ACADEMIC STATUS

ACADEMIC PROBATION (P.)

Every student is expected to maintain at least a C average (2.00 grade point average) on all work carried, whether passed or not, in each term (fall, spring, and summer). Failure to earn this minimum grade point average will result in a status of probation, strict probation, or dropped, as shown below.

Every student can determine their academic status at the end of each term (fall, spring, or summer) based on the probationary status when the term began and the grade point average earned during that term.

1. If a student is not on probation and:
   a. earns a grade point average in the fall term, spring term, or summer term between 1.000–1.999: placed on probation.
   b. earns a grade point average in the fall term, spring term, or summer term less than 1.000: placed on strict probation.

2. If a student is on probation and:
   a. earns a grade point average in the fall term, spring term, or summer term between 1.500–1.999: placed on strict probation.
   b. earns a grade point average in the fall term, spring term, or summer term less than 1.500: dropped for at least one year.

3. If a student is on strict probation and the grade point average is less than 2.000: dropped for at least one year.

If a student is dropped for one year, the student must stay out of school for a minimum of twelve (12) months. For more information on Academic Probation and Drop, refer to Probation (http://saa.ls.wisc.edu/probation-overview.htm) and L&S Academic Probation System (https://kb.wisc.edu/ls/21180/).

ACADEMIC SUSPENSION (P.) (DROPPED FOR ONE YEAR)

An L&S undergraduate student on academic probation will be dropped (placed on academic suspension) for at least one year at the end of any term in which the student has had at least two terms below a 2.00 grade point average (GPA). The College of Letters & Science undergraduate probation system is 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 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 for one (1) year.
- If a student is on strict probation and earns a term GPA below 2.000, the student is dropped for one (1) year.

Students have the opportunity to appeal the “dropped for one year” status from the University of Wisconsin–Madison by participating in the Appeals Process (also known as Faculty Appeals). It is important to note that appealing one’s drop status does not guarantee a student will be immediately readmitted to the university to continue his/her undergraduate studies. For more information about appealing, see appeal dropped status (https://saa.ls.wisc.edu/policies-forms-2/probation/appeal-dropped-status/) or contact L&S Undergraduate Academic Deans’ Services (https://saa.ls.wisc.edu/offices/academic-deans-services/) for more assistance.

APPEALS (P.)

Exceptions for Students in Dropped Status

An L&S undergraduate student who has been placed on academic suspension or dropped for academic reasons may appeal for readmission. More detailed information can be found at appeal dropped status (faculty appeals) (http://saa.ls.wisc.edu/probation-appeals-process.htm).

- Students dropped at the end of fall term who wish to continue in school in the spring term must appeal in January for readmission the week before spring term classes begin.
- Students dropped at the end of spring term who wish to continue in school for the summer or fall term must appeal for readmission the week before the beginning of the first three-week summer term begins for students who wish to take summer classes, or before the eight-week summer term begins for students who do not wish to take summer courses.
- Students dropped at the end of a summer term who wish to continue in school for the fall term must appeal in August for readmission the week before fall term classes begin.

Additional information concerning appeals is available at Appeal Dropped Status (https://saa.ls.wisc.edu/policies-forms-2/probation/appeal-dropped-status/).

Exceptions to Basic Degree Requirements

A student wishing to request an exception to a basic degree requirement must first confer with an academic dean (https://saa.ls.wisc.edu/offices/academic-deans-services-2/). Only in extremely rare and unusual circumstances will any exception be made.
Exceptions to Major Requirements
A student wishing to request an exception to a requirement in the major must first confer with the advisor or chair of the department. If the department supports the request, a DARS exception is submitted on behalf of the student to Academic Information Management (AIM) in L&S Student Academic Affairs.

Exceptions to College Rules
A student wishing to request an exception to college rules should consult an academic dean in L&S Undergraduate Academic Deans’ Services (https://saa.ls.wisc.edu/offices/academic-deans-services-2/). The dean will consider the request on an individual basis and make a decision to grant or to deny the request.

CLASS STANDING (P. )
Students are classified by year according to the number of degree credits they have earned:

Freshman: A student has fewer than 24 degree credits
Sophomore: A student has at least 24 degree credits
Junior: A student has at least 54 degree credits
Senior: A student has at least 86 credits

These credits must be in courses that count toward a Letters & Science degree. Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB) credits, credit by department examination, and retroactive credits (retrocredits) will count toward a student’s class standing (level).

Every L&S undergraduate student is expected to maintain at least a C average (2.000 grade point average) on all work carried, whether passed or not, in each term (fall, spring, & summer). Failure to earn this minimum grade point average will result in a status of probation, strict probation or dropped. For more information, see the entries Academic Probation and Academic Suspension above.

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 (at least 24 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 (at least 54 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 since the minimum GPA for freshmen and sophomores to qualify for the Dean’s List is 3.600.

• 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/).

DISTINCTION IN THE MAJOR (P. )
This award is granted at graduation, upon the recommendation of a department to the dean, to any L&S undergraduate student not earning the Honors Degree (i.e., Honors in the Liberal Arts, Honors in the Major, or Comprehensive Honors) who has done superior work in the major and who has passed a comprehensive examination on that work. The comprehensive examination may be omitted for the student with a 3.500 grade point average in the major who successfully completes special work prescribed by the department. The award is noted on the student’s transcript.

GOOD ACADEMIC STANDING (P. )
L&S undergraduate students are considered in good academic standing if they have a cumulative (CUM) GPA of at least 2.000 and their most recent GPA is at least 2.000. Students in good academic standing are not on any form of academic probation (https://saa.ls.wisc.edu/policies-forms/probation/) and are not at risk of being dropped from the university. For more information, see L&S Academic Probation System (https://kb.wisc.edu/ls/21180/).
ADMISSIONS AND TRANSFERS

ON-CAMPUS TRANSFERS (P. )

The College of Letters & Science (L&S) welcomes current UW–Madison students with an established GPA to transfer into the college if they meet certain requirements:

- Continuing students must have a 2.000 cumulative GPA at UW–Madison and
- A 2.000 in their most recent semester/term at UW–Madison, including summer term.
- A student dropped for academic reasons must be readmitted by the original school or college on the UW–Madison campus before initiating an L&S transfer.

Please note: Only new freshmen (first-year students) and transfer students who do not have an established UW–Madison GPA may request to transfer into the College of Letters & Science during their first term on campus without having an established GPA.

Students interested in transferring into L&S must carefully review the L&S Transfer Workshop presentation (https://lsaas.wiscweb.wisc.edu/wp-content/uploads/sites/392/2018/01/Transfer-Workshop-Online-PPT_2017.pdf) and complete the online Transfer Request Form (https://saa.ls.wisc.edu/policies-forms/ls-on-campus-transfer-request/transfer-to-ls-request-form/). For more information on transferring into L&S, please contact L&S Academic Advising Service at 608-262-5858.

Students transferring into one of the general courses from a special course (AMEP, Music), or from another college/school of the university to the College of Letters & Science will receive no more than 18 credits per term (fall or spring) toward graduation for work already completed, unless a 3.000 grade point average was earned the previous semester or the semester the overload was carried. Then a maximum of 20 credits from that term may be transferred. These transferring students will receive credit for studies in another college/school, but will be subject to the conditions of the Liberal Arts and Science Credits requirement. (See Liberal Arts and Science Credits (p. ).)

