one catalog; student may not satisfy the University Studies requirements from one catalog, while satisfying the major requirements of another catalog.
10. Degrees are posted in the term in which a graduation application is submitted for the respective degree.
11. Degrees are not posted when a student has been academically suspended.

Additional Associate Degree Requirements

1. Complete of a minimum of 60 credit hours (numbered 100 or above); at least 24 credits must be earned at UW-Superior.

2. Complete an additional three credits in the Natural Sciences: courses in Biology, Chemistry, Geology or Physics.
3. Complete an additional three credits in the Social Sciences: courses in Economics, Political Science, Sociology, Psychology or Anthropology.
4. Complete an additional four credits drawn from any of the following disciplines: Anthropology, Art History, Biology, Chemistry, Computer Science, Economics, English, Film/Theatre, Gender Studies, History, Foreign Languages, Geology, Geography, First Nations Studies, Music, Philosophy, Physics, Political Science, Psychology, Sociology or Writing (with the exception of 099, 101, or 102).
5. Complete at least two courses, excluding core requirements, in a single discipline.

Bachelor Degrees

Bachelor degrees are four-year degrees that include all University Studies requirements plus a minimum of additional credits toward a specific major(s)/minor so that a minimum of 120 credits are earned. Latin honors are awarded for bachelor degrees.

Overall Bachelor Degree Requirements

Note: See other sections of the catalog for additional or specific requirements for Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, and Bachelor of Science degrees. Other sections of the catalog should also be consulted for the specific requirements for University Studies, academic major and minor programs of study, and professional preparation such as teacher education.

A. Overall requirements (Note that credits are semester credits.)

1. 120 or more total undergraduate credits, i.e. in courses numbered 100-499.
2. 36 or more undergraduate credits in upper-division courses, i.e. courses numbered 300-499.
3. A resident grade point average of 2.0 or above for all undergraduate credits.
4. 30 or more undergraduate credits earned at UW-Superior.
5. The last 12 undergraduate credits earned at UW-Superior, or through University approved Study Abroad or National Student Exchange.

B. Completion of the University Studies requirements (See the University Studies section of the catalog.)

1. Core courses.
2. Global Awareness and Diversity requirement.
3. Knowledge categories.
4. Corequisites.

C. Completion of the requirements for major, minor, and/or comprehensive major programs in different disciplines (See the Academic Programs section of the catalog.)

1. At least one major and one minor in a different discipline; two majors in different disciplines; or a comprehensive major.
   a. A major is 30 or more credits, half or more of which are in upper division courses.
   b. A minor is 21 or more credits, one third or more of which are in upper division courses.
   c. A comprehensive major is 51 or more credits, 22 or more of which are in upper division courses.
2. A resident grade point average of 2.0 or above in the courses satisfying the requirements for each major, minor, or comprehensive major. (i.e. separate grade point average for each program.) A student cannot graduate while on academic suspension.
3. Distinct credits in major, minor, and comprehensive major programs, (i.e. credits counted only once.)
   a. 51 or more total distinct credits.
   b. 22 or more distinct upper-division credits.
   c. In the event that one or more courses satisfy requirements in more than one major and/or minor program, additional credits will be required in one or more of the programs up to the total credits and/or the total upper-division credits required for the programs.
   d. The major and minor programs should be in different disciplines, i.e. half or more of the credits and/or upper division credits applied to one program should be distinct from those for another. Additional credits in one or more of the programs may be permitted to satisfy the distinction.

Note: Items c and d above do not apply to comprehensive major programs.

D. Variations from these requirements.

1. Individual programs, departments or certification groups may have additional or higher requirements.
2. A petition process for variations from these or other requirements and policies is published in this catalog.

Bachelor of Arts (BA)

1. Students must complete a minimum of 6 credits in one foreign or indigenous language.
2. Students must complete at least one foreign or indigenous language course at UW-Superior.
3. Students who have successfully completed high school language courses must complete a language placement exam to determine their level of language proficiency.
4. Students who place above the 202 level are not required to enroll in one UW-Superior foreign or indigenous language course.
5. Students are awarded retro-credits for lower level language courses after successfully completing 102, 201 or 202 with a grade of B- or higher. For example, if students place into SPAN 202 Intermediate Spanish II, they would receive retro-credit for SPAN 101 Beginning Spanish I, SPAN 102 Beginning Spanish II and SPAN 201 Intermediate Spanish I and it would be posted to the official transcript.
6. Complete a comprehensive major, or a non-comprehensive major with another major or minor.

Bachelor of Fine Art (BFA)

1. A minimum of 60 credits
2. 12 credits of Art History
3. Complete all 200 level Studio Courses
4. Participate in Visual Arts Capstone
5. 12 credits Art Electives 300 and/or above
6. No minor or second major is required for this comprehensive BFA degree.

Bachelor of Music (BM)

1. Choose one of the following:
   a. Bachelor of Music in Performance: Instrumental (Non-Keyboard)
   b. Bachelor of Music in Performance: Keyboard
   c. Bachelor of Music in Performance: Voice
2. Complete a minimum of 72 to 83 credits in music consisting of music theory, ear training theory, music history and other specific courses within the chosen performance area.
3. No minor or second major is required for this comprehensive Bachelor of Music degree.

Bachelor of Music Education (BME)

1. Choose one of the following, in preparation for EC-A licensure in the state of Wisconsin in either Choral and General Music or Instrumental and General Music:
   a. Bachelor of Music Education: Choral/General
   b. Bachelor of Music Education: Instrumental/General
2. Complete MUSI 161 Music and World Culture for the Humanities Category General Education requirement.
3. Complete either ART 222 Art History Survey:Renaissance to Modern Art or COMM 122 Theatre Appreciation for the Arts Category General Education requirement.
4. Compete 68 credits of specific MUSI/MUSED courses for the Bachelor of Music Education: Choral/General major.
5. Complete 69 credits of specific MUSI/MUSED courses for the Bachelor of Music Education: Instrumental major.
6. Complete 30 credits of specific Teacher Education (T ED) courses.
7. Complete a minimum of 134 total credits for the Choral/General major.
8. Complete a minimum of 135 total credits for the Instrumental major.

Bachelor of Science (BS)

See above under degree requirements.

Certificate (CERT)

Certificates are awarded for short programs consisting of 9 to 30 credits. To be awarded a certificate for completion of a credit-bearing certificate program, students must: complete an Application for Credit-Bearing Certificate (https://www.uwsuper.edu/academics/registrars-office/forms/), and submit it to the Registrar's Office for the certificate to be posted to the student's transcript.

Students earning certificates do not participate in Commencement and Latin honors are not awarded for certificates.

Certificates are not awarded to students with academic suspension status.

Master Degrees

Master degrees are graduate-level degrees. The catalog requirements in effect upon the student's term of entry define the graduation requirements for the degree sought. Application for the graduate degree must be made online at the beginning of the final term of attendance.

For a graduate degree to be posted, all requirements and course work must be completed within four weeks of the final day of the student's last term of attendance. Students who have applied, but do not graduate must reapply for graduation.

All credits used in meeting the requirements of a graduate degree or certification in professional education must be earned within a period of not more than 10 consecutive years, commencing with the enrollment date in courses applicable to the degree (or certification program) rather than the completion date of applicable courses.

All master's degree candidates are required to complete a thesis or culminating project as prescribed by the graduate program and approved by the faculty advisor. Evidence of completion of this requirement must be verified by the advisor as indicated on the student's Plan of Study.

UW-Superior awards two master degrees: Master of Arts (MA) and Master of Science in Education (MSE).

Overall Graduate Degree Requirements

Master of Arts (MA)

UW-Superior offers MA degrees in:

See specific requirements in the Graduate Studies (http://catalog.uwsuper.edu/graduate/studies/) section of this catalog.

Master of Science in Education (MSE)

UW-Superior offers MSE degrees from the following departments in the following majors with minimum requirements listed:

See specific requirements in the Graduate Studies (http://catalog.uwsuper.edu/graduate/studies/) section of this catalog.

Specialist in Education (EdS)

UW-Superior offers an EdS in Educational Administration with specializations in:

Requirements are:

See specific requirements in the Graduate Studies (http://catalog.uwsuper.edu/graduate/studies/) section of this catalog.

Certification Programs

UW-Superior offers courses that lead to certifications for licensure in:

See specific requirements in the Graduate Studies (http://catalog.uwsuper.edu/graduate/studies/) section of this catalog.

