COLLEGE OF LETTERS & SCIENCE

POLICIES AND REGULATIONS

ACADEMIC STATUS

The primary audience for this page are students in one of the L&S residential undergraduate degrees:

Bachelor of Arts
Bachelor of Science
Journalism Bachelor of Arts
Journalism Bachelor of Science
Bachelor of Science, Applied Mathematics, Engineering, And Physics
Bachelor of Landscape Architecture
Bachelor of Music: Education
Bachelor of Music: Performance
Bachelor of Social Work

The information may not be relevant to students enrolled in the Bachelor of Liberal Studies online degree.

ACADEMIC STANDING (P.)

Good Academic Standing

L&S undergraduate students are in good academic standing if their [cumulative] University and most recent term (Fall, Spring, Summer) GPA are at least a 2.000. Students in good academic standing are not on any form of academic probation and are not at risk of being dropped from the University. Students (e.g., first-term Freshmen) who have not yet established a University GPA are also in Good Academic Standing.

Academic Probation and Suspension

Students whose University GPA or most recent term GPA are below a 2.000 will be placed in academic probation or academic suspension, as follows:

- If a student is not on probation and earns a term GPA of 1.000 - 1.999, the student is placed on **probation**.
- If a student is not on probation and earns a term GPA of less than 1.000, the student is placed on **strict probation**.
- If a student is on probation and earns a term GPA of 1.500 - 1.999, the student is placed on **strict probation**.
- If a student is on probation and earns a term GPA of less than 1.500, the student is **dropped (placed on academic suspension) for one (1) year**.
- If a student is on strict probation and earns a term GPA below 2.000, the student is **dropped (placed on academic suspension) for one (1) year**.

Readmission

Students who have completed their academic suspension may apply for readmission (https://deans.ls.wisc.edu/policies-forms/probation/readmission/).

Some students may wish to appeal their academic suspension through the L&S Undergraduate Academic Dean's office.

DEAN'S LIST (P.)

The College of Letters & Science Dean's List is established at the end of each fall and spring terms. To be eligible for the Dean's List in a given term, students ***must***:

- complete a minimum of 12 graded* credits in that term with a minimum GPA of 3.600 for students who are classified as freshmen (fewer than 24 credits) and sophomores (24-53 credits), ***or***
- complete a minimum of 12 graded* credits in that term with a minimum GPA of 3.850 for students who are classified as juniors (54-85 credits) and seniors (at least 86 credits)
  - **Note**: *Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB) credits, credit by department examination, transfer credits, and retroactive credits (retrocredits)* ***will*** *count toward a student's class standing (level).*

**The grades used to determine the dean's list eligibility are: A, AB, B, BC, C, D, and F. A student must have a minimum of 12 credits from this list of grades in order to qualify for the L&S Dean's List.*

An entry, "Dean's List," appears on the student's grade report and on the transcript.

- Students who have P grades for their senior thesis (regardless of whether they have 12 other graded credits), as well as students with unresolved grades of NR, I, and Q **are not** eligible for the Dean's List until they get these outstanding temporary grades resolved.
- Once a student has resolved any outstanding grade issues and believes he/she qualifies to be on the Dean's List, the student should contact L&S Undergraduate Academic Deans' Services (https://saa.ls.wisc.edu/offices/academic-deans-services/) for more assistance.
- ***Please note that the College of Letters & Science does not "round up" for the purpose of tabulating the GPA for the Dean's List***. For example, an L&S sophomore with a fall or spring term GPA of 3.599 is not eligible for the Dean's List since the minimum GPA for freshmen and sophomores to qualify for the Dean's List is 3.600.

More information can be found at Dean's List (https://registrar.wisc.edu/deanslist/) and L&S Dean's List Qualifications (https://kb.wisc.edu/ls/21121/). For information about class standing, see L&S Undergraduate Classification and Class Standing (https://kb.wisc.edu/ls/21122/).

TRANSFERRING TO L&S FROM ANOTHER UW-MADISON SCHOOL OR COLLEGE

Students in Good Academic Standing may apply for transfer to the College of Letters & Science (L&S) from within UW-Madison, by completing the Transfer Request Form (https://

saa.ls.wisc.edu/policies-forms/ls-on-campus-transfer-request/transfer-to-ls-request-form/).

COURSES AND ENROLLMENT

CONCURRENT ENROLLMENT (P.)

In some circumstances, it is appropriate for students to enroll for credit at another insitution at the same time as being enrolled at UW-Madison. This is called concurrent enrollment (https://deans.ls.wisc.edu/policies-forms/concurrent-enrollment/) (or concurrent registration).

Students can request permission to be concurrently enrolled via the concurrent enrollment request form (https://saa.ls.wisc.edu/policies-forms/concurrent-enrollment/concurrent-enrollment-request-form/).

DROPPING A COURSE

Students may drop one or more courses and remain enrolled if they continue in at least one course in that term. See dropping a course at UW-Madison (https://kb.wisc.edu/ls/page.php?id=21705) for more information.

ENROLLMENT/REGISTRATION DEADLINES (P.)

Deadlines for all types of enrollment changes can be found on the Office of the Registrar's Dates & Deadlines (https://registrar.wisc.edu/dates/) page.