READMISSION (P. )

Students who have been required by the College of Letters & Science to take off time from their undergraduate studies at UW–Madison due to past academic performance (dropped/academic suspension) must apply for readmission with an academic dean in the College of Letters & Science in order to be eligible for reentry through the Office of Admissions and Recruitment. For more detailed information about apply for readmission, refer to readmission (http://saa.ls.wisc.edu/readmission.htm) through L&S Student Academic Affairs. More detailed information about the readmission process can be found by contacting L&S Undergraduate Academic Deans Services (https://saa.ls.wisc.edu/offices/academic-deans-services/) (lsdeans@saa.ls.wisc.edu or 608-262-0617).

REENTRY (P. )

Students who previously attended the University of Wisconsin–Madison but have not been enrolled in courses for at least one term/semester (not including the summer term) are considered reentry students. The primary admission consideration for a reentry student would be his/her academic record while previously enrolled at UW–Madison. For more information about this process, refer to apply as a reentry student (https://admissions.wisc.edu/apply-as-a-reentry-student/) via the Office of Admissions and Recruitment website.

Note: Any L&S undergraduate student who has been dropped (put on academic suspension) for at least one year due to their academic performance must also apply for readmissions through the College of Letters & Science. For more information, please refer to readmission (http://saa.ls.wisc.edu/readmission.htm).

TRANSFER STUDENTS (P. )

Transfer students must complete all Letters & Science degree requirements. Once admitted, transfer students should obtain a copy of their DARS (p. ) report, which will explain how their transfer credits will apply toward L&S requirements. DARS reports can be requested from the Degree Audit section of the registrar's office or accessed via My UW–Madison (http://my.wisc.edu/).

Students can transfer only a limited number of credits from non-degree-granting accredited institutions and correspondence courses. See non-degree-granting accredited institutions’ transfer credit limitation (p. 1) in the Guide under Credits.

Transfer students who have more than 30 degree credits are ineligible to earn retroactive credits in a foreign language on the UW–Madison campus. See credit by course examination/retroactive credits (p. 1) in the Guide under Credits.

Advisors for freshman and sophomore students are in the L&S Academic Advising Services (608-262-5858) in 101 Ingraham Hall and the Cross-College Advising Service (608-265-5460) in 10 Ingraham Hall. Junior and senior transfer students should meet with an advisor in the department in which they intend to major.

Transfer students should note that the L&S degree requirements have changed as of summer 2007. Those students who matriculated before May 21, 2007, are eligible to complete the degree requirements in force at the time they began their college-level studies. (See previous Guides and Undergraduate Catalogs under Archive (http://guide.wisc.edu/archive/) for more information.)

Because some requirements in force before this edition of the Guide differ substantially from the requirements articulated here, transfer students are strongly encouraged to refer to the undergraduate catalog in force at the time of their first matriculation to college. (See archived versions of the Guide and Undergraduate Catalog (https://guide.wisc.edu/archive/) to review the requirements that apply.) For some students, it may be to their benefit to consider transferring...
TRANSFER STUDENTS WITH AN ASSOCIATE DEGREE FROM A UW SYSTEM INSTITUTION OR WISCONSIN TECHNICAL COLLEGE SYSTEM SCHOOL

Effective summer/fall 2012, all new transfer students with an associate's degree from either a UW System (UWS) institution or one of the Wisconsin Technical College System (WTCS) schools that award a liberal arts associate's degree (i.e., Madison College, MATC-Milwaukee, Nicolet, Chippewa Valley, Western) will have their University General Education Requirement (UGER) (http://guide.wisc.edu/undergraduate/#requirementsforundergraduatetestudytext) breadth requirements satisfied in all undergraduate schools/colleges on the UW–Madison campus. L&S undergraduates should be aware that they may need to complete additional coursework to satisfy L&S breadth (p. ) and other degree requirements. Students should consult their DARS and speak with their undergraduate advisors if they have additional questions regarding satisfying L&S requirements.

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 fields will not have their UGER breadth requirements satisfied.

UWS and WTCS transfer students with a qualifying liberal arts associate's degree are EXEMPT from meeting the following University General Education Breadth requirements:

- Natural Science—two (2) courses for a total of 6 credits
- Humanities/Literature/Arts—6 credits
- Social Studies—3 credits

Students will still be required to meet other University General Education Requirements (http://guide.wisc.edu/undergraduate/#requirementsforundergraduatetestudytext).

Please note: Students in the College of Letters & Science must meet the L&S breadth requirements (p. ) with specific transfer courses or courses taken in residence.

COURSES AND ENROLLMENT

AUDIT (p. )

A student may enroll in a course (i.e., a lecture course) on an audit basis only 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. 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 (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 (available at Course Change Request (https://registrar.wisc.edu/course-change-request/) ) to Suite 110 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 (4th) week of the fall or spring term. Please note that the audit deadline differs for summer and modular session courses. For more details on how to request an audit for a class, please see course change request (https://d26qijosufs9y9x2.cloudfront.net/wp-content/uploads/sites/36/2017/10/demo-courschangelonguest.request.swf).

- 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. More specific information about deadlines can be found at modular courses (https://registrar.wisc.edu/modular/) on the Registrar’s website.
- Audited courses, denoted 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.
- 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 (https://financialaid.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/).

BREADTH COURSES (p. )

Natural Sciences (Breadth designations B, N, P, W, X, or Y)

Courses with the natural sciences (which include studies in the physical and biological sciences) designation focus on knowing the world through scientific inquiry—assembling objective information that can be used to explain observed natural phenomena in a way that is thorough and verifiable. Laboratory components give students firsthand experience in methods of scientific research. These courses help students see both the
explanatory and creative processes in science that are transforming our world.

**Arts & Humanities (Breadth designations H, L, X, or Z)**

Courses with the "arts and humanities" designation focus on exploring the human condition and appreciation for the complexities of their own and other people's perspectives. Employing analytical, critical, and interpretive methods, these courses teach a wide array of skills necessary to understand and analyze past, present, and future of the world around us. Literature courses (labeled with an "L" designation) are a subset of Humanities courses; they may be used to meet Humanities requirements or specific Literature requirements if students have them.

After completing an Arts & Humanities course, a student should be able to:

- comprehend and employ various approaches to interpreting and creating cultural artifacts such as works of art, literature, music, architecture, philosophy, film, etc.
- demonstrate knowledge of major movements, trends, or events in the development of world cultures
- demonstrate an appreciation of the complexities of the interpretative process within historical and cultural contexts
- apply critical approaches to the works and alternative ways of considering them
- empathize, think critically about, and appreciate the complexities of their own culture and larger global community.

**Literature (Breadth designation L)**

Courses with "literature" designation focus on the reading and interpretation of texts in multiple genres, including fictional and nonfictional prose, poetry, and drama, as well as digital media, from a range of cultures, in translation or in their original languages. They teach skills of literary analysis while examining the relation between the texts and the cultures, historical periods, and ideas that produced them. These courses are a subset of Humanities and may be used to meet either Humanities requirements or specific Literature requirements if students have them.

**Social Sciences (Breadth designations S, W, Y, Z)**

In the social sciences, students learn other ways to understand humanity. Courses in this area are found in a wide range of fields that share a common focus on the systematic study of personal interactions, and the interactions of society and institutions. These fields use quantitative and qualitative research strategies to look at the variety and scale of these interactions, and in these courses, students learn how to formulate research questions and determine what techniques are best used to answer those questions.