Minor Awarded after Bachelor Degree Earned

Students, who have already earned a baccalaureate degree, and wish to earn a subsequent minor, must complete all requirements of the minor including a minimum of 21 distinct additional semester undergraduate credits that are not applied to the first degree.

This means that students seeking a subsequent minor from UW-Superior must have a minimum of 141 earned degree-seeking credits. Students must apply for and pay the graduation application fee for a subsequent minor.

Students MAY use the same credits to satisfy requirements for a major and minor (double-dipping IS allowed).

The subsequent minor shall be listed separately on the official transcript with the date awarded.

Transfer Students earning a Minor after being awarded a transfer baccalaureate degree.

Students with a baccalaureate degree from any other regionally accredited institution who wish to earn a subsequent minor from UW-

Superior must complete a minimum of 21 distinct additional semester undergraduate credits from UW-Superior, subsequent to the awarding of the first degree.

Students MAY use the same credits to satisfy requirements for a major and minor (double-dipping IS allowed).

The subsequent minor IS NOT LISTED on a UW-Superior official transcript and students do NOT apply for graduation.

Second Degree

UW-Superior Alum who wish to earn a second UW-Superior degree who have earned a baccalaureate degree from UW-Superior, may not return to UW-Superior to seek a second major that will be attached to the UW-Superior degree already earned; rather students will be required to earn a second degree.

Students, who have earned a baccalaureate degree from UW-Superior, and who wish to earn a second, distinct undergraduate degree from UW-Superior, must complete a minimum of 30 additional semester undergraduate credits from UW-Superior, subsequent to the awarding of the first degree. Requirements for a second major must be completed AS WELL AS requirements for a third major or a minor (if the second major sought is not a comprehensive major). This means students seeking a second baccalaureate degree from UW-Superior must have a minimum of 150 earned degree-seeking credits. Students must apply for and pay the graduation application fee for a second degree.

For example, a student can be awarded a BS degree in biology and a BS degree in chemistry, assuming s/he has met the requirements of both majors and have earned at least 150 credits from UW-Superior. Students MAY use the same credits to satisfy requirements for more than one major or for a major and minor (double-dipping IS allowed).

Transfer Students who wish to earn a second baccalaureate degree.

Students with a baccalaureate degree from any other accredited institution who wish to earn a second baccalaureate degree from UW-Superior must complete a minimum of 30 additional semester undergraduate credits from UW-Superior. These 30 credits cannot be from the original degree (from the transfer institution).

Transfer students must complete the requirements of a UW-Superior major AND a UW-Superior minor or third major (if not a comprehensive major). This means students, who already hold a baccalaureate degree, seeking a second baccalaureate degree from UW-Superior, must have a minimum of 150 earned degree-seeking credits. Students must apply for and pay the graduation application fee.

Second Master's Degree

Additional master's degrees are permissible, but each degree requires 30 to 60 semester credits (as per the catalog requirements) beyond the credits earned for the previous master's degree(s). Courses taken as part of a prior master's degree may not count toward the credit requirement for a subsequent master's degree. Students who have completed a master's degree program at UW-Superior who wish to re-enter for a second master's degree must use a re-entry application to begin a subsequent master's degree.

Concurrent Degree Policy

Students may be awarded two undergraduate degrees concurrently provided that the degree programs have substantial differences or entitlements. Students may be awarded concurrent degrees including the BM, BME, BFA, BA and BS degrees provided they have different comprehensive majors or non-comprehensive majors with either an additional major/minor. Each degree must be distinct. For example, two of the same degree cannot be awarded concurrently such as two Bachelor of Arts degrees. Students must complete all requirements for both programs, including degree, major, and unique requirements including certification requirements for teachable majors/minors. The major from either degree may not be used in place of any minor required in the other degree (e.g., the music major from the BME degree may replace the minor required in the BA degree).

The student must complete a minimum of 150 credits to be awarded two degrees either concurrently or by returning to add an additional degree which requires 30 additional credits beyond the first degree. Please refer to the Second Baccalaureate Degree Policy.

Students will be assigned an advisor from each program that is being pursued.

The duplicate credit rule applied between the majors and/or minors of both degrees pursued.

The General Education requirements for the University only need to be met once; however, students must meet any specific General Education requirements for the academic program(s).

Students who elect to pursue concurrent degrees are not exempt from the UW System Excess Credits surcharge.

Posthumous Degree

A request for a posthumous degree is initiated by a person, or persons associated with the deceased to the Registrar. This is usually a family member, but the academic department of the student can initiate it in accordance to the wishes/support of the family.

The deceased student must have completed at least 7/8 of the degree requirements of his/her major. If the deceased student was not close to meeting graduation requirements, the academic department may recommend that a "Certificate of Accomplishment" or other similar acknowledgement be issued.

The request must be approved by the academic department and the Provost. The Registrar may also suggest a posthumous Associate degree, if the deceased had completed 7/8 of an Associate degree.

Grades

Below are listed the official grades of UW-Superior. Grades listed below are used to calculate term and cumulative grade point average (GPA) unless noted with an asterisk. Grade points are assigned for each grade (including zero grade points) used to calculate GPA.

Faculty electronically assign final grades students have earned at the end of each term or Summer College session. Students access grades via their unofficial transcript in E-Hive.

Below are listed grade points assigned for each grade.

Letter Grade	Grade Points per Credit	Credit Earned?
A	4.000	Yes
A-	3.667	Yes
B+	3.333	Yes
B	3.000	Yes
B-	2.667	Yes
C+	2.333	Yes

C	2.000	Yes
C-	1.667	Yes
D+	1.333	Yes
D	1.000	Yes
D-	0.667	Yes
F	0.000	No
AUD (Audit)	N/A	No
IP (In-Progress-only assigned for specific courses)	N/A	No
NC (No Credit)	N/A	No
NR (Not Reported)	N/A	No
I (Incomplete)	N/A	No
P (Pass)	N/A	Yes
W (Withdraw)	N/A	No
XF (Last Date of Attendance)	N/A	No

Grade Point Average

The cumulative grade point average (GPA) is based on the grade point system and is computed by dividing the total number of points earned per credit by the total number of credits attempted. Grades of Aud, I, IP, NC, NR, P, and W are not counted as credits attempted in computing GPA.

The cumulative grade point average for a straight A letter grade in six three-credit courses is computed by diving the total number of grade points (A=Four grade points multiplied by 18 credits=72 grade points) by the number of attempted credits (18), which would give the student a cumulative average of 4.000.

Major/Minor GPA Calculation

Major and minor grade point average (GPA) calculation shall be based on all coursework attempted (this excludes "I", "IP", "NC" and "W" grades) in residence that applies to the respective major or minor. There is no limitation placed on the number of credits that are used in this calculation.

The University of Wisconsin-Superior's Repeated Coursework Policy (AP 1206) will be enforced for this calculation. For example, if a student repeats a required course within a major, it will be the most recent grade that is used in the major GPA calculation.

The major/minor GPA only includes pre-requisite coursework when it has been included in the major/minor as a requirement. This also applies to coursework required to get into the major/minor. Departments may apply additional coursework to the major/minor by notifying the Registrar's Office. Department chair approval is required.

This is the GPA that will be used for graduation eligibility (2.00, while in residence) within the major or minor. A given major or minor may require a higher GPA for graduation eligibility as specified in the catalog.

Dean's List Honors

To be eligible for Dean's List honors, students must earn a semester grade point average of at least 3.50, while carrying a minimum of twelve (12) semester college level (courses above 100) credits on the A/F grading system.

Dean's list honors are printed on the official transcript.

Grade Appeal

Instructors are expected to evaluate students regularly and consistently by criteria and guidelines provided to the students at the beginning of the semester in the course syllabus. If a student has reason to believe that a grade is incorrect, the student may act on that concern through the following process.

A student may seek to appeal the grade based on one or more of the following factors:

- An error was made in grade computation;
- The grade was based on factors contrary to those stated in the course syllabus;
- The grade involved some breach of federal or state constitutional protections, federal laws, Regents' Rules, or UW-Superior policies.

