

# SCHOOL OF HUMAN ECOLOGY

## POLICIES AND REGULATIONS

### SCHOLASTIC ACTIONS

#### FAILURES AND INCOMPLETES

**Failures.** Every course grade of F counts as 0 grade points, and as any other grade, remains permanently on the transcript. A student who fails a required course must repeat the course and secure a passing grade as soon as possible. The failure may not be addressed by repeating the course at another college or university.

**Incompletes.** An Incomplete may be granted when a documented illness or other substantiated hardship causes the student to be unable to take final examination or complete a limited portion of the course assignments. Under these conditions, a student who has carried a passing grade until near the end of the semester may request a grade of Incomplete. It is up to the instructor to decide whether an Incomplete is warranted. If granted a grade of Incomplete (I), the work must be completed and graded no later than the close of the next semester of residence at UW–Madison (exclusive of summer term). If not completed and graded by the last class day, the grade will lapse into a Failure (F). Instructors have the authority to set an earlier deadline for finishing up an incomplete. With documentation of extenuating circumstances, the student may seek permission to extend an Incomplete beyond the semester in which the course was scheduled to be completed. An extended Incomplete must be removed within the next semester in residence or the grade will lapse into Failure (F). Incompletes incurred during the summer session must also be completed no later than the close of the next semester in residence under the same rules. **Students are ineligible for the dean's list for the semester in which a grade of Incomplete is submitted.**

#### PROBATION AND DROPPED STATUS

**Failure to earn at least a 2.0 GPA** will result in the status of *Probation, Continued Probation, Strict Probation, Continued Strict Probation, or Dropped* from the university. Such actions are based on

1. the status of the student as a result of any previous academic action,
2. the cumulative GPA including the current semester, and
3. the GPA for the semester just completed.

Academic Actions will appear on the memoranda section of the student transcript.

#### DEFINITIONS OF SCHOLASTIC ACTIONS

**Probation.** A student with no previous action who earns a semester or summer term GPA less than 2.0 but 1.0 or more will be placed on probation.

**Continued Probation.** A student on probation whose cumulative GPA remains below 2.0 and whose semester or summer term GPA is 2.0 or above will be placed on continued probation. A student on continued probation whose cumulative GPA remains below 2.0 and whose semester

or summer term GPA is 2.0 or above will be placed again on continued probation.

**Strict Probation.** A student with no previous action but with a current semester or summer term GPA below 1.0 will be placed on strict probation. A student on probation whose semester or summer term GPA is less than 2.0 but 1.5 or above will be placed on strict probation.

**Continued Strict Probation.** A student on strict probation or continued strict probation who earns a semester or summer term GPA of 2.0 or above but whose cumulative GPA remains below 2.0 will be placed on continued strict probation.

**Dropped from the University.** A student on probation whose semester or summer term GPA is less than 1.5 will be dropped for one year.

A student on strict probation whose semester or summer term GPA is less than 2.0 will be dropped for at least one year.

**Removal from Probation.** Students on probation or strict probation will be automatically removed from probation when their cumulative GPA reaches 2.0 or more.

#### READMISSION AFTER DROPPED STATUS

Students who were dropped from the university based on academic performance are eligible for readmission consideration after one full calendar year. Students dropped for a third time will not be readmitted.

In order to reenter the university after one full year, a student must apply for readmission to the School of Human Ecology *and* for reentry to the university. **(Please note that a student is never guaranteed readmission after being dropped. Readmission is most likely if the student has addressed the issues that contributed to being dropped from the university and has been proactive in preparing for a successful return.)**

To apply for readmission to SoHE and the University of Wisconsin–Madison after being dropped, a student must:

1. Complete the SoHE Readmission Request Form ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_8AI4WZBMjVSYMFD/](https://uwmadison.co1.qualtrics.com/jfe/form/SV_8AI4WZBMjVSYMFD/)).