These "ways of knowing" the world around us intersect and overlap, and the ideas presented in one area will often inform and transform what we know or think about what we know about the others. Taken as a whole, the breadth requirement is intended to help UW–Madison graduates appreciate the many and complex ways to understand the world around us. By these means, students develop skills that help them make informed decisions in a wide range of political, economic, and social contexts, to think critically about the world, to better understand humanity, and to behave in socially responsible ways.

Note that graduate courses do not count toward the L&S undergraduate intermediate/advanced level or breadth requirement and will not be approved to count for L&S breadth/level based on a student's academic interests or graduation needs if a student is approved to take a graduate-level course.

**CERTIFICATE PROGRAMS (P. )**

Students who intend to complete a certificate program in Letters & Science are encouraged to meet with the certificate advisor as soon as possible to determine eligibility requirements that may apply. Admission to a certificate program (http://guide.wisc.edu/explore-majors/) requires meeting with the advisor to declare the specific certificate program. Students should use a degree audit (DARS (https://registrar.wisc.edu/dars-student/)) to monitor their progress in completing their certificate(s) since DARS is the official document used to certify completion of certificate programs. Students who decide not to complete the program after being admitted must cancel the certificate declaration with the certificate advisor. See DARS (https://registrar.wisc.edu/dars_student.htm) for more information.

Although most L&S certificates must be completed before students earn their undergraduate degrees, there are a few certificates that are available to L&S undergraduate students after they graduate. For students who have substantially completed a certificate at UW–Madison (at least 12 credits) and may need one or two courses to complete the certificate, they may do so immediately after completion of the bachelor's degree by enrolling in the course as a University Special (nondegree) student (https://acsss.wisc.edu/apply/).

The following certificates may be awarded only to students who were declared in the certificate program at the time of graduation from UW–Madison and who completed a substantial amount of the work in the program (at least 12 credits) while enrolled as an undergraduate here. Students must complete the requirements for the following certificates within 12 months of graduation.

- Archaeology (http://guide.wisc.edu/undergraduate/letters-science/archaeology-certificate/)
- East Asian Studies (http://guide.wisc.edu/undergraduate/letters-science/institute-regional-international-studies/east-asian-studies-certificate/)
- Mathematics (http://guide.wisc.edu/undergraduate/letters-science/mathematics-certificate/)

Students who decide not to complete the program after being admitted must cancel the certificate declaration with the certificate advisor. See DARS (https://registrar.wisc.edu/dars_student.htm) for more information.
Students are advised of the following details regarding above) if they wish to earn these certificates after graduation:

- American Indian Studies (http://guide.wisc.edu/undergraduate/letters-science/american-indian-studies/american-indian-studies-certificate/)
- Computer Sciences (http://guide.wisc.edu/undergraduate/letters-science/computer-sciences/computer-sciences-certificate/)(may not have a major in computer sciences or a degree in electrical and computer engineering)
- German (http://guide.wisc.edu/undergraduate/letters-science/german-nordic-slavic/german-certificate/)
- Gender and Women’s Studies (http://guide.wisc.edu/undergraduate/letters-science/gender-womens-studies/gender-womens-studies-certificate/)
- Teaching English to Speakers of Other Languages (http://guide.wisc.edu/undergraduate/letters-science/english/teaching-english-speakers-other-languages-certificate/)

Students are advised of the following details regarding certificate programs:

- Some certificate programs may require or encourage students to take courses that are not designated as Liberal Arts and Science courses. These courses do not count toward satisfaction of the requirement that students complete 108 credits in Liberal Arts and Sciences (LAS). (Non-LAS courses do not carry L&S level or breadth so will not count toward fulfilling any breadth or I/A level requirements for L&S undergraduate students.)
- Students may elect to count these credits among the allowed 12 free elective credits in the degree but should also be mindful of the fact that these courses will not count toward fulfilling breadth or level within L&S.
- An exception will not be made to count non Liberal Arts and Science courses for breadth and level if a student is using these credits to fulfill a certificate program and/or trying to fulfill other major/degree requirements.
- Completion of some certificate programs may require students to take more than 12 non-Liberal Arts and Sciences credits. Students may not count more than 12 non-Liberal Arts and Sciences credits toward their L&S degree under any circumstances.
- Certificate programs are optional and are not required for graduation. Because failure to complete a certificate program will not affect eligibility to graduate, students should understand that, unless the certificate program is allowed to grant awards to University Special students, they must complete all certificate requirements before graduation or they will not be able to complete the certificate program at a later date.
- Course work being taken to satisfy certificate requirements should not be taken on a pass/fail basis. Students should consult the advisor for the particular certificate program for more information about taking classes to satisfy certificate requirements.

CLASS ATTENDANCE POLICY (P.

It is expected that every student will be present at all classes. Students are required to be present at the opening of the term and to remain until the work of the term (which includes the final examination period) is completed. Note that any excused or unexcused absences may have a negative impact on a student’s final grade in a course. See the faculty senate approved class attendance policy (https://secfac.wisc.edu/governance/faculty-legislation/ii-108-class-attendance-policy/) and class attendance policy for students at UW-Madison (https://kb.wisc.edu/ls/24628/) for more details. Additional information can be found at UW-Madison Religious Observances & Accommodations Policy (https://kb.wisc.edu/page.php?id=21698).

It is against university policy for a student to attend classes without being enrolled. Student should be aware that instructors may require enrolled students to attend scheduled meetings of a class and/or to participate in other course-related activities, including online learning. Students are responsible for materials present in such meetings or activities. Because courses are designed and conducted in diverse ways, instructors are expected to inform students in writing at the beginning of each course if there are specific expectations for attendance/participation. This includes whether any component of the grade for the class is based on such attendance/participation.

CONCURRENT REGISTRATION AND ENROLLMENT AT UW–MADISON AND ANOTHER INSTITUTION (P.

The College of Letters & Science recognizes that in some circumstances, courses offered by other institutions of higher learning (e.g., Madison Area Technical College [Madison College], Edgewood College, etc.) can complement the course of study offered by the residence program at UW–Madison. Permission is required to be enrolled at UW–Madison while also taking a class at another institution. This permission must be obtained before enrolling in the course at the other institution.

Any student interested in being concurrently enrolled for the fall or spring semester must demonstrate that special circumstances are involved. Please note that simple preference or convenience is not considered a strong reason for getting permission to be concurrently enrolled. It is strongly recommended that students not use concurrent enrollment as a means by which particular degree or major requirements are taken entirely out of residence. Students who are granted permission to be concurrently enrolled are
bound by the L&S regulation that students cannot take more than 18 credits in either the fall or spring term (the maximum credit load for the summer session is 12).

To obtain special permission to be concurrently enrolled, refer to concurrent enrollment request form (https://saa.ls.wisc.edu/policies-forms/concurrent-enrollment/concurrent-enrollment-request-form/).