Student Appeal Process

1. Student must present rationale for changing the grade to the instructor. This consultation must occur no later than the fourth week of the following semester.
   a. Fall Semester grade appeals must be submitted by the fourth week of Spring Semester
   b. Spring Semester grade appeals must be submitted by the fourth week of the following Fall Semester
   c. Summer College grade appeals must be submitted by the fourth week of the following Fall Semester
2. If the results are not satisfactory and the student wishes to continue the appeal process, the student shall make an appointment to speak with the department chair explaining the grade concern.
3. The department chair can offer to facilitate a meeting between the student and the instructor.
4. If the results are not satisfactory and the student wishes to continue the appeal process, the student has the right to contact the provost and submit a written request for review of the contested grade.
5. The provost can appoint an individual or group to review the student's grade concern and report back to the provost.
6. The provost, after hearing the results of the report listed above, can suggest an instructor change a grade or that no action be taken to change a grade. The provost, as chief academic officer, has the final determination in establishing cause. The instructor is the only person who can change a grade (unless the instructor is no longer on campus and/or available to make a grade change-at which point the department chair may change the grade). If there is cause to request a grade change and the instructor declines to make the change, the provost has the right to submit a written description of the complaint to be inserted into the instructor's personnel file. Likewise, the instructor can submit a letter of explanation regarding the grade. If the provost determines that there is no cause to request a change in grade, the matter is closed with no record in the instructor's personnel file.
7. The provost will convey the findings and actions to the student, the instructor, and the department chair.

Grade Changes

It is the student's responsibility to call the instructor's attention to any perceived error in grading as soon as possible after grades are reported. It is the instructor's responsibility to correct grading errors as soon as they are noted, if warranted.

The instructor authorizes a grade change by signing a Change of Grade form (https://www.uwsuper.edu/academics/registrars-office/forms/). The department chair approves this form and then submits it to the Registrar's Office, where the record will be changed, and the student notified of the change of grade.

A change of grade can result in a student's change in academic standing (good standing/probation/suspension).

Instructors have the purview to change grades at any time, (regardless when the grade was assigned) providing they have department chair approval.

Final Exams

Final examinations are scheduled during the last week of each semester. The final exam schedule for each term is listed here (https://www.uwsuper.edu/academics/registrars-office/calendar/final-exams-schedule/). In the event that final examinations on a given day have to be cancelled due to inclement weather or other emergency circumstances, the following procedures shall apply:

- The examinations scheduled for that day will be moved to the day immediately following the last scheduled examination day.
- If the cancellations happen during the first part of a split examination week, the make-up day will be the Saturday within the exam week.
- If instructors can determine an alternate time for their examination outside of the above, they are permitted to do so. It is their responsibility to communicate this to members of the class.
- If instructors can determine an alternate examination format (i.e., take-home exam, web exam) they are permitted to do so. It is their responsibility to communicate this to members of the class.

Incomplete Grade Lapse

A grade of Incomplete (I) may be given by an instructor when a student has been engaged for at least two-thirds of the class but has been prevented by emergency circumstances from completing the course. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully **without again attending regular class sessions** or needing extensive instructor supervision.

Instructors who assign an I grade must submit a change of grade form (https://www.uwsuper.edu/academics/registrars-office/forms/) (requesting the I be replaced by a regular grade A-F or P) by the end of the next Fall or Spring term. I grades for Summer lapse after Fall term.

If a grade change is not submitted by the last day of the subsequent term, by the instructor who assigned the Incomplete grade, the Registrar's Office will lapse the Incomplete grade to a Failing (F) grade the day after the last day of the term (last day of final exams).

Degrees will not be posted to transcripts if there are any I grades listed on a transcript. The Registrar will request faculty to change any I grades, for courses not required for graduation with NC (no-credit) grades prior to posting a degree. Ultimately, it is the student's responsibility to ensure all I grades have been replaced with regular grades prior to applying for a degree.

In-Progress (IP) Grades

A grade of In-Progress (IP) may be assigned by an instructor in specially designated courses where the expectation is that students cannot finish the course within a traditional term. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully within one calendar year without attending regular class sessions or needing extensive instructor supervision.

Courses meeting this requirement are student teaching, internships, senior capstones, practicums or theses. **Only** the specific courses listed below can be assigned IP grades:

Code	Title	Hours
ART 435	Research in Art	3.00
ART 497	Art Field Study	1.00-3.00
ART 498	Practicum	1.00-7.00
ART 798	Practicum	1.00-7.00
BIOL 181	Special Topics	1.00-4.00
BIOL 281	Special Topics	1.00-4.00
BIOL 481	Special Topics	1.00-4.00
BIOL 491	Senior Research	1.00-4.00
BIOL 496	Internship	1.00-4.00
CHEM 181	Introductory Topics	1.00-2.00
CHEM 281	Selected Topics	1.00
CHEM 381	Intermediate Topics	1.00-3.00
CHEM 481	Special Topics	1.00-6.00
CHEM 491	Senior Research	1.00-4.00
CHEM 496	Senior Paper	1.00
CHEM 497	Senior Seminar In Chemistry	1.00
CJUS 301	Study Abroad	6.00
CJUS 320	Special Topics	3.00
CJUS 491	Applied Criminal Justice/Internship	3.00
CJUS 492	Criminal Justice Policy Issues and Reform	3.00
CJUS 499	Individualized Research	1.00-3.00
COAC 250	Coaching Fieldwork	1.00-5.00
COMM 798	Independent Study	3.00-6.00
COMM 780	Thesis	3.00-6.00
COUN 750	Practicum/Internship*	1.50-3.00
COUN 756	Internship-School (preK-12)	3.00-6.00
COUN 758	Internship-Clinical/MCF/Helping Foundations	3.00-6.00
CSCI 498	Individual Capstone Project	1.00
ECON 301	Study Abroad	6.00
EDAD 700	Administrative Leadership	3.00
EDAD 704	Practicum - Director of Instruction	1.50
EDAD 705	Practicum - Director of Instruction	1.50
EDAD 706	Practicum - Director of Instruction	1.50
EDAD 707	Practicum - Director of Instruction	1.50
EDAD 724	Practicum - PreK-12 Principal	1.50
EDAD 725	Practicum - PreK-12 Principal	1.50
EDAD 726	Practicum - PreK-12 Principal	1.50
EDAD 727	Practicum - PreK-12 Principal	1.50
EDAD 734	Practicum- Director of Special Education	1.50
EDAD 735	Practicum- Director of Special Education	1.50
EDAD 736	Practicum- Director of Special Education	1.50
EDAD 737	Practicum- Director of Special Education	1.50
EDAD 761	Practicum - School Business Administration	1.50
EDAD 863	Internship: Superintendency	1.50

EDAD 864	Internship: Superintendency	1.50
ENGED 752	Educational Research Project	3.00
GEOG 281	Special Topics	1.00-6.00
GEOG 298	Independent Study	1.00-4.00
GEOG 450	Capstone in Geography	3.00
GEOG 481	Special Topics	1.00-6.00
GEOG 491	Undergraduate Research	1.00-4.00
GEOG 496	Internship	1.00-4.00
GEOG 498	Independent Study	1.00-4.00
HHP 188	Riding	1.00
HHP 339	Methods and Curriculum In Teaching Secondary Physical Education	3.00
HHP 423	Adapted Aquatics Instructional Lab	0.50
HHP 424	Adapted Lifetime Recreation and Sport	1.00-4.00
HHP 435	Methods and Curriculum in Teaching Elementary Physical Education	3.00
HHP 458	Certification/Certificate Preparation	1.00-12.00
HHP 471	Senior Seminar: Community Health Promotion	3.00
HHP 490	Independent Study	1.00-6.00
HHP 491	Fieldwork	1.00-12.00
HHP 492	Experiential Learning	2.00-12.00
HHP 494	Workshop	1.00-8.00
HHP 495	Current Topics Seminar	1.00-12.00
HHP 496	Internship	10.00-20.00
HIST 301	Study Abroad	6.00
HIST 490	Public History Internship	3.00
HIST 495	Special and Student Initiated Seminar	3.00
INDG 486	Special Topics	1.00-4.00
INDG 490	Indigenous Studies Independent Study	1.00-4.00
LSTU 301	Study Abroad	6.00
LSTU 485	Internship	3.00
LSTU 497	Special and Student-Initiated Seminars	1.00-3.00
LSTU 499	Independent Research/Applied Skills	1.00-3.00
MATH 498	Mathematics Capstone	1.00
PHIL 301	Study Abroad	6.00
PHYS 281	Selected Topics	1.00-6.00
PHYS 381	Intermediate Topics	1.00-6.00
PHYS 481	Special Topics	1.00-6.00
POLS 301	Study Abroad	6.00
POLS 485	Internship	2.00-10.00
POLS 499	Senior Seminar	3.00
SOCI 301	Study Abroad	6.00
SOCI 497	Practice in Applied Sociology	1.00-4.00
SOCI 498	Thesis	3.00
SOCI 499	Independent Study	1.00-4.00
SO W 422	Social Work Field Instruction I	5.00
SO W 427	Social Work Field Instruction II	5.00
SPAN 399	Study Abroad	1.00-6.00
SPED 775	Special Education Directed Student Teaching	1.00-1.50
SPED 776	Special Education Directed Student Teaching	1.00-1.50
T ED 752	Action Research Project	3.00

Instructors who assign an IP grade must submit a change of grade form (https://www.uwsuper.edu/academics/registrars-office/forms/) (requesting the IP be replaced by a regular grade A-F or P) within one calendar year of date the IP grade was assigned. If a grade change form is not submitted by the end of one calendar year, by the instructor who assigned the IP grade, the Registrar's Office will lapse the IP grade to a Failing (F) grade.