If a student wishes to drop all of their classes in a term, the student should **withdraw** from the semester. For more information about withdrawing, see withdrawing from UW-Madison (https://kb.wisc.edu/ls/page.php?id=21703).

DIRECTED/INDEPENDENT STUDY (P.)

Directed/Independent Study offers the student an opportunity to work with a faculty member on an individual study program. A student who is stimulated by a particular concept or problem encountered in a course can pursue and develop that interest in depth through a Directed Study project. Such individualized study can make a valuable contribution to a student's educational experience.

Directed Study courses are made available by departments on the basis of a student's preparation and motivation and a faculty member's willingness to accept the student in such an endeavor. See L&S Undergraduate Directed/Independent Study Course Guidelines (https://kb.wisc.edu/ls/page.php?id=20133) for more detailed information.

Directed Study courses with a number ending in 98 (e.g., 198, 698) are carried on a Credit/No Credit (Cr/N) basis.

Prior to registration and before the end of the second week of classes, students are responsible for making all arrangements with the faculty member who agrees to direct their work. The student and faculty member should prepare a study plan, determine the time and place for regular meetings, the number of credits to be earned, and how to enroll in the course.

Notes:

- Directed Study courses **do not** carry University General Education, Language, or L&S Breadth attributes
- Directed/Independent Study courses *may not* be taken on a pass/fail or audit basis.
- L&S undergraduates are not permitted to take graduate level directed study **(courses numbered 799, 899, and 999) under any circumstance.**
- Directed Study courses may be repeated for credit if course content is not duplicated.
- Some majors limit the number of Directed Study credits that can be applied to the major.
- Directed Study courses are not intended as placeholder credits for registration purposes, and students with special rules for full-time status should consult the undergraduate deans before enrolling in Directed Study courses after the enrollment period.
- Directed Study courses taken in non-L&S departments are considered equivalent to Liberal Arts and Science courses provided that they are offered at the 300-or-above level.
- Because these experiences are intended to provide intensive, one-on-one experiences with faculty, departments are not allowed to use Directed Study courses to teach group instruction courses.

DROP NOTATION (P.)

The Drop (DR) notation appears on students' records for any course dropped after the last day to drop courses or withdraw without a DR or W grade notation appearing on students' transcripts. For the specific deadline for dropping classes so a DR will not appear on a student's records, see the Office of the Registrar Dates and Deadlines page (https://registrar.wisc.edu/dates/). Please note that L&S ***does not*** backdate drops to erase them from a student's academic records or extend the drop deadline so that the DR will not appear.

The DR notation only shows that a student has dropped a course(s) before the official drop deadline. A "DR" on a student's academic record does not have any negative implications for students when they are applying to graduate schools or seeking employment. The "DR" was instituted as a means to document when a course was dropped after the first eight days in the fall and spring semesters (or the appropriate period during the summer session or module courses).

GRADUATE COURSES (P.)

All courses numbered 700 and above are graduate courses and considered advanced (A). **Enrollment in these courses is strictly limited to *only* graduate-level students. L&S undergraduates who, on the rare occasion, are permitted to enroll in graduate level courses and receive passing grades in these classes will be awarded undergraduate degree credit. *L&S undergraduate students SHOULD NOT enroll (or be permitted to enroll) in graduate courses if they are not making satisfactory progress toward their undergraduate degree or if taking graduate-level courses would delay their time to graduation.***

- L&S students who receive permission to enroll in L&S graduate courses may count those credits toward

completion of their Liberal Arts and Sciences credit requirement. These credits may be used to satisfy the requirements related to mastery of intermediate/advanced level work, but since these courses do not carry breadth designations, they ***do not*** satisfy breadth requirements.

- L&S students who enroll in **non-L&S** graduate courses may count those credits as part of their free electives in the degree. **These credits may not be used to satisfy breadth or level requirements**.
- Grades earned by undergraduates who complete graduate courses will be included in all relevant grade point average calculations (see Quality of Work Requirements (p.) for the list of areas in which these averages are calculated). Most graduate courses restrict enrollment to students who have graduate standing, or who have received the instructor's consent to enroll.
- Students can count up to seven (7) credits of graduate-level coursework earned as an undergraduate toward future graduate studies.
- **Undergraduate students cannot take or earn degree credit for graduate-level Directed Study, Independent Reading, Independent Study, or Individual Enrollment courses (e.g., 799, 899, 999).**

Provided that an instructor wishes to allow undergraduates to enroll in a graduate course, students who wish to enroll in the courses should meet with the instructor, who can evaluate whether or not the student should be allowed to register. This decision is made at the instructor's discretion, based on such considerations as whether or not the student has met course prerequisites, is prepared to perform graduate-level work in the course, and is likely to successfully complete the course. Instructors are not obligated to accommodate undergraduate student requests to enroll in graduate-level courses. Furthermore, it should be noted that all students in graduate-level courses are expected to be held to a similar performance standard with respect to quality, quantity, and type of work performed.

ENGLISH AS A SECOND LANGUAGE (P.) (ESL)

The Madison English as a Second Language Test (MSNESLAT) is taken by all students who are required to submit a Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) score for admission to UW-Madison. See more information about Language Placement Exams here (http://guide.wisc.edu/undergraduate/#placementandcreditbyexamtext).