- An L&S undergraduate student requesting concurrent enrollment should be beyond the first year of college and have a UW–Madison cumulative GPA of at least 2.500
- Permission for concurrent enrollment should be obtained before enrolling in the outside institution's course and prior to the 3rd week of classes (fall or spring term).
  - For the fall term, the deadline to request to be concurrently enrolled is Friday of the second week of the term.
  - For the spring term, the deadline to request to be concurrently enrolled is Friday of the second week of the term.
- Students requesting permission to be concurrently enrolled should demonstrate that special circumstances are involved. Simple preference or convenience is not a valid reason for granting permission to take an outside course concurrently with a residence program at UW–Madison.
- Students who are given permission to be concurrently enrolled are bound by the College of Letters & Science enrollment regulation of 18 credits maximum (which includes the total number of credits taken at both UW–Madison and the non-residence institution). If a student will exceed 18 credits in either the fall or spring term, the student must fill out the credit overload form (https://saa.ls.wisc.edu/policies-forms/credit-overload/credit-overload-form/).
- Students may never receive credit for more than 20 credits in either the fall or spring term. In addition, a student may never receive more than 12 (13 with dean’s permission) during the summer term.
- Courses taken through the UW Extension/UW Independent Learning program are considered concurrently enrolled when students enroll in one of these classes while also taking classes at UW–Madison. When permission to take a course through Independent Learning is granted, the course(s) must be completed during the UW semester/term in which the course was authorized to be taken.
  - For example, a student who receives permission in fall 2019 to take a course through Independent Learning while also enrolled at UW–Madison must complete this course by the end of the fall 2019 term.
  - It might be possible to get a UW–Madison Division of Extension Independent Learning Tuition Waiver (https://llsaa.wiscweb.wisc.edu/wp-content/uploads/sites/144/2017/04/UW-Extension-Independent-Learning-Form.pdf) for a course taken through Independent Learning during the fall or spring term. Please refer to concurrent enrollment and guidelines for a tuition waiver (https://registrar.wisc.edu/guidelines-for-tuition-waivers/#guide) for more information about the criteria to qualify for a tuition waiver for UW–Madison Division of Extension courses and the tuition waiver form.
- If the Independent Learning course being taken puts a student above 18 credits during the fall or spring term, the student will need to pay for the extra credits not covered by the tuition waiver.
- All students must pay an administrative fee to take an Independent Learning course, even if the student receives a tuition waiver. More information about fees and the tuition waive can be found at il.wisconsin.edu or by calling 1-877-UW-LEARN (895-3276)
- General questions about taking courses through Independent Learning can be directed to il@uwex.edu.

To request permission to be concurrently enrolled, a student must fill out the following concurrent enrollment request form (https://saa.ls.wisc.edu/policies-forms/concurrent-enrollment/concurrent-enrollment-request-form/).

**COURSE LEVEL (P.)**

Each L&S course and each approved non-L&S course that satisfies the L&S liberal arts and science (LAS) requirement have been evaluated for level. Course levels are indicated with each course listed in this. **Only courses that indicate level after the course designation category for a course will count toward level in L&S for students. Note that graduate courses do not count toward the L&S undergraduate intermediate/advanced level requirement and will not be approved to count for L&S breadth/level based on a student’s academic interests or graduation needs if a student is approved to take a graduate-level course.**

**Elementary**

Elementary-level courses are usually designed with first-year students (freshmen) and second-year students (sophomores) in mind with either very little or no prior knowledge of the discipline. However, these courses may also be suitable for third-year students (juniors) and fourth-year students (seniors) with limited background in the discipline. Elementary-level courses may act as a stepping stone for more advanced-level work or may, or may also be an ends in themselves by providing breadth, enrichment, or general knowledge. Elementary-level courses typically have one or more of the following characteristics:

- **Breadth:** Students gain some basic understanding of the extent of a field or disciple. Students may also have the opportunity to learn how one field fits into or relates to other fields.
- **Foundation:** Students become acquainted with principles, terms, methods, and perspectives of
a discipline or professional field, as a basis for more advanced or specialized study.

**Intermediate**

Intermediate-level courses may be best defined in relation to elementary and advanced-level work. They are a step beyond elementary-level courses that prepare students for more advanced work. Courses at this level are typically taken by second year students (sophomores) with some familiarity and knowledge of the discipline. Expectations of student performance may include making connections between basic terms and concepts within the discipline, and developing written and oral communication skills specific to the discipline.

- These courses typically require more preparation than elementary-level courses and less preparation than advanced-level coursework (and should have defined prerequisites).
- Intermediate-level courses are beyond the introduction of the discipline and the entry level of more general liberal arts skills, but are not yet as highly specialized or in-depth as advance-level work.

**Advanced**

Advanced-level courses are usually designed with juniors or seniors in mind, although these courses may also be appropriate for advanced-level students with lower class standing (i.e., freshmen and sophomores). They typically have one or more of the following characteristics:

- **Depth/Focus:** Students engage in in-depth study of a discipline’s theories and methods, developing an understanding of the applications and limitations of them. Courses typically require significant independent thinking on the part of the student or may offer opportunities for research.
- **Specialization:** Students develop specific intellectual and professional abilities that will enable them to be successful in a field or professional practice.
- **Refinement of Liberal Arts Skills:** Students build upon “entry study Liberal Arts skills” noted above, applying these skills more discerningly or in more challenging contexts.
- **Integration:** Students integrate knowledge gained from earlier studies such as a capstone experience.

**CREDIT AND NO CREDIT COURSES (P. )**

A limited number of courses are designated as being offered on a Credit/No Credit basis. Credit/No Credit courses are designated in the Guide under Courses. (Please note that Credit/No Credit is not the same as Pass/Fail.) The transcript for a Credit/No Credit course will indicate either CR (meaning the student earned credits for the course) or N (meaning the student did not earn any credit for the class). Students may not take such courses on any other basis. A grade of CR will give a student credit towards a degree but will not have any grade points associated with it to be figured into a student average GPA calculation.

**CROSS-LISTED COURSES (P. )**

Cross-listed courses are courses offered under more than one department heading. Cross-listed courses (i.e., courses offered by more than one department) will be assigned the same number in each department in which it is offered (e.g., African 277, which is cross-listed with approximately five majors/departments (AFROAMER, ANTHRO GEOG, HISTORY, POLI SCI, SOC)). The courses will carry identical L&S course attributes (breadth and level), will have the identical Guide descriptions in each listing, and will have identical course prerequisites. All cross-listed courses:

1. Must be approved by the University Curriculum Committee (all departments must submit a letter of support)
2. Must have the same Course Guide number (e.g., Biology 151, Botany 151, and Zoology 151)

Students completing two majors may count cross-listed courses (i.e., courses listed in both major departments) in partial satisfaction of the requirements for both majors. For more information, see cross-listed and “meets with” course information (https://kb.wisc.edu/is/page.php?id=21663).

**DEADLINES (P. )**

If an L&S student wishes to drop a course (or courses), this means that the student will drop one or more classes from a specific semester or term while still staying enrolled in at least one course. For more information about dropping a course, see dropping a course at UW-Madison (https://kb.wisc.edu/is/page.php?id=21705). Students should always consult the drop deadline for each term.

- Information about the drop and withdrawal deadlines for the fall and spring terms is located at Dates & Deadlines (https://registrar.wisc.edu/dates/) on the Registrar’s website.
- Modular course deadlines are different from the regular drop deadlines in the fall or spring term. Information about these deadlines are located at modular courses (https://registrar.wisc.edu/modular/).
- For summer drop deadlines, students should consult the Key Deadlines information on the Registrar’s homepage under Dates & Deadlines (https://registrar.wisc.edu/dates/) and Guidelines for Summer Enrollment Actions (https://summer.wisc.edu/wp-content/uploads/2015/02/key-deadlines.pdf).