Degrees will not be posted to transcripts with Incomplete (I) or In-Progress (IP) grades listed on the transcript. The Registrar will request faculty to change any IP grades, for courses not required for graduation with NC (no-credit) grades prior to posting a degree. Ultimately, it is the student's responsibility to ensure all IP grades have been replaced with regular grades prior to applying for a degree.

Mid-Term Grades

Students earning a D or F in 100- to 200-level semester-long courses through the middle of the term will receive a mid-semester grade email. Mid-term grades are not issued during summer session. Mid-term grades are not calculated in the grade point average and do not appear on students' transcripts. Mid-term grades are valuable for both students and faculty as progress checks and advising tools. Students are encouraged to discuss their academic performance with the instructor and/or adviser to determine ways to improve course performance so that academic standing is not negatively affected when final term grades are posted.

Mid-term grades are not issued during Summer College.

Pass/Fail Grades

Students are allowed a total of 15 Pass/Fail (P/F) credits.

Specific courses, identified by the various departments and in the student's major, may not be taken P/F. Degree-seeking students cannot take COMM 110 Introduction to Communication or any English Literature course as P/F. Students in Business and Economics programs, and other students who wish to enroll in 300- or 400-level Business or Economics courses, may not include courses taken as P/F as pre-requisites. Details are specified in the Business and Economics section of this catalog.

Students who choose the P/F grading option should do so upon enrollment in a course, but they are allowed to change to P/F grading up through the tenth day of Fall or Spring term (or the last day to drop/add for Summer College/J-Term courses).

Students who wish to change to P/F grading after the tenth day of term may do so **with** the approving signature of the faculty teaching the course and the department chair (of the department that houses the course) on a Pass/Fail form obtained from the Registrar's Office (https://www.uwsuper.edu/academics/registrars-office/).

Students are allowed to submit this form to the Registrar's Office until the day before final examinations begin for any term or Summer College/J-Term. If a student receives a Pass grade, s/he may not subsequently repeat this same course for a letter grade.

Students should be aware that it may be difficult to transfer P/F graded courses to other institutions of higher education.

Name/Address Changes

The Registrar's Office should be notified as soon as possible of a student's change in name or address. Each student is expected to maintain his or her mailing address through his or her E-Hive account or through a change of address form (https://www.uwsuper.edu/academics/registrars-office/forms/) submitted to the Registrar's Office. The mailing address represents the address to which official university mail will be sent during the student's career.

Students who wish to have their billing statements mailed to an address different than their mailing address should contact the Bursar/Cashier's Office (uwscashier@uwsuper.edu). Graduate students may request a business address be entered by the Graduate Studies Office.

Petition Appeals

Exceptions to established undergraduate policies may be requested by submitting a petition (https://uwsuper.sharepoint.com/sites/VivaLanding/University%20Policy%20and%20Procedures/Forms/AllItems.aspx?id=%2Fsites%2FVivaLanding%2FUniversity%20Policy%20and%20Procedures%2FEnrollment%20Management%20%26%20Marketing%2FRegistrar%2FForms%2FCredits%20and%20Reinstatement%20Petition%20Form%2Epdf&parent=%2Fsites%2FVivaLanding%2FUniversity%20Policy%20and%20Procedures%2FEnrollment%20Management%20%26%20Marketing%2FRegistrar%2FForms&p=true&ga=1) form (https://www.uwsuper.edu/academics/registrars-office/forms/) to the Credits and Reinstatement Committee. Petitions are available in the Registrar's Office or here (https://www.uwsuper.edu/academics/registrars-office/forms/) . Students are encouraged to read the full directions (as listed on the reverse side of the petition form) as well as the Rules for Petition Decisions attached to the form. Petition forms submitted without the required signatures will not be considered by the committee.

If students' written petitions are denied, they may request to attend a Credits and Reinstatement Committee meeting in person for a subsequent decision **if** the student is able to provide additional documentation not submitted with the written petition request.

Exceptions to graduate policies may be requested by submitting a petition to the Graduate Council. Petitions are available in the Graduate Studies Office (https://www.uwsuper.edu/graduate/forms/).

Policies

Undergraduate Academic Policies (https://www.uwsuper.edu/academics/registrars-office/policies/)

Cross Registration

Cross Registration (with University of Minnesota-Duluth and College of St. Scholastica) Full-time undergraduate students (12 credits or more on campus) at UW-Superior can cross-register for two classes per term, except summer, at either the University of Minnesota-Duluth UMD) or the College of St. Scholastica (CSS). Students taking online courses at UW-Superior as part of their 12 credits or more will be responsible for additional tuition charges. Registration forms are available in the Registrar's Office, Old Main 139 and under the Forms (http://catalog.uwsuper.edu/undergraduate/student-services/registrar/www.uwsuper.edu/registrar/forms/). Conditions of cross-registration include the provisions that the course requested must have an available seat for the student. Students must be enrolled at the home institution as full-time students and maintain those credits for at least the first four weeks of the term. An add/drop hold will be placed on the student's record for the first four weeks of the semester. Cross-registered courses are counted in the plateau (total credit load), provided all courses in the plateau are on campus courses. Additional fees will be charged for credits over 18 and for students electing online courses as part of their course load at UW-Superior. Students wishing to use a cross-registered course to fulfill a degree requirement should get confirmation that the course is acceptable prior to enrollment. Repeating a course taken previously at UW-Superior through cross-registration will not remove the initial UW-Superior grade from the record. For courses in a major, the advisor and department chair must authorize the substitution. For General Education courses, the advisor and department chair, where the course is offered, must authorize the substitution.

Registration and Registration Changes

Web Registration for Fall and Summer terms will begin the second week of April. Web registration for J-Term and Spring Semester will begin the second week of November. Beginning on this same day students may submit signed Drop/Add forms (https://www.uwsuper.edu/academics/registrars-office/forms/) to the Registrar's Office for processing, providing the form has the signature of the instructor teaching the course.

Students are emailed specific assigned appointment times when they can begin the registration process via their E-Hive account. Students must have met with their advisor and have the advisor registration hold removed prior to being able to register through E-Hive.

Students with negative holds on their account will not be allowed to register for classes.

In-Person registration (where students register in-person with a hard-copy registration form) begins on Tuesday of each registration week. Beginning on this same day students may also bring signed Drop/Add forms (https://www.uwsuper.edu/academics/registrars-office/forms/) to the Registrar's Office for processing, providing the form has his/her advisors signature.

Add/Drop

Students may add classes via their E-Hive account, or at the Registrar's Office, without instructor permission, through the fifth class day of each term (pro-rated for Summer College). From the sixth through the tenth class day of each term, students are required to have permission from their instructor(s) before they are allowed to enroll. This requires either a permission number to add a course via E-Hive, or signatures on a Drop/Add form submitted to the Registrar's Office for processing.

After the eleventh class day of each term, students may add a class with signatures from the instructor, their advisor and department chair on a Petition form which is submitted to the Registrar's Office for consideration by the Credits and Student Reinstatement Committee.

Students who wish to add a class during the last two weeks of the term, or thereafter, are required to pay a $20 fee.

Dropping Classes During a Regular Term

Web Registration for Fall and Summer terms will begin the second week of April. Web registration for J-Term and Spring Semester will begin the second week of November. Beginning on the same day, students may submit signed Drop/Add forms at the Registrar's Office for processing, providing the form has the signature of the instructor teaching the course. Students may drop classes via their E-Hive account, or by submitting a signed Drop form (https://www.uwsuper.edu/

academics/registrars-office/forms/) to the Registrar's Office, through the tenth class day of each term (pro-rated for Summer College). No additional signatures are required on the drop form during this period. Individual classes dropped during this period are not recorded on official transcripts.