All ESL courses completed in residence, and all credit earned in those courses, will appear on students' transcripts. ESL courses numbered below 118 are not considered Liberal Arts and Science courses but may be counted among L&S students' free electives in the degree.

Degree Requirements for ESL Students

International students must complete the same degree requirements as any other entering student. The College of Letters & Science makes some exceptions to this policy. For example, the College may waive the language requirement for the B.A. and B.S. degrees for students who are native speakers of a language other than English.

A student who graduates from or completes a major portion (the equivalent of at least five semesters) of a secondary school in a non-English-speaking school system may qualify for an exemption from the L&S language requirement. Exemption is not automatic. Students who believe they may qualify for an exemption should contact the Office of Admissions and Recruitment or an L&S academic dean to determine how their language background may be applicable toward the language requirement.

Students whose native language is not English may not receive degree credit for work in their native language through Credit by Examination except for literature credit.

I (https://iss.wisc.edu/)nternational Student Services (ISS) (https://iss.wisc.edu/) offers assistance and advising in non-curricular matters such as visa-related issues.

LIBERAL ARTS AND SCIENCE (LAS) COURSES (P.)

Courses that have been approved as Liberal Arts and Science (LAS) classes are expected to encourage students in one or more of the three "habits of the mind" of liberal arts education, as specified by the College of Letters & Science. These include:

1. Skilled written and verbal communication, excelling in formulating and expressing a point of view, reflecting and questioning current knowledge through reading, research and consideration of the views of others.
2. The ability to draw flexibly upon and apply the modes of thought of the major areas of knowledge.
3. Knowledge of our basic cultural heritage as a multifaceted and often contested history.

For more detailed information, refer to criteria for Liberal Arts and Science Courses (https://kb.wisc.edu/ls/page.php?id=43819).

PREREQUISITE COURSES (P.)

The College of Letters & Science recognizes that some courses that meet general degree requirements (e.g., language, math, ESL) require prior knowledge in that subject. For purposes of distinguishing between necessary prerequisites and electives, coursework that is regarded as prerequisite to courses meeting general degree requirements is considered "necessary" and not purely elective.

REGISTRATION (ENROLLMENT) CHANGES (P.)

Students may make changes in their registration (add and/or drop courses, change sections in a course, or change the number of credits in a course) via their Student Center in My UW according to the deadlines (see the Office of the Registrar's Dates and Deadlines Page (https://

registrar.wisc.edu/dates/)). For more specific information about this process, please refer to Course Change Request (https://kb.wisc.edu/registrar/7700/#change). **Students are strongly encouraged to check their current registration and verify they are properly enrolled in the correct courses using** My UW (http://my.wisc.edu). For general questions about this process, contact your undergraduate advisor or L&S Undergraduate Academic Deans' Services at 608-262-0617.

Students who enroll for a course must either complete the course or drop it by the deadline for dropping courses.

RETAKING A NON-REPEATABLE COURSE (TAKING A COURSE ON A "REFRESHER" BASIS) (P.)

A student who passes a non-repeatable course is allowed to repeat that course for no credit. This is called taking the course on a "refresher basis." All instances of a non-repeatable course will calculate in the semester GPA and in the cumulative University GPA. Repeated courses **do not** calculate in L&S requirements for quality of work (Mastery of Intermediate/Advanced work, Major GPA and Upper-Level Major GPA. Credits carried on a refresher basis count toward a student's credit load, each term. **Repeating a course will not remove the prior course or grade(s) earned for that course from the student's record.**

See **retaking a course** for more information.

Transfer students must be particularly careful to avoid taking courses on the Madison campus that duplicate courses taken at another institution. Credit will not be given twice for the same courses. Students should carefully check their Transfer Credit Evaluation and consult an advisor when enrolling.

All courses bearing credit – including UW-Madison, Transfer and Test credit (e.g., AP credit) -- cannot be repeated, unless the course is designated as repeatable for credit in the Courses section of Guide.

WITHDRAWING AND CANCELLING ENROLLMENT (P.)

Withdrawal means dropping all courses in a term. Before the first day of classes in a term, students may cancel their enrollment by dropping all their courses via My UW–Madison. Information about the withdrawal process for L&S undergraduates can be found at withdrawing from semester/term (http://saa.ls.wisc.edu/policies-withdrawal.htm).

After the first day of classes and through the withdrawal deadline, L&S undergraduate students may withdraw from the term by going to their Student Center in My UW and accessing the Term Withdrawal tab under Course Enrollment. See Withdraw or Cancel Enrollment for a Term (https://registrar.wisc.edu/withdraw/).

Students who withdraw prior to the withdraw deadline do not need special permission to re-enroll in a subsequent term. Letters & Science undergraduate students wishing to withdraw after the deadline must obtain permission from an academic dean through appointment with L&S Undergraduate Academic Deans' Services (608-262-0617). Failure to obtain this permission results in the recording of Failures for all courses.

Students who have neglected their classes, or who have earned unsatisfactory grades, or who have a pattern of withdrawals may need permission of an academic dean to continue or reenter their undergraduate program.

Students are encouraged to confer with a dean regarding the possible effects of withdrawal upon their academic work.

CREDITS

CREDIT LOAD (P.)

Students are Full-time if enrolled for 12–18 credits in a Fall or Spring term (semester). An enrollment in fewer than 12 credits may be carried without the specific authorization of an academic dean. Students are encouraged to consult their undergraduate advisor or an academic dean regarding their credit load.