Students on F-1 or J-1 student visas are required by regulations governing their status to enroll in a minimum of 12 credits during the fall and spring terms. If an L&S undergraduate undergraduate student on an F-1 (or J-1) visa wishes to drop below full-time status (fewer than 12 credits), the student must obtain permission from International
Directed/Independent Study courses

L&S undergraduates

DIRECTED OR 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/Independent Study courses cannot be used to fulfill any UW–Madison General Education Requirements (GER) (http://www.ls.wisc.edu/gened/) or L&S breadth requirements (p. ) under any circumstances.
- 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 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.

Departments may offer Directed Study at the elementary, intermediate, or advanced level under the following course numbers:

- 198 or 199. Directed Study courses numbered 198 or 199 have a credit range of 1 to 3 credits, are considered elementary level, and are intended for freshmen and sophomores, though, in exceptional cases, juniors and seniors may be appropriately admitted if the nature of the course so allows.
- 298 or 299. Directed Study courses numbered 298 or 299, including supervised reading in foreign languages and in subjects related to students’ major fields, have a credit range of 1 to 3 credits and are considered intermediate level.
- 698 or 699. Directed Study courses numbered 698 or 699 (and other courses with numbers ending in 98/99, between 398 and 699) have a credit range of 1 to 6 credits, are considered advanced level, and are offered primarily for juniors and seniors. However, in unusual cases, freshmen and sophomores with exceptional preparation and motivation may be admitted. At this level, it is a prerequisite to have had previous or concurrent exposure to the subject on an intermediate level.

Directed Study courses with a number ending in 98 (e.g., 198, 698) are carried on a Credit/No Credit (Cr/N) basis. No grades are awarded for these courses. The student earns credit for the course if the instructor is satisfied with the work the student has performed. If not, there is no Failure; the student simply is not awarded any credit for the course. Not all departments offer Directed Study courses on a Cr/N basis. Courses ending in 99 are graded. (See Grades and GPA (http://registrar.wisc.edu/grades_and_gpa.htm) for more information)

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 satisfy basic or breadth requirements. Thus, Directed Study courses cannot be used to fulfill any degree requirements such as B.A./B.S. Foreign Language, General Education Requirements (Comm A, Comm B, QR A, QR B, Ethnic Studies), or L&S Breadth (Humanities, Natural Science, Social Science).
- Directed Study courses may generally be repeated for credit if course content is not duplicated.
- 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).
- All Directed Study courses (graded or not) count toward the maximum number of credits that may be counted in the major if taken in the major department.
- Many majors strictly limit the number of Directed Study credits that can be earned in 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 may be counted as Liberal Arts and Science (C) 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 if they drop a class or classes 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 Deadlines at a Glance (http://www.registrar.wisc.edu/spring_deadlines_at_a_glance.htm) on the Office of the Registrar website. 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 drop notation will only show 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).

FOREIGN LANGUAGE (P. )

The study of a foreign language (i.e., world language) contributes in an important way to a broad education for today’s students, who live in a world where the overwhelming majority of people do not speak or read English and where much of the knowledge that is disseminated may never appear in English. Knowledge of a foreign language is important for an appreciation of the culture of the people using that language, and it also helps students to understand the structure and complexities of their own native language. Students with sufficient preparation may be able to use the foreign language for study in their chosen discipline.

To be admitted to the University of Wisconsin–Madison, students must have completed the second-year level of a single foreign language (or American Sign Language) in high school. On extremely rare occasions, students may be admitted with a foreign language deficiency, but they will be required to make up that deficiency by the time they earn their 60th degree credit, or they will not be allowed to continue.

All students working for a B.A. or B.S. degree in the College of Letters & Science must fulfill the foreign language requirement in order to graduate. Students with certain disabilities may apply for a substitution to the foreign language requirement by submitting required documentation to the College Disabilities Curricular Accommodations Committee. (See foreign language substitution package (https://saa.ls.wisc.edu/foreign-language-substitution-package/). For more information, contact L&S Undergraduate Academic Deans’ Services, 608-262-0617, or the McBurney Disability Resource Center, 608-263-2741, TEXT: 608-225-7956.)

In meeting the foreign language requirement, students may combine high school and college work as appropriate. This will allow a student to make full use of high school work in more than one foreign language, or will facilitate the study of a second foreign language that may not have been available in high school. Students who have learned a foreign language in a nonacademic setting may meet the foreign language requirement by successfully completing the appropriate level language course at the university or by successfully completing an appropriate attainment examination if authorized by the appropriate language department. Students do not fulfill the L&S foreign language BA or BS requirement by simply taking a placement test and attaining a certain placement in a course.

Foreign language requirements for the B.A. and B.S. degrees differ.

For the B.S. degree, the foreign language requirement may be met by completion of the third level (unit) of a foreign language in high school, or the equivalent third-semester-level college work. For example, a student can satisfy the B.S. foreign language degree requirement if s/he has:

- completed 3 units (years) of one high school language (e.g., French, Spanish, etc.), or
- completed the 3rd semester of one college-level language (e.g., ASIALANG 126, ASIALANG 203, GERMAN 203, GREEK 305, etc.)

For the B.A. degree, the foreign language requirement may be met in one of two ways: (1) completion of the fourth level (unit) in one language, or (2) completion of the third level (unit) in one language and completion of the second level (unit) in another language. For example, a student can satisfy the B.A. foreign language degree requirement if s/he has:

- completed 4 units (years) of one high school language (e.g., French, German, etc.), or
- completed 2 units (years) of one high school language (e.g., Spanish) and the 3rd semester/level of a second foreign language (e.g., ASIALANG 203, HEBRA-MOD 201, etc.) at the college level, or
- completed 3 units (years) of one high school language (e.g., Chinese) and the 2nd semester/level of a second foreign language (e.g., ASIALANG 128, GERMAN 112, LATIN 104, etc.) at the college level

Students who intend to enroll in a foreign language in which they have had previous non-college instruction must take the UW System placement test in that language.

Notes:

- Students proficient in an American Indian language may be able to use this language to satisfy the foreign language requirement. The American Indian Language Committee will make arrangements to test and/or certify a student’s level of proficiency.
Students should contact an L&S academic dean for further information.

- Students may take an examination to meet all, or part of, the college foreign language requirement in languages not taught on this campus only if there is a current UW–Madison faculty member qualified to administer and evaluate an examination to determine a student’s competence in the language and level of proficiency. (The UW–Madison faculty member’s department must also support and endorse the administering of this special examination.) No degree credits are earned for this examination, but level of proficiency established will be accepted toward the foreign language requirement.
- Some languages (e.g., American Sign Language) are taught only through the second semester at UW–Madison. Students may, however, count UW–Madison approved transfer courses beyond this level toward the foreign language requirement and/or satisfy the foreign language requirement by examination in these languages. Substitutions to the foreign language requirement are available for L&S students with certain disabilities that make a course substitution appropriate. Extensive and very specific documentation is required from students and disability specialists if individuals wish to be considered for an L&S foreign language substitution package.

**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 coursework if they are not making satisfactory progress toward their undergraduate degree or if taking graduate-level courses and receive passing grades in undergraduate toward future graduate studies. 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.

**HISTORICAL COURSE DESIGNATIONS AND BREADTH REQUIREMENTS (P.  )**

All L&S undergraduate students are required to fulfill the L&S Breadth of Exploration in the Liberal Arts and Sciences. The L&S Breadth includes:

- Humanities: 12 credits (of which 6 credits must be Literature credit)
- Social Science: 12 credits
- Natural Science: 12 credits

**NOTE:** Although all L&S undergraduates must complete a minimum of 12 natural science credits in order to graduate, there are differences between the B.A. and B.S. natural science breadth requirement.