**To ensure readmission consideration, follow these deadlines:**  
 Summer or Fall Term—Apply by February 1  
 Spring Term—Apply by October 1

2. Complete the university reentry application (<https://admissions.wisc.edu/apply-as-a-reentry-student/>).

3. Schedule an appointment with a SoHE academic advisor by calling 608-262-2608.

- Bring a copy of the completed SoHE Readmission Request Form and other supporting documentation (e.g. transcripts from other universities, other documents which support personal, academic, or health progress made during the time away) to the appointment.
- Use this advising appointment to: (re)establish a relationship with your academic advisor, review your enrollment plan for the term you intend to return, and review your degree completion plan.

4. The SoHE academic advisor will forward the Readmission Form, supporting documentation, and enrollment plan to the Assistant Dean for Academic Affairs for review. The dean may choose to consult with the student's previous academic department, Undergraduate Program Council and/or the student to make a decision. When a readmission decision has been made, the assistant dean will contact the student

in writing. Students who are granted permission for re-entry will be readmitted on strict academic probation to the School of Human Ecology.

## DECLARING ADDITIONAL MAJORS

School of Human Ecology undergraduates can declare an additional undergraduate major in the College of Letters & Science. This is not a second degree. The additional major is noted on the student's transcript if all requirements of the Letters & Science major are completed.

School of Human Ecology students must plan to finish all additional academic programs concurrently with their SoHE degree. The School of Human Ecology will graduate a student at the end of the semester (spring, summer, or fall) in which all SoHE degree requirements are complete. Graduation will not be postponed for incomplete additional major(s), certificate program(s), specialization(s), study abroad, or honors program(s).

## EARNING TWO UNDERGRADUATE DEGREES SIMULTANEOUSLY

School of Human Ecology students interested in completing two degrees simultaneously (as opposed to two majors) should consult with their academic advisor early in their academic career to discuss the feasibility of completing requirements for both degrees. Degree combinations may come from two Human Ecology programs or from a Human Ecology program and a degree program in another school or college. Students must complete all of the requirements for both degrees, which include general education requirements, major coursework, and related disciplinary work.

It is the student's responsibility to be aware of any rules or regulations that could potentially impose additional financial responsibilities as a result of attempting to complete two degrees simultaneously. Please note that some campus schools and colleges do not permit dual degrees for their students, thus preventing Human Ecology degree combinations with degrees in these schools and colleges. Students wishing to earn two undergraduate degrees must follow these academic policies:

**If the two degrees to be earned are within the School of Human Ecology,** at least 30 additional credits and all course and grade point requirements must be completed for the second degree. Thus, a minimum of 150 credits would be required. The two degree programs must differ sufficiently to permit the total credits to be accumulated (for instance, personal finance and retailing & consumer behavior do not differ to the extent that it would take an additional 30 credits to complete the second degree; therefore, earning both degrees simultaneously will not be allowed). Before the start of the senior year in residence, students must meet the criteria for admission to both programs, must be certified to enroll in both programs, and must obtain academic dean's approval. The two degrees must be completed simultaneously. Some courses may satisfy requirements for both degrees, but course substitutions or curriculum exceptions between programs will be prohibited.

**If the two degrees to be earned are from two different schools/colleges at UW–Madison,** the two degree programs must differ sufficiently so that the combined total requirements for the two degrees are at least 150 credits. Admission into the other school/college shall be based on the admission criteria for that particular school/college. The student must be certified to enroll in both programs/schools/colleges and written permission to complete the two degrees must be obtained from academic deans in both schools/colleges before the start of the student's senior year in residence. The two degrees must be completed

simultaneously. Some courses may satisfy requirements for both degrees, but course substitutions or curriculum exceptions between programs will be prohibited for the Human Ecology program.

## RESIDENCY REQUIREMENT

The university requires that the last 30 credits be earned in residence at UW–Madison for students to be recommended for a degree, unless the student's major program requires completion of the degree at a cooperative institution. Permission of the assistant dean of academic affairs must be secured *in advance* to take any portion of the senior year at another institution or by correspondence. Students should initiate permission through their SoHE academic advisor.