There is no equivalent to full-time status for Summer terms.

The credit load limit for Fall and Spring terms is 18 credits. The credit load limit for Summer terms is 12 credits.

Heavy load
Students who have a cumulative GPA of 3.000 or better at the University of Wisconsin–Madison may enroll for 19 or 20 credits during the fall or spring term, or 13 credits in summer term, with permission from an academic dean in L&S Undergraduate Academic Deans' Services. *Additional fees per credit are assessed for all credits above the limits.* **Under no circumstances may a student carry more than 20 credits in either the fall or spring term or more than 13 in a summer term.**

Some students (e.g., international students and students competing in NCAA athletic events) are usually required to maintain full-time status. Some scholarships and other financial aid packages may require full-time status. Such students should consult their advisor or the academic deans in L&S before dropping below full-time status.

For more information regarding credit load, see common credit load for L&S undergraduate students (https://kb.wisc.edu/ls/21871/).

CREDIT BY COURSE EXAMINATION/ RETROACTIVE CREDITS (RETROCREDITS) (P.)

The College of Letters & Science will award degree credit for language work successfully completed in high school under certain circumstances **and** if an additional language course is taken **at UW–Madison**. In no case can a student earn retroactive credits simply by taking a placement test or other exam. **A student must take the appropriate UW–Madison language class at UW–Madison to earn retroactive credits**.

Students who qualify for retrocredits after completing the appropriate language course on the UW–Madison campus will automatically receive retrocredits approximately two to three months after all grades have been posted for all students. This

benefit is available to freshmen (first-year students), and can be exercised when the following conditions are met:

- **The course must be a student's first course at the college level in the language.** This does not include college-level coursework taken prior to graduating from high school but does include courses transferred from another institution where a student was working towards an undergraduate degree or coursework a student completed after graduating from high school.
- **The course must be designated appropriate for earning retroactive credits.** These courses are designated with the Foreign Language Level attribute of 2nd, 3rd, 4th, and 5th semester language course in the ***Guide*** under *Courses* (see ***course designation***). Course designed in the Guide as **Frgn Lang - 1st semester language course** are not eligible for retrocredits.
- **A student must take the course before he/she has earned 30 degree credits.** This **does not** include AP, CLEP, IB, or other college credit earned in high school, nor does it include retroactive credits earned in another language. It **does** include courses transferred from another institution where you were working toward a degree.
- **A student must earn a B or better in the class.**
- **The student is not a native speaker of the language of the course**

If a student meets all the conditions listed above, retroactive credits should appear automatically on a student's transcript by the beginning of the following semester (e.g., if the language was completed in the fall term, the retroactive credits should appear on a student's record by the beginning of the spring term). If retroactive credits do not appear on a qualified student's records by the end of the **fourth** week of the following term, the student should fill out a Retroactive Language Request Form (https://kb.wisc.edu/images/group86/23736/RETROACTIVELANGUAGECREDITREQUESTFORM-1.pdf) and submit that form to the office of the academic dean at the student's particular school or college. For students earning an undergraduate degree in the College of Letters & Science, the form should be sent to L&S Undergraduate Academic Deans' Services (http://saa.ls.wisc.edu/deans-services.htm). Non-L&S degree-seeking candidates should speak with the undergraduate academic service unit in the school or college for more guidance.

- Retroactive credits (retrocredits) **will not** automatically be posted for students who have already earned retrocredits. If a student is still eligible to earn retrocredits and wishes to receive retrocredits for another language(s), the student will need to fill out the Retroactive Language Request Form (https://kb.wisc.edu/images/group86/23736/RETROACTIVELANGUAGECREDITREQUESTFORM-1.pdf) and deliver it to the L&S Academic Deans' Services Office in 110 Ingraham Hall if the student is an L&S undergraduate. For further information, contact L&S Academic Deans' Services at 608-262-0617.

Please note:

- Students can earn retrocredits in more than one language as long as they are within the 29-credit limit and meet the other requirements listed above to earn retrocredits.
    - Retroactive credits (retrocredits) will not be posted automatically for students who have already earned retrocredits. If students are still eligible to earn retrocredits and wishes to receive retrocredits for another language(s), they will need to fill out the Retroactive Language Request Form (https://kb.wisc.edu/images/group86/23736/RETROACTIVELANGUAGECREDITREQUESTFORM-1 and deliver it to L&S Undergraduate Academic Deans' Services in 110 Ingraham Hall to be reviewed if they are an L&S undergraduate student.
- Retrocredits can only be earned for the first four semesters/levels of a language sequence. For example, a student who tests into SPANISH 311 can earn a maximum of sixteen retrocredits (SPANISH 101, SPANISH 102, SPANISH 203, and SPANISH 204). The maximum number of credits earned will be impacted if the student already has AP credits for a particular course.
- **The maximum number of retrocredits a student can earn in the Chinese/Japanese language sequence is sixteen (16) credits.** For example, a student who tests into ASIALANG 301 **and** successfully completes this course with a grade of B or better can earn a maximum of sixteen (16) retrocredits (ASIALANG 101, ASIALANG 102, ASIALANG 201, and ASIALANG 202).
- UW–Madison will honor retroactive credits earned at another UW System institution provided that these credits were earned according to UW–Madison policy. Students will need to work with the Office of Admissions and Recruitment (https://www.admissions.wisc.edu/apply/freshman/apib.php) at UW–Madison to make sure the retrocredits from the other institution get posted to their official UW–Madison records.