- **Bachelor of Arts** (B.A.) candidates must complete a minimum of one (1) 3-credit Biological Science course and one (1) 3-credit Physical Science course. The additional 6 credits can be any combination of natural, biological or physical science credits to bring the total to 12 credits.

- **Bachelor of Science** (B.S.) candidates must complete a minimum of 6 credits of Physical Science and 6 credits of Biological Science.

Only those courses that have **both** a specific Breadth designation and “C” (Counts as LAS credit) in the "L&S Credit Type" section of the Course Search & Enroll app (https://registrar.wisc.edu/course-search-enroll/) or in the current Guide (http://guide.wisc.edu/courses/) with breadth in the course designation section count toward the breadth requirement. The following types of courses do not count toward the breadth requirement:
Courses designated as Natural Science (N) partially satisfy the natural science requirement but not the specific physical or biological sciences course requirements. If a course can meet more than one breadth designation, students may select the division in which they want that course to count for purposes of the breadth requirement; however, the course may be counted only once and in only one division.

The following is a list of symbols located in the "geBLC" column of the former Timetable, the UW–Madison Transfer Equivalency Database (TED) (http://www.admissions.wisc.edu/transfer/ted/), and the Credit Transfer Wizards (https://www.wisconsin.edu/transfer/wizards/). These symbols are still used to designate course attributes in L&S. The symbols are as follows:

- **E**—Elementary
- **I**—Intermediate
- **A**—Advanced
- **D**—Intermediate/Advanced

Symbols in the "C" column are:
- **C**—courses which count for degree credit in L&S and which count as part of the 100 credits in L&S for students under the 1971 degree requirements or for the 108 Liberal Arts and Science (LAS) credits for students under BABS07.

**Course Level**

Each L&S course and each approved non-L&S course have been evaluated for level:

- Elementary (E),
- Intermediate (I),
- Advanced (A), or
- Intermediate/Advanced (D).

Course levels are indicated with each course listed in the Guide (http://guide.wisc.edu/courses/) that also count for L&S Liberal Arts and Science credit. Only courses that are designated as counting as Liberal Arts and Science credit in the Guide are able to count toward level in L&S for students.

**INTERNATIONAL STUDENTS AND NON-NATIVE SPEAKERS OF ENGLISH TAKING ENGLISH AS A SECOND LANGUAGE COURSES**

**English as a Second Language**

Students for whom English is a second language must have a facility in English adequate for university work. Results of the UW–Madison ESL assessment test (MSN-ESLAT) may require students to take one or more English as a Second Language courses. Transfer students from non English-speaking countries must submit a Test of English as a Foreign Language (https://www.ets.org/toefl/) (TOEFL) or International English Language Testing System (https://www.ielts.org/) (IELTS) score unless they have completed
and received a passing grade in a college-level English composition course at a US college or university.

English language proficiency is met by completing ESL 118. Students who are placed into ESL courses and who also need to take a course in residence to complete the General Education Communication Part A requirement may only take ESL 118 to meet that requirement. An exempt score on the MSN–ESLAT will satisfy both the English language proficiency requirement and the Communication A requirement. Because students who take ESL courses are frequently retested, it is possible to earn an exempt score upon completion of any of ESL 114, ESL 115, ESL 116, or ESL 117. Additional information can be found at UW-Madison Degree Credit for ESL Courses (https://kb.wisc.edu/ls/page.php?id=85642).

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. To learn more about the 108 Liberal Arts and Science credits L&S students are required to take, see the College of Letters & Science Requirements information (p.).

Degree Requirements
In general, 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 instance the College may waive the foreign language requirement for the B.A. and B.S. degrees for students who are native speakers of a foreign language.

For the purpose of exemption from the foreign language requirement, a "native speaker" is 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. 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 foreign 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.

Special Advisor
International students can receive advising information from their department advisors. (https://iss.wisc.edu/international-student-services/) (716 Langdon Street, Room 127 Red Gym, 608-262-2044; iss@studentlife.wisc.edu) can also offer assistance and advising in non-curricular matters such as visa-related issues.

LIBERAL ARTS AND SCIENCE 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).

The College of Letters & Science has long recognized that courses offered by other units of the university provide valuable and appropriate learning experiences for students pursuing a degree offered by the college. The college has approved many of these courses for L&S students to take for degree credit, and after careful review, has determined that these courses are Liberal Arts and Sciences courses. These courses are so designated within the Guide (http://guide.wisc.edu/courses/) and count toward the L&S degree requirements, including requirements related to breadth and level.

PASS/FAIL (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. For the College of Letters & Science, good academic standing means that a student does not have one of the following statuses:

- probation
- strict probation
- continued probation
- continued strict probation
- dropped status

For information about probation, see probation rules (https://saa.ls.wisc.edu/policies-forms/probation/probation-rules/).

- Undergraduates may carry only one course on a pass/fail basis per term (fall, spring, summer) and a maximum of sixteen (16) credits during their entire undergraduate career.
- 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.

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/is/page.php?id=21102).

Notes:

• Students must submit (or cancel) pass/fail requests via their Student Center link (https://login.wisc.edu/?appurl=my.wisc.edu/portal) by the end of the fourth week of fall and spring semesters. (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.

• For more information about the pass/fail process, refer to taking a UW-Madison course pass/fail (http://kb.wisc.edu/is/page.php?id=21102) and Pass/Fail Option (http://registrar.wisc.edu/pass_fail_option.htm).

• Students cannot cancel a pass/fail request after the deadline if they need the course to fulfill a major or degree requirement at a later date. It is the student’s responsibility to determine whether or not s/he 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 (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 (http://registrar.wisc.edu/pass_fail_option.htm) on the Registrar’s 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 after fulfilling their major requirements. 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.

• Courses carried on a pass/fail basis cannot fulfill any other college requirements except for the 60 intermediate/advanced level credits and 108 Liberal Arts and Science (LAS) credits needed to graduate.

• Directed Study courses may not be taken on a pass/fail basis.

• Pass/fail work may not be used as part of the coursework offered in satisfaction of the individual major.

• Students may not take foreign language courses on a pass/fail basis until the foreign language requirement for their degree program has been satisfied.

• Students pursuing certificate programs should check with the certificate advisor(s) about policies concerning pass/fail for certificate program courses since many certificate programs do not allow coursework to be taken for pass/fail.

For further information, deadline dates, and instructions for registration stop by the College of Letters & Science Academic Deans’ Services in Suite 101 Ingraham Hall, 1155 Observatory Drive, or call 608-262-0617 for more assistance.

PRE-PROFESSIONAL COURSES (P.)

Pre-Medicine is not a major

College of Letters & Science students who wish to prepare for a career in medicine should enroll in courses which lead to completion of degree requirements in any major and simultaneously fulfill the pre-medical requirements of the medical school of their choice. Students considering a pre-medical program should go to the Center for Pre-Health Advising where they will receive information and advice as needed. See Center for Pre-Health Advising (http://www.prehealth.wisc.edu) for more information.

See coursework (https://prehealth.wisc.edu/coursework/) for information about courses that support the required and suggested coursework for medical school and other health professional programs. Students should keep in mind that this is a general guideline and requirements differ among medical schools.

• UW–Madison School of Medicine and Public Health (SMPH), prerequisites can be found at MD Program Admissions (http://www.med.wisc.edu/education/md/admissions/premedical-requirements/110/).

