A grade of S shall be recorded by the registrar in place of instructors’ grades of A, AB, B, BC, C; the grade of U shall be recorded by the registrar in place of instructors’ grades of D or F. The deadline and process for requesting pass/fail grading is posted on the registrar’s website (https://registrar.wisc.edu/).

AUDITING COURSES
There are two ways to audit a course within the University Special student status.

One—follows the process available to degree students whereby a student enrolls in a course for credit and then uses the Course Change Request in the enrollment system to change to audit. The student confirms with the instructor the attendance and required work to earn a grade of S (Satisfactory). The tuition assessment is at the credit level.

Two—available only to University Special students who are admitted in one of two classifications: Guest auditor or Senior Guest auditor if age 60 or older. Per policy of the UW Board of Regents, Guest auditors may enroll in courses on an audit-only basis and pay reduced or no tuition. Permission from the instructor is required prior to enrolling in a course. Audit credit is automatically assigned based on the student classification. Guest auditors do not pay student segregated fees and have access limited to libraries and computer labs. See ACSSS for further detail (https://acsss.wisc.edu/special-student-types/).

TUITION AND FEES
The tuition rate and any fee assessment varies with the number of credits enrolled in, the classification of University Special students, and residency status (Wisconsin, Nonresident, Minnesota, or International). Many classifications pay at the undergraduate student rate which may be limited to libraries and computer labs. See ACSSS for further detail (https://acsss.wisc.edu/special-student-types/).

Most University Special students pay the student segregated fees which provide full access to all university services including campus libraries, computer labs, Metro bus pass, recreational facilities, and University Health Service. Students enrolled in at least five credits may purchase the Student Health Insurance Plan (SHIP). If a student is in a classification or program that does not assess student segregated fees, then access is limited to the libraries and computer labs. This includes Guest auditors, Senior Guest auditors, some online Capstone Certificate programs, and off-campus classes.

STUDENT PRIVACY RIGHTS
The university has adopted a policy statement implementing all provisions of the Family Educational Rights and Privacy Act (FERPA) which is available at the Office of the Registrar (https://registrar.wisc.edu/), 333 East Campus Mall #11101. The university, in accordance with FERPA, designated specific information as "directory information (https://registrar.wisc.edu/ferpa-directory/);" which is publicly available unless a student asks to have any or all of it withheld.
Students may elect to keep some or all of their "directory information" confidential by restricting their information via the Student Center tile in My UW (https://my.wisc.edu). Students with questions about the provisions of the act or who believe the university is not complying with the act may obtain assistance from the Office of the Registrar.

**AVAILABILITY OF ACADEMIC RECORD INFORMATION TO OTHERS**

A student may authorize a third party (e.g., a parent, guardian, spouse, potential employer, etc.) access to academic record information. An authorization form is available at the Office of the Registrar’s website, or by visiting the Office of the Registrar (https://registrar.wisc.edu/), 333 East Campus Mall #11101. It permits release of specified information on a one-time basis to the specified third party. If no authorization is on file, it is assumed that the student does not give a third party access to academic record information. This policy is designed to give students specific control over the parties to whom academic record information may be released. Grade reports will not be sent by the university to parents or guardians.

**ACADEMIC INTEGRITY**

UW–Madison students have the obligation to conduct their academic work in a manner consistent with high standards of academic integrity. They also have the right to expect that all students will be graded fairly, and they have the rights of due process should they be accused of academic misconduct. Students should become familiar with the rules of academic misconduct (UWS Ch. 14) and consult with their instructors if they have concerns about possibly observing misconduct or whether something is acceptable. For complete discussion of the rules regarding academic integrity, see the Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/).

**STUDENT RIGHTS AND RESPONSIBILITIES**

Every member of the University of Wisconsin–Madison community has the right to expect to conduct his or her academic and social life in an environment free from threats, danger, or harassment. Students also have the responsibility to conduct themselves in a manner compatible with membership in the university and local communities. UWS Chapters 17 and 18 of the Wisconsin Administrative Code list the university policies students are expected to uphold and describes the procedures used when students are accused of misconduct. View the complete text of UWS Chapter 17 (https://docs.legis.wisconsin.gov/code/admin_code/uws/17/), or contact the Office of Student Conduct and Community Standards, 608-263-5701 or conduct@studentlife.wisc.edu.

No student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course, or facility of the UW system or its institutions or centers because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

**STUDENT GRIEVANCE PROCEDURE**

Any student at UW–Madison who feels that he or she has been treated unfairly has the right to voice a complaint and receive a prompt hearing of the grievance. The basis for a grievance can range from something as subtle as miscommunication to the extreme of harassment. For assistance in determining options, students can contact the Dean of Students Office (https://doso.students.wisc.edu/), 608-263-5700, Room 70 Bascom Hall.