For more information about retroactive credits, refer to L&S retrocredit requirements and information (https://kb.wisc.edu/ls/page.php?id=23736).

CREDIT BY DEPARTMENTAL EXAMINATION (P.)

The College of Letters & Science allows degree credit, as well as placement credit, for the mastery of some L&S coursework as demonstrated by appropriate achievement tests. The intent of these examinations is to increase opportunities for obtaining degree credit for college-level work done in high school or elsewhere.

Credit may be earned based on an examination given by a department when a student has demonstrated possession of knowledge equivalent to what would be

learned in a specific course taught in that department. The credit given is for knowledge possessed by the student regardless of where they have gained that knowledge. For more detailed information, please see the placement and credit by exam tab (http://guide.wisc.edu/undergraduate/#placementandcreditbyexamtext) in the Guide.

TRANSFER CREDITS (P.)

Transfer credit can be awarded to any admitted UW-Madison student who has completed coursework at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). For more details about receiving credit for transfer work at UW-Madison, see transfer your credit to UW-Madison (https://registrar.wisc.edu/transfer-your-credit-to-uw-madison/). Credit Evaluation Services has additional information regarding transfer credit at credit resources for current UW-Madison students (https://registrar.wisc.edu/credit-resources-for-current-uw-madison-students/). Students who have general questions about transfer credits should refer to Credit Evaluation Services (https://apps.admissions.wisc.edu/ces/) on the Office of the Registrar's website (https://registrar.wisc.edu/transfer-your-credit-to-uw-madison/) or contact them via email at crediteval@registrar.wisc.edu.

LIMITS ON THE NUMBER OF TRANSFER CREDITS FROM NON-BACCALAUREATE INSTITUTIONS

Of the credits required for graduation, the maximum number of transferable semester credits from a two-year college (non-degree-granting accredited institution) is 72. There is no credit limit on transferable credits from a four-year university. However, of the last 60 credits earned before graduation, not more than 12 may be carried at these non-degree-granting accredited institutions. See transfer your credit to UW-Madison (https://registrar.wisc.edu/transfer-your-credit-to-uw-madison/) for more information about UW-Madison's transfer credit policy.

DEGREES

ASSOCIATE'S DEGREE POLICY (P.)

All new transfer students with an associate's degree from any UW System institution or an approved liberal arts associate's degree from a Wisconsin Technical College System (WTCS) schools (Madison College, MATC–Milwaukee, Nicolet, Chippewa Valley, Western) will have their University General Education (UGER) (http://guide.wisc.edu/undergraduate/#requirementsforundergraduatestudytext) breadth requirements satisfied at UW–Madison. Students pursuing their undergraduate degrees in the College of Letters & Science may need to take additional coursework to fulfill the L&S breadth requirements (p.). Students should consult with their undergraduate advisor(s) if they have additional questions.

WTCS transfer students should be aware that only liberal arts associate's degrees that are approved by **both** WTCS and UW System Administration are eligible for this provision. Students with associate degrees in technical, vocational, or other fields will not have their UGER breadth requirements satisfied.

DEGREES AND DIPLOMAS INFORMATION (P.)

A UW–Madison undergraduate diploma lists only the degree (e.g., Bachelor of Arts) and *does not* list major(s) or certificate(s). Major and certificate information will be recorded on a student's official UW–Madison transcript.

All L&S undergraduate students are expected to graduate as soon as they have completed all of their degree and major requirements. Students should declare their intent to graduate via their Student Center. L&S reserves the right to graduate an undergraduate student if the College discovers that a student has completed all their major and degree requirements but has not declared intent to graduate.

Graduation is based on the last term a student was enrolled in courses that completed all of their requirements. For additional information about degree conferment, see conferral of degrees under graduating (https://guide.wisc.edu/undergraduate/#requirementsforundergraduatestudytext).

SECOND UNDERGRADUATE DEGREE (P.)

Students are not permitted to earn two undergraduate liberal arts degrees within the College of Letters & Science at UW-Madison.

Students who already have a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree from another institution may not enroll for a second B.A. or B.S. degree in L&S, even if their major is substantially different than what they intend to declare at UW-Madison.

To be permitted admission for a second undergraduate degree in L&S, the student's first undergraduate baccalaureate degree must be in field substantially different than our liberal arts education. Eligibility is determined as part of the admissions process. Before embarking on a second undergraduate degree, students should clearly identify their goal(s), research options carefully, and be sure that you need a second undergraduate degree to reach your objectives. For more detailed information about applying for a second undergraduate degree, please see L&S Second Undergraduate Degree (https://kb.wisc.edu/ls/internal/109226/). Second undergraduate degree students are admitted to a specific major. To make changes to their major, second-degree students must first secure permission from L&S Undergraduate Academic Deans' Services (https://saa.ls.wisc.edu/offices/academic-deans-services-2/). Students who are found to have declared another major without first getting permission will be removed from that major. Students admitted as candidates for a second undergraduate degree are subject to the L&S Academic Probation and Drop system.