• For students planning to take the MCAT, see frequently asked questions (FAQ) (http://www.med.wisc.edu/education/md/admissions/frequently-asked-questions-faqs/108/) at MD Program Admissions for an academic planning guide.
Pre-Law
Pre-law is not a major at UW–Madison. For more information for students who are considering, preparing for, or applying to law school, please refer to the Center for Pre-Law Advising (https://prelaw.wisc.edu/) for more information.

Pre-Veterinary Medicine
Pre-veterinary medicine is not a major at UW–Madison. Students interested in pursuing a career in veterinary medicine are encouraged to choose a major of interest that can be pursued simultaneously while completing the 60 credits of required coursework. Students may select an academic major in any school or college to be eligible for admission. One major does not have an advantage over another with respect to admission to veterinary school. For more information about pre-veterinary medicine and planning coursework, contact the Academic Affairs Office, School of Veterinary Medicine, Room 2268, 2015 Linden Drive, 263-2525, or the College of Agricultural and Life Sciences, Room 116 Agricultural Hall.

PREREQUISITE COURSEWORK BACKGROUND
(P. 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 CHANGES (P. 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 published by the Office of the Registrar (http://www.registrar.wisc.edu/schedule_of_classes.htm) each semester and summer session. For more specific information about this process, please refer to Course Change Request (http://registrar.wisc.edu/course_change_request.htm). 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.

REPEAT OF COLLEGE COURSES NOT FOR CREDIT
(RETAKING PASSED COLLEGE-LEVEL COURSES ON A REFRESHER BASIS) (P. P.
Credit will not be granted for the same course twice. Students who wish to refresh their knowledge may repeat courses, but not for credit. All instances of that course will calculate in the semester GPA and in the university cumulative GPA. Repeated courses do not calculate in L&S requirements for quality of work (P. P.) (GPA minimums for Intermediate/Advanced work and GPA requirements in the major).

Credits carried on a refresher basis count toward the maximum credits permitted each term. Grades in refresher-basis courses count only in the university grade point average, which may be significant in determining a student’s probationary status and eligibility to continue. Repeating a course will not remove the prior grade(s) earned for that course from the student’s record. Please refer to retaking a course at UW-Madison (https://kb.wisc.edu/ls/21853/).

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 or similar courses, nor will credit be given for a lower-level course in a sequence if students have already received credit for a higher level course in that sequence (e.g., a student who has received credit for Math 221 could not take Math 112 for credit). Students should carefully check the Evaluation of Transfer Credits prepared by the Office of Admissions and Recruitment and should consult an advisor or academic dean before enrolling.

First-year students (freshmen) should also be mindful of the fact that they will not receive credit again for any course(s) they have already received credit for via AP or college courses they took during high school and transferred to UW–Madison.

REPEAT OF HIGH SCHOOL OR COLLEGE COURSEWORK FOR CREDIT (P. P.
Students who enter the College of Letters & Science with degree credit for academic work will not receive additional degree credit for repeating that course, for taking an equivalent course, or for taking a lower-level course in a sequence after completing a higher course in that sequence (e.g., a student who has received credit for Math 221 could not take Math 112 for credit). See retaking a course at UW-Madison (https://kb.wisc.edu/ls/21853/) for more information.

WITHDRAWAL (P. P.
Withdrawal from school means dropping all courses currently in progress for the term in which the withdrawal is processed. Before the first day of classes in a term, students may remove themselves from classes by dropping all of their courses via My UW–Madison. Detailed 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 published in the Deadlines at a Glance section on the registrar’s website (Office of the Registrar (http://registrar.wisc.edu/)), L&S undergraduate students may cancel their enrollment (withdraw from the term) by going to their Student Center in My UW and accessing the Term Withdrawal tab under Course Enrollment. For more detailed information, refer to canceling your enrollment -withdrawals (https://registrar.wisc.edu/canceling_your_enrollment_withdrawal_info.htm). Additional information about the withdrawal process can be found

Students who find it necessary may withdraw at any time during the first 12 weeks of a semester without needing special permission to return for a later term. Summer deadlines for withdrawal are published in the summer by the Office of the Registrar (http://registrar.wisc.edu/). Students are encouraged to confer with a dean regarding the possible effects of withdrawal upon their academic work.

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 return at a later date.

Letters & Science undergraduate students wishing to withdraw after the deadline must obtain permission from an academic dean by setting up an individual appointment through L&S Undergraduate Academic Deans’ Services (608-262-0617). Failure to obtain this permission results in the recording of Failures for all courses.

CREDITS

CREDIT LOAD (P.)

Full-time student status (12–18 credits). The usual study load of a student is about 15 credits per semester/term, with an ordinary range of 12 to 18 credits. Please note that international students and athletes must be enrolled for a minimum of 12 credits in the fall and spring semesters/terms. For more information, please contact International Student Services (https://iss.wisc.edu/) (608-262-2044) or the Fetzer Student Athlete Academic Center (http://www.uwbadgers.com/facilities/fetzer-center.html) (608-262-1787).

- For students receiving financial aid, federal regulations require any student receiving financial assistance to maintain academic progress and be working toward a degree. See satisfactory academic progress (SAP) (http://www.finaid.wisc.edu/259.htm) for more details.

Light load (fewer than 12 credits). A program of fewer than 12 credits may be carried without the specific authorization of an academic dean. However, students are encouraged to consult their undergraduate advisor or an academic dean regarding the decision to carry a light load. A light load may affect a student’s eligibility for financial aid (including Social Security and Veterans’ benefits), dependent health insurance, international student visa status, University Housing accommodations, or athletic eligibility. Several terms with a course load of fewer than 12 credits will also have an impact on a student’s graduation progress.

Heavy load (19 or 20 credits). 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 with permission from an academic dean in L&S Undergraduate Academic Deans’ Services (http://saa.ls.wisc.edu/credit-overload.htm). Additional fees per credit are assessed for all credits above 18. Under no circumstances may a student carry more than 20 credits in either the fall or spring term.

- See credit overload/heavy program (https://kb.wisc.edu/ls/page.php?id=21777) for more information.
- L&S students who wish to take an overload and qualify to take 19 or 20 credits should fill out the Credit Overload Request (http://saa.ls.wisc.edu/credit-overload.htm). For more assistance, please stop by 110 Ingraham Hall, or call 608-262-0617 during regular business hours.

Summer Sessions Credit Load (a maximum of 12 credits).

In general a student may carry one (1) credit per week of instruction during the summer session. The overall limit for summer work is 12 credits (or 13 with special permission). The credit limit per summer session is the number of weeks of the session. Thus, a student can earn only 3 credits in a 3-week summer session. A student needs permission from an academic dean to carry one (1) additional credit per weeks in a session (e.g., four (4) credits in a 3-week session). An academic dean’s permission usually requires a 3.000 cumulative GPA.

Students must carry courses for the number of credits assigned to the courses in the Guide (http://guide.wisc.edu/courses/).

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 foreign language work successfully completed in high school under certain circumstances and if an additional foreign 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 Frng 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.

If a student meets all of 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 delivered 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://ls-staging.doit.wisc.edu/language-institute/sites/default/files/docs/RETROACTIVE%20LANGUAGE%20CREDIT%20REQUEST%20FORM.pdf) and deliver it to L&S Undergraduate Academic Deans’ Services in 110 Ingraham Hall if the student is 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.

• Effective summer 2019, 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 on the basis of 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. Examinations for credit must be administered as soon as possible, but in any case before the end of the student’s first semester in residence following the experience that provided the knowledge to be tested.