If all classes are dropped a single notation of "withdrawn" and the date the student initiated the process is noted for the respective term on the official transcript. There is a $50 fee to drop all classes from the first day of the term through the tenth day of the term.

From the 11th class day of each term through the 60% calendar day of each term (does not include 9 days of Spring Break week), students may drop classes via their E-Hive or by completing a drop form that is submitted to the Registrar's Office. There is a $20 fee that is automatically assessed to student accounts by the Cashier's Office. This $20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal).

Students seeking to drop classes after the 60% day of each term must submit such requests to the Credits and Student Reinstatement Committee for consideration with all required signatures and documentation (see the Petition section of this catalog). If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

Adding Classes During Summer College or Shorter Periods

- Students enrolled in classes that are two weeks in length are allowed the first two class days of the session to add a class without instructor permission.
- Students enrolled in classes that are three weeks in length are allowed the first three class days of the session to add a class without instructor permission.
- Students enrolled in classes that are four weeks in length are allowed the four class days of the session to add a class without additional instructor permission.
- Classes five weeks in length or longer, will follow the same procedure listed above for adding regular-term classes.

After the specific class day of the session listed above, students may add a class with signatures from the instructor, their advisor and department chair on a Petition form (https://www.uwsuper.edu/academics/registrars-office/forms/) which is submitted to the Registrar's Office for consideration by the University Petition Committee.

Dropping Classes During Summer College or Shorter Periods

Two Week Classes

The last day to drop without permission is the second day of classes for the session. From the third class day of the session to the 60% calendar day of the session, students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a $20 fee that must first be paid at the Bursar/Cashier's Office. This $20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

Three Week Classes

The last day to drop without permission is the third day of classes for the session. From the fourth class day of the session to the 60% calendar day of the session, students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a $20 fee that must first be paid at the Cashier's Office. This $20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

Four Week Classes

The last day to drop without permission is the fourth day of classes for the session. From the fifth class day of the session to the 60% calendar day of the session, students may drop classes by completing a drop form that is submitted to the Registrar's Office. There is a $20 fee that must first be paid at the Bursar/Cashier's Office. This $20 fee is regardless of the number of classes being dropped. Classes dropped during this period are recorded on students' official transcripts with a grade of W (withdrawal). Students seeking to drop classes after the 60% calendar day of the session must submit such requests to the Credits and Student Reinstatement Committee for consideration. If the Committee approves the petition, W grades will be entered on the student's transcript for each course approved to drop late. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.

Five Week (or longer) Classes

Classes five weeks in length or longer, will follow the same procedure listed above for dropping regular-term classes.

Cancelling Classes Before a Regular Term/Summer College/Shorter Period

Students may cancel classes via their E-Hive account **before** the first day of each term. Cancelled classes are not recorded on students' official transcripts.

Administrative Drop

Students who do not attend the first class meeting of a course, or who do not participate in a course related activity in an on-line course, or who do not notify the instructor that they will be absent for special reasons, will be dropped from the course.

Students should not assume that a course will be dropped automatically. It is still the students' responsibility to verify official enrollment through their class schedule.

Auditing Classes

An auditor may enroll in a course, with the instructor's consent, for which the auditor will receive neither grade nor credit. The student is expected to attend class regularly but will not be expected to submit assignments or take examinations. Audited courses do not count toward a degree and cannot be converted to credit after the last day to add classes. Audited courses do not count in determining credit load. A student's

transcript will indicate "Aud" as the grade earned for auditing a course. When registering for an audit, indicate Aud credits on the signed course registration form. Charges for auditing a class are located in the Cashier's section (http://catalog.uwsuper.edu/undergraduate/student-services/cashier/) of this catalog.

Cancelling Classes

Students may cancel classes in their E-Hive account **before** the first day of each term. Cancelled classes are not recorded on students' official transcripts.

Online Learning Registration

Coursework through the Online Learning (OL) is normally open only to students enrolled in the program. However, on-campus students, with the support of their advisor, the instructor and the department chair of the instructor, and the DLC director, may enroll in coursework through OL.

Enrollment in Courses Numbered 001-099

Students enrolled in Writing and Mathematics courses numbered 099 or lower will normally not be permitted to enroll for more than 15 credits during that term. Courses numbered 099 or lower are considered remedial courses and do not count toward the 120 credits needed for graduation. (New freshman required to take WRIT 099 Fundamentals of Writing or MATH 090 Fundamentals of Mathematics must successfully complete remedial coursework before completing 30 semester credits.)

Internship Policy

Many of the academic programs at UW-Superior encourage or require their students to participate in an internship.

First, to be eligible to enter an internship, each student must complete all requirements to enter the internship as established by the department in which the internships offered.

Second, departments offering internships must have a signed affiliation/partnership agreement in place with each agency, school, or site in which it intends to place its interns. No intern may be placed in an internship site until such an agreement is signed by both parties. These agreements are to articulate the roles and responsibilities of each party and establish responsibility for liability coverage.

Copies of the signed and approved affiliation or partnership agreement must be filed both with the department granting credit (or supervising it in the case of zero credit) and with the vice chancellor for administration and finance. The contract must be on file and the student must be registered for the course prior to beginning the hours involved.

Official Enrollment

Students are officially enrolled only in those courses which appear on their class schedule on Student Center in E-Hive. Faculty will record a grade for each course listed in E-Hive even if the student does not attend. Students who are not officially enrolled for courses in E-Hive will not receive grades.

Repeated Coursework

Students are allowed to repeat a course previously passed only one time. This means a student can enroll two times maximum for any course. Exceptions to this are:

- Repeated courses required for major/minor.
- Repeated course numbers, but different course titles (special topics courses)
- Repeatable courses as noted in course description

Each time a student attempts to enroll in a previously passed course, s/he will receive a message indicating past enrollment in the course. Students will earn credit only one time for repeated courses, (exceptions listed above). The Registrar's Office will email students notice if they are enrolled in a previously passed course; however, it is the student's obligation to drop the course.

By repeating courses students may raise their grade point averages. The grade of record is the grade earned the last time a course is attempted. Repeating a course will not remove the initial grade from the transcript; however, it will change the cumulative GPA.

Students who believe they have a valid reason to repeat a previously passed course more than one time are required to submit a petition form requesting to do so.

There is no limit on the number of times students can repeat failed courses.

Requirement to Repeat Courses Over Seven Years Old at Time of Graduation

Any student who plans to graduate with course requirements or the required courses for any major offered by all academic departments that will be seven years old at the time of graduation should be aware that the department retains the option to require the student to repeat any such courses. This policy applies to any courses used to satisfy major requirements, regardless of the college or university that granted the credit initially.

Senior Students Enrolling in Graduate Courses

Second-semester UW-Superior seniors, with approval of the Graduate Council, may take a maximum of six graduate semester credits in courses numbered 500-699 during their final semester, subject to certain provisions. The graduate credits must be beyond those required for the baccalaureate degree and cannot count toward the baccalaureate degree. Permission to enroll for the graduate credits requires approval of the Graduate Council, obtained by means of a petition during the prior semester. Seniors seeking this privilege must meet the grade point average required for unconditional admission to Graduate Studies. Undergraduate academic fees will be charged for these six graduate credits. After completion of an undergraduate degree, these graduate credits will be entered on the student's graduate transcripts. The student will have to pay the differential between undergraduate and graduate fees for the process to be completed.

Withdraw

Dropping all classes for a term is considered a Total Withdrawal. Students must complete a Total Withdrawal form (https://www.uwsuper.edu/academics/registrars-office/term-withdrawal/).

Total Withdrawal from All Classes for a Term/Summer College/Shorter Period

First Ten Days of Term

Students must complete a Total Withdraw form (https://www.uwsuper.edu/academics/registrars-office/term-withdrawal/), securing all required signatures. The final signature on the form is the Registrar's. Withdraws are not listed on the official transcript prior to the

eleventh day of the term; however, a notation of "withdrawn" and the date the student initiated the process does appear on the transcript for the term the student withdrew from. There is a $50 fee for totally withdrawing prior to the eleventh day of a term. This fee must be paid to the Cashier's Office.

Eleventh Day to 60% Day of Term
The last day to totally withdraw from all courses, whereby students earn a W on his/her transcript for each course, is the 60% calendar day of each term or Summer College session/shorter period classes.