Students interested in applying as candidate for a second undergraduate degree in the College of Letters & Science apply as a second degree student (https://admissions.wisc.edu/apply-as-a-second-degree-student/) with the UW-Madison Office of Admissions and Recruitment.

Students who started an additional major but did not declare it prior to graduating are not eligible to return as a second-degree student to finish up coursework for the second or additional major.

EXAMS

FINAL EXAMINATIONS (P.) (ACADEMIC SUMMARY PERIOD)

Following the regularly scheduled instructional period each semester is an eight-day summary period. Typically the first day of the summary period is for individual study and review, and no classes or exams are to be scheduled during this designated period. The last seven days are prescheduled to include one two-hour summary block for each course of two or more credits. This two-hour block shall be used for an examination or for other instructional activities as deemed appropriate by the instructional unit offering the course. **During the two weeks preceding the summary period, examinations covering the content of the entire course cannot be given.** Take-home examinations are due at the scheduled two-hour block.

Faculty policy prohibits giving or taking final examinations earlier than the time assigned in the Course Guide. Students may arrange a make-up examination only if the professor is willing and if there is a valid reason for missing a final examination. (See the Guide entry "incompletes (p.)" below.)

Students are required to attend all their final exams. Leaving prior to the final examination period and not taking finals will have a negative impact on a student's final grade in a course or courses. See class attendance policy (https://kb.wisc.edu/ls/page.php?id=24628) for more information.

MIDTERM EXAM POLICY (P.)

Information about midterm exam policy along with fall, spring, and summer term final exam policy can be found at midterm and final exam policy information (https://registrar.wisc.edu/exam-grading/) on the Registrar's website. Additional information can also be located at midterm grades (https://registrar.wisc.edu/mid_term_grades.htm) and upcoming final exam periods (https://registrar.wisc.edu/exam-grading/).

- It is implicitly understood that no exams, papers, or assignments will be required during any break period (e.g., spring break) or major holiday.

GRADES

Official information about grades, GPA calculations, and grading processes and deadlines can be found here: Student Grading and GPA (https://registrar.wisc.edu/student-grades/).

AUDIT (P.)

A student may enroll in a course on an audit (AU) basis with prior consent of the instructor of the course. As an auditor, the student is considered a passive learner and may not recite in class or take examinations. ***Courses with laboratory or performance skills may not be audited.*** (L&S undergraduate students are not allowed to audit classes required for their major or degree with the purpose of getting some background prior to formally enrolling in the courses). Regular class attendance is expected. Courses audited carry no degree credit and are not graded. The credit value of courses carried on an audit basis is included in the semester/term program load for purposes of determining fees and maximum credits carried.

Courses carried on an audit basis may have an impact on students applying for scholarships or other forms of financial assistance. Students should contact the unit/agency administering the scholarship or Student Financial Services for more guidance. **Students should also contact their insurance company to determine whether auditing a course (or courses) will have an impact on their coverage.** See information on auditing courses for L&S undergraduate students (https://kb.wisc.edu/ls/page.php?id=26734) for more details.

L&S undergraduate students who wish to change their registration in a course from a credit basis to an audit basis must do so within the first four weeks of the semester by submitting a Course Change Form to 101 Ingraham Hall, 1155 Observatory Drive. (***Course Change Requests can be accessed through an individual's Student Center in*** My UW (https://my.wisc.edu) ***under: Course Enrollment/Term Information/Course Change Request***.) Students **will not** be able to submit or cancel a request to audit a course after the fourth week of the fall or spring term.

- Audited courses, noted as such by "AU" in place of a number of credits, are graded either "S" (Satisfactory) or "NR" (No Report) or "NW" (No Work). ***AU is not a grade.***
- For modular and summer session courses, audit requests must be submitted by the Friday of the week in which the session is one-fourth completed.
- Audits may affect a student's eligibility for financial aid (including Social Security and Veterans' benefits). Students should consult an advisor in the Office of Student Financial Aid (http://www.finaid.wisc.edu) for more detailed information.
- Students with questions about their Veteran benefits and taking courses on an audit basis should contact the University Veteran Services (https://veterans.wisc.edu/).

CREDIT/NO-CREDIT (P.)

A limited number of courses on campus are offered on a Credit/No Credit basis. Credit/No Credit is not the same as Pass/Fail. At the completion of the course the student is given a grade of CR or N. A grade of CR will give a student degree credit; a grade of N will award no degree credit. Neither grade has any GPA impact.

FAILURES (P.)

Students who have earned a grade of F may repeat the failed course in residence. **The original grade of F remains permanently on a student's record and is averaged into the semester and overall grade point average (GPA).** The failure will be counted as zero grade points per credit in computing the GPA. If a student repeats the failed course, the course will appear on the student's transcript twice with the

original grade of F recorded and the new grade also recorded. Both grades will be counted in determining all applicable quality of work requirements. **Multiple failures in the same course all count in the GPA and will appear on a student's permanent records.** See retaking a course at UW-Madison (https://kb.wisc.edu/ls/21853/) for more details.

A course failed in residence at UW–Madison may be repeated for credit at any other educational institution. However, the new grade earned out of residence will not have an impact on the student's UW–Madison GPA.

GRADE CHANGES (P.)