## CREDIT OVERLOAD

A full-time student carries a minimum of 12 credits to a maximum of 18 credits, with the usual or average credit load being 15–16 credits per semester. A student requesting more than 18 credits in a semester needs a signed request with approval from the School of Human Ecology academic dean. Students should initiate permission through their SoHE academic advisor. Students requesting this credit load must have earned a grade point average of at least 3.0 during the preceding semester on a program of at least 12 graded credits. "Graded credit" does **not** include courses taken on the Pass/Fail basis or Incompletes. Requests will be considered on an individual basis.

## PASS/FAIL

The privilege of electing courses on a pass/fail basis is extended to undergraduate students in the school. Students who are in good standing academically (not on probation) may elect one course on the pass/fail basis per term. The summer sessions collectively count as one term.

**A course taken pass/fail must be an elective.** A student may **not** take a required course or a prerequisite to a required course under this privilege. A maximum of 16 pass/fail credits may be counted toward a B.S. degree from the School of Human Ecology. **Courses taken pass/fail will count toward degree credits but will be excluded in the computation of grade point average and honors.**

Requests to take a course under the pass/fail privilege are initiated through the Course Change Request in the MyUW (<http://my.wisc.edu>) Student Center. Instructions for making a course change request can be found on the Registrar's website (<http://registrar.wisc.edu/>). After making the request in MyUW, the request is routed to the Advising & Career Center for approval or further communication.

The registrar will convert final grades submitted by the instructor, who is not informed of the student's pass/fail status, to an S (pass) for grades A, AB, B, BC or C, and to a U (fail) for a grade of D or F. The grade is excluded from the GPA.

## APPEALS

### APPEAL OF A SOHE GRADE

This appeal process is for a student who is dissatisfied with a grade received in a SoHE course.

1. The student will first discuss the grade appeal with the instructor of the course.
2. If the student and instructor cannot come to an agreement, the student will provide a formal written grade appeal to the assistant dean in SoHE. The written appeal must include: the class, instructor, grade received, date and conclusion of meeting with instructor, the

specific reason(s) for appealing the grade, and email address and telephone number where they can be reached for follow-up. Send to [advising@sohe.wisc.edu](mailto:advising@sohe.wisc.edu).

3. The assistant dean will forward the appeal to the appropriate department chair. The department chair will perform the due diligence necessary (including, but not limited to, meeting with the instructor and student) to assess the merits of the appeal request and will provide a decision in writing to the assistant dean.
4. The assistant dean will communicate the decision to both the student and instructor in writing.
5. Should the student wish to appeal the decision further, the assistant dean will forward the appeal to the SoHE Undergraduate Program Council. The committee will perform the due diligence necessary (which may include, but not limited to, meeting with the instructor and department chair and/or student) to assess the merits of the appeal request and will provide a decision in writing to the assistant dean.
6. The assistant dean will communicate the decision to the student, the instructor, and the department chair in writing.

## APPEAL OF DENIAL OF ADMISSION TO A SOHE UNDERGRADUATE PROGRAM

This appeal process is for a student who was denied admission to a SoHE undergraduate program.

Students who feel they have a compelling reason to appeal their admissions decision may do so in writing by the deadline indicated in the admission letter. Appeals must satisfy one of the following factors in order to be considered:

- The student believes a factual error was self-reported on the application or made by the admissions committee during review of the application.
- There is new information regarding academic or non-academic extenuating circumstances.

While admission appeals satisfying the above conditions will be reviewed by the admissions committee, it is important to understand that simply meeting these criteria in no way guarantees acceptance into the program.