Students must complete a Total Withdraw form (https://www.uwsuper.edu/academics/registrars-office/term-withdrawal/), securing all required signatures. The final signature on the form is the Registrar's. There is no charge. Withdrawal from all classes after this date requires a petition appeal to the Credits and Reinstatement Committee. There are specific requirements for this request as listed on the Petition form (https://www.uwsuper.edu/academics/registrars-office/forms/).

60% Day to End of Term
Students seeking to withdraw from courses after the 60% calendar day of the term (through the petition process), must secure a signature from each faculty member for each course, as well as the department chair for each course, on the petition form (https://www.uwsuper.edu/academics/registrars-office/forms/). The petition form is then submitted to the Registrar's Office for consideration by the Credits and Reinstatement Committee. If the Committee approves the petition, W grades will be entered on the student's transcript for each course and notation of "withdrawn" and the date the student initiated the process. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Student may not totally withdraw from all courses in a term if any of the classes in the respective term, or Summer College session have been graded. Students, who have totally withdrawn from all courses for a term, will not be allowed to register for any subsequent classes in the same term. Neither UW-Superior faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance.

Incapacitated Student Total Withdrawal

When a University official is made aware that a currently enrolled student has become incapacitated due to injury or illness and the Registrar receives written confirmation of such from a medical doctor, the Registrar and Dean of Students may initiate a total withdrawal on the student's behalf.

Student Preferred Name Policy

The University of Wisconsin-Superior recognizes that students may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. The goal of the Student Preferred Name option at UW-Superior is to provide a consistent preferred name experience across University systems and use of one's preferred name wherever legal name is not absolutely necessary.

As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the legal name in select university systems and documents except where the use of the legal name is required by university business or legal need.

Places Where Preferred Name Will Appear

- Unofficial Transcript
- Student Center
- Class Roster
- Grade Roster
- Student Services Center (UW-Superior Staff)
- Online Advising Report
- Learning Management System (Learn@UW-Superior)

Places Where Preferred Name Will Not Appear (Legal Name Required)

- Official UW-Superior Transcript
- UW-Superior Diploma
- Enrollment Verifications
- Student Financial Accounts
- Financial Aid
- Human Resources (Student Employment)
- Immigration and Visa-Related Documentation

Please note that a preferred name is used solely within UW-Superior internal systems. All external systems such as home-town newspapers, official transcripts, enrollment verifications, etc will continue to use your legal first name.

Requesting a Preferred Name

Enrolled students can use the Preferred Name Request Form (https://www.uwsuper.edu/academics/registrars-office/forms/) to indicate a preferred first and/or middle name. This form also can be used to alter or remove an existing preferred name. Newly admitted students should not submit the request form until they enroll in classes to ensure their account is connected to all applicable campus systems. It may take up to 1-3 business days for a preferred name to appear in all locations. Any questions about the processing of a preferred name request can be directed to the Registrar's Office (https://www.uwsuper.edu/registrar/) at 715-394-8228 or registrars@uwsuper.edu.

Student Gender Identity

The University of Wisconsin-Superior creates an inclusive environment for all individuals regardless of sex, sexual orientation, gender identity, gender expression, age race, national origin, ethnicity, ability, physical condition, developmental disability [Wis. Stat. § 51.01(5)], military status, marital status, parental status, or any other category protected by law in the execution of its educational programs, activities, employment, daily operations, and admission practices. The University of Wisconsin-Superior is committed to meeting the needs of the diverse populations listed above. In order to continuously improve programs and services which meet the needs of these populations, it is necessary for the university to collect specific information about the populations.

As part of the UW System Common Application for Admission, prospective students are asked to provide their "gender" and "gender identity." Currently enrolled UW-Superior students are also provided functionality to allow them to maintain gender identity data through their SIS self-service access to their personal record. Only the most recently declared gender data identified by the student is stored in the SIS. Historic records are not kept. Campus and UW System records retention policies dictate how long data is stored both locally and at UW System.

Individual gender identity data is not classified as "directory information" as defined by FERPA Guidelines and as such, can only be released to outside entities if the student has provided written permission for its release or if valid exceptions apply. The FERPA guidelines also define that data is only accessible to individuals who have an "Institutional need to know."

For the purposes of individual gender identity data, read only access will be provided to campus staff who have been identified by the Registrar as having Institutional need. These requests will be processed with a security change request ticket submitted to the SIS security officer. (**Note**: Admissions does not have access to gender or gender identify information during the admissions decision process. Also, faculty and other staff do not have access to students' gender or gender identity.) Aggregate gender identity data is available to the Institutional Research office for administrative, compliance, and analysis reporting. Gender identity data may only be disseminated in aggregate form to external entities with prior approval from the Chancellor or a Chancellor's designee. See the University of Wisconsin-Superior Gender Identity Policy (https://www.uwsuper.edu/academics/registrars-office/policies/) for more information.

How to Declare Gender Identity in E-Hive:

1. Login to **E-Hive**
2. Select **Student Center**
3. Choose **Gender Identity** from drop down list under **Personal Information**
4. Select preferred **Gender Identity** from drop down list
5. Click Save

Residency

Residency for tuition purposes (http://www.wisconsin.edu/undergraduate-education/residency/) is based upon standards set forth in Wisconsin Statues 36.27(2), which govern resident status for tuition purposes. Students are urged to contact the Registrar's Office (registrar@uwsuper.edu) at UW-Superior for further explanation of the policy and process for applying for an exemption.

Wisconsin requires payment of nonresident tuition by students who are residents of states other than Wisconsin.

For undergraduate students, residency status is determined at the time of admission. Residency status of graduate students is determined during the admission process to the Graduate Studies program.

A student's original resident status remains in effect unless the student requests and is granted reclassification. Such requests must be submitted to the Registrar's Office before the tenth day the semester in which reclassification is to take effect. To do this, submit the Residency Change Form (https://www.uwsuper.edu/academics/registrars-office/forms/).

Full and Partial waivers of the nonresident portion of tuition are available on a limited basis to those who qualify. The Non-resident Tuition Waiver (NTW) Program offers financial assistance to non-Wisconsin and non-Minnesota students who enroll at UW-Superior. Note that awards through the NTW Program apply only to the non-resident portion of tuition and do not apply to the resident portion of tuition.

To qualify for exemption from paying nonresident tuition, students must be able to prove number 1 or 2 below.

1. Must have resided in Wisconsin at least 12 months prior to the beginning of the term seeking to enroll in.
2. Must have moved to Wisconsin for purposes other than education.
    a. The state presumes that if a student attended UW-Superior during the 12 months they are initially in the state, they moved here for educational purposes and therefore Wisconsin residency should not be approved.
    b. If a student enrolls immediately upon arrival in Wisconsin, they can overcome the state's presumption if they can prove that attending UW-Superior is a secondary factor and they would have been present in Wisconsin regardless of their enrollment

If a student is able to answer yes to number 1 and 2 above, then they must prove they are a bona fide Wisconsin resident; meaning they have established and plan to maintain a residence in Wisconsin. A student who enters and remains in Wisconsin mainly to obtain an education, is presumed to continue to reside outside Wisconsin and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence.

Intent to become a bona fide resident of Wisconsin may be demonstrated or proved by several factors, including but not limited to: filing Wisconsin income tax returns; eligibility to vote in Wisconsin; motor vehicle registration in Wisconsin; possession of a Wisconsin driver's license; place of employment; and self support (all items and documentation required are listed on the residency appeal form).

Students can qualify for an exemption from non-resident tuition if they meet one of the qualifications listed below:

1. Has established a bona fide residence in Wisconsin for 12 months preceding the first day of the term in which they are seeking a residency change.
2. Is a **minor** student and has parent(s) or legal guardian who has established a bona fide Wisconsin residence for at least 12 months preceding the term in which they are seeking a residency change.
3. Is an **adult** student who is dependent on his/her parents who has established a bona fide Wisconsin residence for at least 12 months preceding the term in which they are seeking a residency change.
4. Is a **minor** student who has substantially resided in Wisconsin during the years of minority, at least 12 months preceding the term in which they are seeking a residency change.
5. Is an **adult** student who has been employed in Wisconsin as a migrant worker for at least 2 months each year for 3 of the 5 years preceding the first day of the term in which they are seeking a residency change.
6. Are a refugee
7. Is a non-resident member of the armed forces stationed in Wisconsin (with 90 miles of the border of Wisconsin) on military orders.
8. a. Spouses of #7
    b. Children of #7
9. Has graduated from a Wisconsin high school and whose parent(s) have established a bona fide Wisconsin residence for at least 12 months preceding the term in which they are seeking a residency change.
10. Is employed in Wisconsin full-time and was relocated by his/her employer.