A change of grade is allowed only if there has been a clerical error. If an L&S undergraduate student believes a clerical error has been made in the awarding of the final grade for a course, the student should first meet with the instructor of the course to determine whether such an error has occurred.

GRADE APPEALS

L&S departments are required to have a written policy and process regarding grade appeals. Students who believe they have been unfairly graded in a course and wish to appeal should follow the appeal procedure established by the department in which the course grade was given. See process for appealing a grade in an L&S course (https://kb.wisc.edu/ls/page.php?id=28334) for more information.

INCOMPLETES (P.)

A grade of incomplete (I) may be reported for a student who has been enrolled in a course with a passing grade until near the end of the semester/term and then, due to illness or some other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination (or to complete some limited amount of term work). An Incomplete is not given to a student who stays away from a final examination unless the student proves to the instructor that he or she was prevented from attending as indicated above. In the absence of such proof the grade reported will be an F. Even when a student can provide verifiable documentation, a student may still earn a grade of F if the quality of the student's work convinces the instructor that the student cannot successfully pass the course.

Any subject taken by an L&S undergraduate student marked Incomplete must be completed by the end of the fourth week of classes of the student's next semester/term in residence at the University (exclusive of summer sessions) or it will lapse into a Failure. If an instructor grants an extended incomplete (EI), a grade change will need to be filed by the instructor, approved by the chairperson of the department, and forwarded to L&S Undergraduate Academic Deans' Services in 110 Ingraham Hall. In such cases the grade of I is replaced with the grade of extended incomplete (EI).

NOTE: Extended Incompletes (EI) must be removed and replaced with the final grade by the last day of classes prior to the start of final exams or they will lapse into Failures. The last day of classes is defined as the last day of instruction for a given term prior to the start of study day and final exams.

Incompletes incurred in the last semester in residence at UW–Madison may not be removed after five years of absence from the University without special advance permission from L&S Undergraduate Academic Deans' Services. Such Incompletes must remain on the record with grades of permanent incomplete (PI) and do not lapse into failures.

If a student enrolls with an Incomplete grade from a previous semester and is dropped later in the term because the Incomplete has lapsed to an F or has been changed to a low grade, the student will be withdrawn with an effective date within the refund period closest to the time of the student's actual withdrawal if the student has not been granted permission to continue by an L&S academic dean.

For further information, see UW-Madison incomplete (I) grade information (https://kb.wisc.edu/ls/page.php?id=21330) on the L&S website and incompletes (https://registrar.wisc.edu/incompletes/) on the registrar's website.

NO WORK (NW) (P.)

Students will receive a grade of No Work (NW) on their official records if they enrolled in a course and then never attended. Instructors may award this grade only when the instructor has no evidence that the student ever attended or submitted any work. Any student who does attend for part of the semester/term and then stops participating is not eligible to receive a grade of NW. The No Work notation does not have an impact on a student's semester/term or cumulative GPA.

A course failed in residence at UW–Madison may be repeated for credit at any other educational institution; however the new grade earned out of residence will not have an impact on the student's UW–Madison grade point average (GPA).

PASS/FAIL (S/U) (P.)

Any L&S undergraduate student in good academic standing is eligible to take **one (1)** course per term/semester on a pass/fail (S/U) basis and a maximum of sixteen (16) credits during their entire undergraduate career.

Any student who takes a pass/fail course must earn at least a C to receive credit for the course. Final grades for these courses will be indicated as satisfactory (S) or unsatisfactory (U) without any computation of grade points for those courses into the semester or cumulative grade point average. The grade of S shall be recorded by the registrar in place of instructors' grades of A, AB, B, BC, or C. The grade of U will be recorded by the Registrar's Office in place of instructors' grades of D or F. Neither the S nor the U is used in computing the grade point average. The pass/fail option is the student's choice and the instructor reports the grade without knowing whether or not the student is taking the course on a pass/fail basis.

For more information, see taking a UW-Madison course pass/fail (https://kb.wisc.edu/ls/page.php?id=21102).

Notes:

- First-semester freshmen and transfer students without an established UW–Madison GPA are eligible to take **one (1)** course for pass/fail in their first term at UW–Madison. Summer sessions collectively count

as a single term. Thus, a student can only take **one (1)** course on a pass/fail basis during the summer.

- Students must submit (or cancel) pass/fail requests via their Student Center link (https://my.wisc.edu/) by the end of the fourth (4th) week of fall and spring terms. (For modular and summer session courses, pass/fail requests must be submitted by the Friday of the week in which the session is one-fourth completed).
- Students **may not** cancel or add the pass/fail option after the deadline for submitting Pass/Fail Option Forms.
- All requests to add or cancel pass/fail must be submitted via the Course Change request in the Student Center by the appropriate deadline.
- **Students cannot cancel a Pass/Fail request after the deadline if they need the course(s) to fulfill a major or degree requirement at a later date. It is the student's responsibility to determine whether or not they can take a course on a pass/fail basis.**
- Pass/Fail and Course Change Requests can be accessed through a student's Student Center in My UW–Madison (http://my.wisc.edu/) by clicking Course Change Request via Course Enrollment, Term Information. For more information about requesting the pass/fail option, refer to pass/fail option (https://registrar.wisc.edu/pass-fail-option/) on the Registrar's Office website.
- **Only elective work may be carried on a pass/fail basis.** Thus, pass/fail ***cannot*** be declared or used to fulfill the following requirements:
    - Breadth (humanities, literature, social science, natural science)
    - Foreign language (prior to fulfilling the B.A. or B.S. foreign language requirement)
    - Math
    - Ethnic Studies
    - General Education Requirements (Comm A, Comm B, QR A, QR B)
    - Major requirements
    - Senior Thesis coursework (i.e., 681, 682, 691, 692)
- L&S undergraduates may take courses in their major or major department for pass/fail. **However, any coursework taken for pass/fail in the major or major department will not count toward fulfilling any requirements.** Students are strongly encouraged not to take coursework in their major program without first consulting with their undergraduate advisor.