### Filing an Appeal

1. The student will file a letter of program admission appeal to the assistant dean in SoHE at [advising@sohe.wisc.edu](mailto:advising@sohe.wisc.edu), stating the facts of the situation based on one or both of the conditions listed above and the student's email address and telephone number where they can be reached for follow-up. Any additional documentation or supporting evidence should be titled and attached to the letter of appeal. The deadline by which a student must file an appeal will be written in the denial letter for the undergraduate program in question. For a situation where grades/credits were not posted to a student's record prior to applying to the program, the student record must be complete with grades and credits on the official UW–Madison record by the time the appeal is filed in order to be considered.
2. The assistant dean will forward the appeal to the appropriate departmental admissions committee. The admissions committee will perform the due diligence necessary to assess the merits of the new information for the appeal and will provide a decision in writing to the assistant dean.
3. The assistant dean will communicate the decision to both the student and departmental admissions committee in writing.

4. Should the student wish to appeal the decision further in the case of extenuating circumstances, the assistant dean will forward the appeal to the SoHE Undergraduate Program Council (UPC). The UPC will perform the due diligence necessary (which may include, but not limited to, meeting with the admissions committee, department chair, and/or student) to assess the merits of the appeal and will provide a decision in writing to the assistant dean.
5. The assistant dean will communicate the decision to the student and the admissions committee in writing.

## APPEAL OF BEING DROPPED BY UW–MADISON FOR ONE YEAR

SoHE students who are dropped from the university based on academic performance are permitted to appeal for readmission consideration immediately after being dropped. Students with documentation of special circumstances outside their control, evidence that these circumstances have changed, and realistic strategies in place to improve their academic performance have the greatest likelihood of a successful appeal.

### Filing An Appeal

1. Students wishing to appeal their dropped status must do so prior to the deadline outlined in their dropped status notification. Students who do not appeal before the deadline must wait at least one full calendar year before being eligible for readmission consideration. The appeals process is initiated when students complete the online Dropped Status Appeal Form ([https://uwmadison.qualtrics.com/SE/?SID=SV\\_6Lv7QPa3P6Ay7mR](https://uwmadison.qualtrics.com/SE/?SID=SV_6Lv7QPa3P6Ay7mR)).
2. The Assistant Dean for Student Academic Affairs will submit the appeal information to the SoHE Undergraduate Program Council (UPC) for review. UPC will make a decision regarding the appeal before the beginning of the next term.
3. The assistant dean will communicate the appeal decision to the student in writing. If the appeal is granted, the student will be readmitted to the university on strict probation. If the appeal is not granted, the dropped status is sustained and the student is eligible for readmission consideration **one full calendar year after** the dropped date.

## LATE DROP PETITION

SoHE requires that students follow drop deadlines outlined by the Office of the Registrar (<https://registrar.wisc.edu/>). Under certain special situations students may request an exception to drop one or more courses after the drop deadline through a petition.

Late Drop Petitions are only considered when students face significant, unforeseeable circumstances outside of their control that negatively impact their ability to successfully complete a course(s).

Students who believe they meet the requirements to petition must meet with their SoHE academic advisor and complete the online petition form ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_8A14WZBMjVSYMFD/](https://uwmadison.co1.qualtrics.com/jfe/form/SV_8A14WZBMjVSYMFD/)).

## CREDIT BY EXAMINATION INTERIOR ARCHITECTURE CREDIT BY EXAMINATION

The design studies department offers exams to qualifying students who seek to earn credit for the following courses:

- DS 120 Design: Fundamentals I
- DS 130 Introduction to Interior Architecture

DS 220 Design: Fundamentals II  
DS 222 Interior Design I  
DS 224 Interior Materials and Finishes  
DS 241 Visual Communication I  
DS 242 Visual Communication II  
DS 322 Interior Design II  
DS 421 History of Architecture and Interiors I: Antiquity through 18th  
Century

These exams are intended primarily for transfer and second-degree students who have acquired the equivalent information in courses completed at another institution, but did not receive transfer credit. Students will be charged by the UW Bursar's Office for each exam.

Credit by examination may be requested by the qualifying student at any time. Students who are eligible for the credit exam are strongly encouraged to take it no later than the start of their first semester at UW-Madison.

For more information:

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