The UW-Superior Residency Appeals Committee will review residency appeals and determine if they qualify as bona fide Wisconsin residents.

Transfer Policy

Credit is awarded for college-level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Foreign institutions must be recognized by the Ministry of Education in that country. Courses must be similar in nature, level and content to a course in our undergrad curriculum and applicable to an academic program. Courses that are remedial (usually numbered below 100); technical, vocational, or doctrinal in nature are generally not transferable. Transfer analysis will be based only on the evaluation of an official transcripts received either directly from the transfer institution or in a sealed envelope from the student. A transcript must be received from each previous institution attended.

International transfer students are required to submit original grade reports/transcripts for all post-secondary institutions and courses attended and original academic diplomas, certificates, and national or other major exam results. Official records must be submitted in their native language and must be accompanied by an official English translation. Official records should be sent directly from the institution or examining board. Transfer credit evaluation may require submission of course syllabi (official explanation of course content) from the institution. Transfer students who have attended non-US institutions may be required to submit their transcripts to an external agency for credit evaluation. A list of acceptable agencies is available at https://www.naces.org/members (https://www.naces.org/members/). Students who have attended a Chinese college or university must arrange for a verification report of their college/university transcript with the **China Academic Degree and Graduate Education Development Center (CDGDC;** Email: cqv@cdgdc.edu.cn; Website: www.cdgdc.edu.cn (https://www.cdgdc.edu.cn/)). The report must be mailed directly to UW-Superior by the CDGDC, rather than by the student or any third party.

Transfer courses with descriptions that closely match the descriptions of courses taught at UW-Superior will generally transfer as direct course equivalent credits. For example:

- An introductory macroeconomics course at the previous institution will transfer as UW-Superior's ECON 251 Principles of Macroeconomics. Transfer courses that do not have direct course equivalents at UW-Superior will transfer as elective credits within the appropriate academic department.
- A course on the geology of Minnesota would transfer as geology elective credits because UW-Superior does not offer a course with this particular content. Elective credits may need further evaluation by the major department to determine applicability to a UW-Superior degree program and might be redirected for a University Studies course, major/minor or degree requirement.
- A course that carries more credit than the corresponding UW-Superior course is transferred to meet the credit hours of the UW-Superior course; the additional hours are counted as elective credit. Credits that do not apply toward specific requirements will be applied toward the minimum number of total credits required for graduation.

If a student is awarded transfer credit for a course and then repeats the course at UW-Superior, the transferred credits will be removed from the student's record.

Grades earned at previous institution(s) are not calculated into the UW-Superior cumulative grade point average; however, transfer grades are used when calculating degree grade point average used for graduation honors. Grades received for transfer work will not replace a grade for a course taken at UW-Superior.

Course substitutions in a particular General Education, core or knowledge category may be appropriate when a transfer course is similar but not equal to a UW-Superior course. A course transferred as elective credit is eligible to be redirected for a General Education, major, minor, or degree requirement. It is the responsibility of the student to provide the appropriate documentation such as a course description or syllabus from the previous institution to support her/his request. Course substitutions should be broadly interpreted according to the Principles of Accommodation. General Education requirements will be accepted in the broad academic areas of mathematics and quantitative reasoning, communication and literacy, social and behavioral science, humanities and arts, natural science and wellness, and civics and perspectives.

A course designated as fulfilling a General Education requirement at another UW institution will transfer as the same at UW-Superior; whether or not UW-Superior has a direct course equivalent. In general, the Transfer Specialist will award the appropriate credit earned from the transfer institution. Courses completed by UW System transfer students will transfer in accordance with the course equivalency in effect when the course was taken.

Transfer credit received from an institution that uses quarter credits will be converted from quarter credits/units to semester credits. A quarter credit is equated to .666 or 2/3 of a semester credit. Thus a course for 4 quarter credits would be changed to 2.67 semester credits when transferred to UW-Superior. Those courses that transfer converted from quarter credits will satisfy course requirements provided they fulfill 2/3 of the requirement. For example, if a course transfers in as 2.67 credits and the General Education requirement is 3 semester credits, the transfer course will satisfy the requirement. Transfer courses from other types of systems that meet at least two thirds of the required credits of a course will meet the requirement. Transfer courses that do not meet 2/3 of the credit requirement must be approved through the Credits and Reinstatement Committee to satisfy the requirement. Any course used in this way will meet only the course requirement. Overall credit requirements for majors/minors must still be fulfilled.

Academic credits with a grade of D- or higher will transfer to UW-Superior. Certification or programmatic requirements may require a higher level of proficiency in core courses. Two semesters of college writing courses must be completed with a grade of C- or higher to be accepted for transfer. Some degree programs require at least a "C" or higher in order to fulfill a CORE or program requirement.

The maximum number of combined transferable semester credits from a two-year college is 72. There is no credit limit on transferable credits from a four-year university. Regardless of the number of credits transferred, students still must earn 30 resident credits from UW-Superior.

UW-Superior lower-division General Education requirements are considered satisfied for those students who have earned an associate of arts (AA), associate of science (AS), associate of arts and sciences (AA&S) degree from a University of Wisconsin System institution. Students who have earned an Associate of Art (AA), Associate of Science (AS), or an Associate of Arts & Science (AA&S) degree or the designated Minnesota Transfer Curriculum (MnTC), will have satisfied UW-Superior's General Education requirements. UW-Superior has program-to-program articulation agreements for students who have graduated from many programs within the Wisconsin Technical College System, UW Colleges and the MnSCU system. A transfer student who has earned an Associate

of Arts (A.A.) degree from a regionally accredited college or university may be determined to have satisfied the University of Wisconsin-Superior General Education requirements, provided the A.A. degree program includes at least forty-two (42) semester credits of comparable General Education requirements. In addition, the A.A. program must include a minimum of sixty (60) semester (or ninety [90] quarter credits) of completed course work defined as college level and designated to constitute the foundation of a baccalaureate degree. This policy does not change or nullify any existing Articulation or Transfer Agreement already formally recognized by UW-Superior. Remedial courses numbered less than 100 (1000 at some institutions) will not be recognized in transfer.

Courses that have grade, prerequisite or professional accrediting association requirements may not be satisfied by an associate degree. Refer to program requirements regarding specific requirements.

If a student has a previous baccalaureate degree from an accredited college or university within the United States, the student will be awarded 120 hours of transfer credit and have all General Education requirements met. If a student has an international baccalaureate degree, the student will be awarded 120 credits and may have all University Studies requirements met pending an evaluation of breath of coursework and language assessment.

Transfer students may select the pertinent catalog of entry at UW-Superior which corresponds with the start of the academic year at their previous institution, or students can choose the current UW-Superior catalog at time of transfer. The catalog used cannot be more than seven years old.

Active-duty or veteran students must request their military transcript be sent to UW-Superior for evaluation for appropriate transfer credit. Depending on the branch of the military, credit may be accepted for basic training. In addition, military transcripts are evaluated for academic credit that is similar in nature to UW-Superior undergraduate curriculum and applicable to an academic program. Credit may be awarded for military experience and/or education. In awarding credit for such technical or specialized training, the recommendations of the American Council on Education are followed:

- Students whose length of service was one year or more are allowed up to six semester credits.
- A maximum of 32 semester credits may be allowed for military experience and education.

College courses taken prior to high school graduation will be accepted at UW-Superior as long as the credit is:

- Transferable
- Earned at an accredited college
- Listed on an official transcript received directly from the college.

Students who wish to discuss a transfer analysis or the manner in which a course transfers/transferred to UW-Superior may contact the Transfer Specialist, Registrar's Office.

Transcripts

A University of Wisconsin-Superior official transcript is a complete record of a student's enrollment at the university and is maintained by the Registrar's Office. An official transcript includes all undergraduate and graduate courses and includes the University seal and Registrar signature. Partial transcripts are not available.

This permanent record is considered confidential between the student and the university. No transcripts are released, except to authorized representatives within the university, without the written permission of the student. Third party requests will not be accepted. Official transcripts will be sent to the address indicated on the request.

Students can obtain an "unofficial" transcript through their E-Hive account if enrolled Fall Semester 2000 or later. For assistance with an E-Hive log-in and password, contact the Help Desk at 715-394-8300 or helpdesk@uwsuper.edu.

Not all institutions (colleges, employers, scholarship funds, etc.) will accept unofficial transcripts. It is up to you to verify with the receiving institution if official transcripts need to be sent directly from UW-Superior.