For further information, see https://deans.ls.wisc.edu/policies-forms/pass-fail/.

QUESTION (Q) (P.)

A "Q" grade is assigned by an instructor when there is a discrepancy between the work completed by a student and the student's official registration. The Office of the Registrar (https://registrar.wisc.edu/) will post the temporary Q grade/mark to a student's record until the discrepancy is resolved. A student will receive a Q in one of three situations:

- a student registers for a variable-credit course and completes the work that is appropriate for a different number of credits;
- a student registers for Honors credit and does not complete the Honors portion of the work; and
- a student does not register for Honors but completes the Honors work appropriate for an Honors designation.

In each of the three cases listed above, students will need to work with the instructor to correct the situation before a grade can be reported. The correct grade will need to be forwarded by the instructor to L&S Undergraduate Academic Deans' Services (https://saa.ls.wisc.edu/offices/academic-deans-services/). For more information, see valid instructor assigned grades (https://registrar.wisc.edu/valid-grades/).

MAJORS

DECLARING A MAJOR (P.)

A department, program may specify prerequisites for acceptance into a major, such as a minimum grade point average or completion of specific courses with a minimum grade. Students are responsible for reviewing the quality requirements for a particular major or school, as outlined on the program pages listed in the degrees/majors/certificates (p.) section of this Guide. Students not accepted in a major or special degree program must select a different major.

MANDATORY MAJOR DECLARATION POLICY

Students must declare a major through the department or unit administering that program. (Please note that all L&S undergraduate students are required to declare at least one L&S major by the time they have 86 degree credits.) Students should speak with the advisor for the major/certificate/l degree program to determine their eligibility to declare and the process for declaring the major. If a student does not plan on completing the requirements for a declared major, the student must cancel the major. There is no limit to the number of majors an L&S undergraduate students can declare. Additional information can be found at how to declare a major in L&S (https://deans.ls.wisc.edu/declaring-a-major-for-students-in-the-college-of-letters-science-ls/).

COMPLETING AN L&S MAJOR WITH A NON-L&S DEGREE (ADDITIONAL MAJOR/AMAJ) (P.)

Non-L&S undergraduate students in other schools/colleges on at UW–Madison (e.g., Business, CALS, Education, Engineering, etc.) are eligible to complete a major in L&S without having to complete L&S degree requirements if they receive permission from their home school/college. The process for obtaining special permission to pursue an L&S major varies based on the student's home school/college. Non-L&S undergraduate students must contact the appropriate L&S major department/unit about the steps they will need to take in order to declare

an additional major and fulfill all of the major requirements within the College of Letters & Science.

COMPLETING A NON-L&S MAJOR WITH AN L&S DEGREE (P.)

L&S undergraduate students must complete at least one (1) L&S major to earn their L&S degree. Students may also declare up to one (1) of approved additional major from another UW-Madison school/college. These majors are currently approved for L&S students, with permission from the L&S Academic Deans Services office:

- Education Studies (https://guide.wisc.edu/undergraduate/education/educational-policy-studies/education-studies-bs/) (Education)
- Global Health (https://guide.wisc.edu/undergraduate/agricultural-life-sciences/entomology/global-health-bs/) (CALS)
- Health Promotion and Health Equity (https://guide.wisc.edu/undergraduate/education/kinesiology/health-promo-health-equity-bs/) (Education)
- Theatre and Drama (https://guide.wisc.edu/undergraduate/education/theatre-drama/theatre-drama-bs/) (Education)

The following policies apply to L&S students with an additional non-L&S major.

- **L&S undergraduate student must first declare a major in L&S before being eligible to declare one of the approved non-L&S majors.**
- L&S undergraduate students may complete these additional majors unless their degree or major explicitly states that their students cannot pursue an additional major or program.
- Students pursuing the Bachelors in Landscape Architecture special degree are not permitted to pursue an additional major.
- A student earning an L&S undergraduate degree cannot graduate within L&S with only an approved non-L&S major.
- L&S will not delay graduating students who have not completed the requirements for majors outside of L&S. Thus, students with these additional majors outside L&S will be graduated at the end of the semester/term in which they complete their L&S requirements, even if the CALS or School of Education major requirements have not been completed.
- Any courses required for the non-L&S major that **are not** designated as Liberal Arts and Science (LAS) courses ***will not*** count toward satisfying the requirement that students complete 108 credits in Liberal Arts and Science.

CANCELING A MAJOR (P.)

Students may cancel a major by contacting the department of that major. A Senior with only one major who cancels that major is still subject to the Mandatory Major Declaration policy above, and should seek permission to cancel their major with Academic Deans Services.