Transcript Information

The University of Wisconsin-Superior has retained Parchment (formerly known as Credentials) to accept transcript orders online. Official transcripts are issued from the Registrar's Office and bear the University seal and Registrar signature. No transcript can be released without written permission from the student.

- Transcript Fees (https://www.uwsuper.edu/academics/registrars-office/transcripts-information/)
- Online requests through Parchment (formerly known as Credentials) (https://www.uwsuper.edu/academics/registrars-office/transcripts-information/)
- Electronic Transcript Procedure – Go Green! (https://www.uwsuper.edu/academics/registrars-office/transcripts-information/)
- Questions regarding transcripts? (registrar@uwsuper.edu)

Transcript Fees

$10 Standard Processing – Processed within three business days and may be sent electronically or mail.

$15 Rush Processing – Transcripts requested rush and sent electronically (PDF) will be processed same day. Rush requests received before 9:30 a.m. and sent through the US mail will also be sent out the same day. Requests sent US mail received after 9:30 a.m. will be mailed next day.

$45 Express Processing (All 50 States) – Requests received before 11:00 a.m. through Credentials Inc will be processed same day received and sent Federal Express to all 50 states. Requests received after 9:30 a.m. will be sent Federal Express next day.

$70 International Express Processing – Processed same day received and sent Federal Express outside the US.

Online Requests through Parchment (formerly known as Credentials)

Student, Former Students, and Alumni

Parchment (formerly Credentials Inc.) Secure Site (https://www.parchment.com/u/registration/32354/institution/): Questions regarding this process can be directed to Parchment at 1-847-716-3005.

Electronic Transcript Procedure – Go Green!

Transcripts ordered on line through Parchment may be sent electronically. This feature allows us to send transcripts through a secure PDF delivery method. This preferred delivery method is the fastest, most secure and reliable way to send a transcript. This delivery option may

be selected after verifying that your recipient will accept this form of delivery.

Important Notes

- Email requests for transcripts cannot be received for privacy reasons. If you are uncomfortable placing an order over the internet, you can call Parchment at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone.
- Paper transcripts are sent in sealed envelopes to recipients. If the seal is broken the receiving institution may not consider the transcript as official.
- All paper transcripts sent directly to students and alumni are stamped "Issued to Student." Not all institutions (colleges, employers, scholarships, etc) will accept these transcripts as official even if they are in a sealed envelope. It is the student's responsibility to verify the recipient if the transcript needs to be sent directly from UW-Superior. Most institutions require transcripts to be sent directly from UW-Superior to be considered official.

Questions Regarding Transcripts?

Please contact Parchment at 847-716-3005.

Customer Service hours of operation are:

7:00 a.m. - 8:00 p.m. CST/CDT Monday - Thursday
7:00 a.m. - 6:00 p.m. CST/CDT Friday

View Transcript FAQs (https://www.uwsuper.edu/academics/registrars-office/transcripts-information/).

Veteran Students

UW-Superior strives to make the transition from veteran to student as easy as possible. The University's Veteran and Nontraditional Student Center (VNSC) staff, located in Old Main will assist veteran and active duty military students with requirements to be admitted and to receive veteran benefits. For information regarding the Student Veterans of America organization, advocacy and other services, contact the Veteran and Nontraditional Student Center Coordinator, 715-394-8406, in Old Main, Suite 118.

UW-Superior recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Information and applications for federal veteran's benefits may be obtained online at the U.S. Department of Veterans Affairs (https://benefits.va.gov/atoz/ltr-g.asp) site or through the Veteran and Nontraditional Student Center, Old Main, Room 118, 715-394-8406. Veterans leaving active duty, if not applying online, must provide UW-Superior a certified copy of their discharge papers (DD214). Reservists and National Guard veterans must provide UW-Superior with an original of DD-2384 Notice of Basic Eligibility (NOBE), and, if eligible for "kicker" monies, a copy of the kicker agreement. The commanding officer of a student's unit initiates these forms.

Students who have served in the armed services must have an official military transcript sent to UW-Superior in order to receive transfer credits. All enlisted officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy must request an official military transcript from JST be sent to the University. Questions? E-mail jst@doded.mil. Air Force personnel should contact CCAF to receive transcripts.

Veteran students may receive transfer credit for education and some certain specialized training programs completed while in military. To determine the course equivalency for education and training, the recommendations of the American Council on Education (ACE) are followed. The ACE evaluates military training and education, and translates courses and occupations held by service members into college credit recommendations. Descriptions of the courses and occupations evaluated by ACE, along with recommended numbers of credits, are published in the The ACE Military Guide (https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx) (also known as the ACE Military Guide), distributed every two years to military education offices, colleges, and universities. The actual type and amount of credit awarded depends on the policies of the college or university and your academic goals. Students whose length of service was of one year or more are allowed up to six semester credits to transfer to UW-Superior. A maximum of 32 semester credits may be transferred for military experience and education.

Joint Services Transcript (JST) is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.

Military Student Policy

The policy below is to assist Veteran students who must begin classes late, leave/return to classes in mid-term or leave classes early as a result to military deployment or training.

Late Start

Veteran students, or children, or spouse of a veteran student, (already enrolled) who notify the Registrar that they must begin attending classes after the first day of a term, due to a military assignment, will be allowed to do so up through the 15th class day of the semester.

Late fees will not be charged to the veteran student, their children or spouse who make this request.

The veteran student, their children or spouse must provide a copy of the veteran's military orders to the Registrar and state in writing when the veteran will be released and able to attend classes.

The Veteran and Nontraditional Student Center will place an Advising hold (negative service indicator) on the veteran student, child or spouse's record to ensure they meet with the Veteran and Nontraditional Student Center upon return to UW-Superior.

The veteran student, child or spouse returning from military duty shall report to the Veteran Benefits Associate in the Veteran and Nontraditional Student Center upon their return to discuss starting classes late and the problems associated with late enrollment. The Veteran's Official shall release the hold (upon meeting with the student).

The Bursar shall withhold any funds to the veteran student, child or spouse, until the Veteran Official has released the Advising hold.

Faculty will make every attempt to accommodate students for whom this policy applies.

Students are responsible for completing all course requirements (including any portion they may have missed).

Leave During and Return Prior to End of Term

A veteran student who receives verified military orders (copy of military orders is required) requiring him/her to stop-out for a short duration within a term may request to continue enrollment and participate in the course if:

- The student is currently passing the course;
- The student has a cumulative GPA of at least 2.5;
- The student will miss less than 25% of the total class days for the entire class. The student must consult with the instructor of the course to ensure all required work is completed prior to the end of the term.

Leave Before End of Term

A veteran student, child or spouse, initiating a Total Withdrawal due to verified military activation (copy of military orders) shall be given a choice to either Withdraw from all classes or receive Incomplete grades.

Withdraw from all classes and be given a full tuition refund of monies paid by the student. Students, who receive the WI GI Bill® Waiver, will not receive a refund because their tuition is waived. Students who qualify for Chapter 33 benefits will not receive a refund because their tuition and fees are paid by the Department of Veterans Affairs.

Students seeking a total withdrawal will receive W grades on their transcript, regardless of the date of withdrawal. If the military activation date is within three weeks from the end of a term, veteran students, child or spouse can request Incomplete grades. Students should seek written procedures, from each faculty member assigning an Incomplete grade, for completing any coursework in which they are doing satisfactory work. Incomplete grades lapse to Failing grades after one term. If a veteran student should need longer than one semester, following the semester in which the Incomplete was given, to complete the work; they should consult with the faculty member who assigned in the Incomplete grade. If the student and the faculty member agree to extend the Incomplete deadline for another semester, the faculty member shall notify the Registrar of the extension.

In the event of immediate deployment, the Dean of Students will be empowered to act on behalf of the veteran student, child or spouse for purposes of completing withdraw procedures.

Students are responsible for completing all course requirements (including any portion they may have missed).

Weekday Required Military Training (Drill)

A veteran student who is required to miss classes due to mandatory military training shall be excused from class with an excused absence for a University-approved activity. The student may be asked to submit a copy of the training schedule to instructors. The student must inform the instructor prior to the mandatory military training. It is the student's responsibility to learn what course material will be missed and to work with the instructor to complete all missing work.

Contact Information

Registrar's Office
University of Wisconsin - Superior
Old Main 139
Belknap and Catlin Ave.
P.O. Box 2000
Superior, WI 54880
Phone: 715-394-8228
Email: registrars@uwsuper.edu