Any department wishing to do so may give degree credit by examination for any of its elementary- or intermediate-level courses other than Honors courses and Directed Study.
Students who wish to establish credit by department examination must take a separate examination for each course in which credit is sought.

Departments will indicate which, if any, of their courses covering work that may have been taken in high school may permit degree credit on the basis of appropriate national tests taken in high school. In addition, general degree and specific subject credit may be obtained by examination under the College Level Examination Program (CLEP). (See College-Level Examination Program (http://guide.wisc.edu/undergraduate/#admissiontext.)

In no case may students receive degree credit more than once for the same college-level work. If degree credit is obtained for a given course by taking an examination, the student may not enroll in the course for degree credit, and vice versa.

Credits earned by examination do not count toward the residence requirement. Students are encouraged to take departmental examinations for credit prior to earning 90 degree credits (including the semester in which the 90th credit is earned) in order to avoid complications with the residence requirement. It is possible for students to fulfill all or part of the college foreign language requirement without receiving credit.

The provision for credits by examination offers students an opportunity to complete the baccalaureate degree requirements in less than four years should they so desire. Students wishing to take examinations to earn credit should contact the department office.

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

**English as a Second Language**

Students for whom English is a second language must have a facility in English adequate for university work. Results of the UW–Madison ESL assessment test (MSN–ESLAT) may require students to take one or more English as a Second Language courses. Transfer students from non-English-speaking countries must submit a Test of English as a Foreign Language (https://www.ets.org/toefl/) (TOEFL) or International English Language Testing System (https://www.ielts.org/) (IELTS) score unless they have completed and received a passing grade in a college-level English composition course at a US college or university.

English language proficiency is met by completing ESL 118. Students who are placed into ESL courses and who also need to take a course in residence to complete the General Education Communication Part A requirement may only take ESL 118 to meet that requirement. An exempt score on the MSN–ESLAT will satisfy both the English language proficiency requirement and the Communication A requirement. Because students who take ESL courses are frequently retested, it is possible to earn an exempt score upon completion of any of ESL 114, ESL 115, ESL 116, or ESL 117. Additional information can be found at can an L&S undergraduate student earn degree credit for more than one ESL course (https://kb.wisc.edu/is/page.php?id=85642).

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. To learn more about the 108 Liberal Arts and Science credits L&S students are required to take, see the College of Letters & Science Requirements information (p. ).

**Degree Requirements**

In general, 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 instance the College may waive the foreign language requirement for the B.A. and B.S. degrees for students who are native speakers of a foreign language.

For the purpose of exemption from the foreign language requirement, a “native speaker” is 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. 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 foreign 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.

**Special Advisor**

International students can receive advising information from their department advisors. The Office of International Student Services (http://iss.wisc.edu/) (716 Langdon Street, Room 217 Red Gym, 608-262-2044; iss@studentlife.wisc.edu) can also offer assistance and advising in non-curricular matters such as visa-related issues.

**FREE ELECTIVES (P. )**

If a student so chooses, he or she may count for degree credit up to 12 credits “freely chosen” from many non-L&S, UW–Madison-approved courses. These courses are referred to as “free electives in the degree.” These courses may be selected from any UW–Madison subject listing in the Guide (http://guide.wisc.edu/courses/), and are not designated as courses in the Liberal Arts and Sciences. Thus, these courses do not carry breadth or level in L&S.

Credit earned in these courses apply to the degree requirements in the following ways:

- Courses taken as free electives in the degree may be carried and will appear on the transcript showing credits, grade, and grade points.
- These credits will count as part of the semester load and will count toward satisfaction of the minimum progress requirements.
- These credits and grade points will be included in calculating a student’s semester and cumulative grade point average.
• Free electives in the degree cannot be used to satisfy the L&S requirement that students complete a substantial portion of their degree credits in intermediate and advanced work.

• Courses that are taught in L&S departments but not designated as Liberal Arts and Science courses (e.g., Music and Music Performance courses numbered 099 and below) may be counted for credit as free electives in the degree. (For B.A./B.S. Music majors, Music and Music Performance courses numbered 099 and below that are not required for the major may be counted as free electives.) Students with questions regarding a particular course offered by a school or college outside L&S as it relates to the requirement to complete 108 Liberal Arts and Science credits should consult an academic dean before registration.

NON-DEGREE-GRANTING ACCREDITED INSTITUTIONS’ TRANSFER CREDIT LIMITATION (P. 19)

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.

NON-L&S COURSES AND L&S DEGREE CREDIT (P. 19)

Liberal Arts and Science Courses
The College of Letters & Science has long recognized that courses offered by other units of the university provide valuable and appropriate learning experiences for students pursuing a degree offered by the college. The college has approved many of these courses for L&S students to take for degree credit, and after careful review, has determined that these courses are Liberal Arts and Sciences (LAS) courses. These courses are designated as such in the Guide (http://guide.wisc.edu/courses/). LAS courses count toward the L&S degree requirements, including requirements related to breadth and level.

Non-L&S Courses Cross-listed with L&S Departments
A course offered in the College of Letters & Science that carries the C designation and which is crosslisted with a department in another school or college is considered a Liberal Arts and Science course. Such courses are designated as counting for Liberal Arts and Science (LAS) credit in L&S within the Guide (http://guide.wisc.edu/courses/). As LAS courses, they may be counted as part of the major and count as part of the 108 Liberal Arts and Science credits required for an L&S degree.

Non-L&S Courses Required for L&S Majors
Courses taught in departments located in schools or colleges other than L&S, but which are required for completion of an L&S major, are considered Liberal Arts and Science courses. Such courses will either be designated as Liberal Arts and Science courses in the Guide (http://guide.wisc.edu/courses/), or their Liberal Arts and Sciences status will appear in the DARS degree audit. In both cases, these courses count as part of the 108 L&S credits required for a degree.

Free Electives in the Degree
If L&S undergraduate students so choose, they may count for degree credit up to 12 credits "freely chosen" from many non-L&S, UW–Madison-approved courses. These courses are referred to as "free electives in the degree." These courses may be selected from any UW–Madison subject listing in the Guide (http://guide.wisc.edu/courses/), and are not designated as courses in the Liberal Arts and Sciences. Also refer to L&S certificate programs information (https://kb.wisc.edu/is/page.php?id=23921).

TRANSFER CREDITS (P. 19)
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/) or contact them via email at crediteval@registrar.wisc.edu.

DEGREES
ASSOCIATE DEGREE POLICY (P. 19)
Effective summer/fall 2012, all new transfer students with an associate’s degree from either a UW System (UWS) institution or one of the Wisconsin Technical College System (WTCS) schools that award a liberal arts associate’s degree (i.e., Madison College, MATC–Milwaukee, Nicolet, Chippewa Valley, Western) will have their University General Education (UGE) requirements satisfied in all undergraduate schools/colleges on the UW–Madison campus. 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. 19). 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
If a student is completing a bachelor of science degree, majoring in psychology and journalism, the degree on the student’s diploma will be Bachelor of Arts—Journalism.

**Students pursuing the Bachelor of Landscape Architecture (BLA) special degree in L&S cannot do additional majors at this time. They can only add on certificates. For example, a student doing the BLA can add on the Environmental Studies certificate but cannot add on the Environmental Studies major.**

Please note that all L&S undergraduate students are expected to graduate as soon as they have completed all of their major and degree requirements. Thus, students are expected to select their appropriate expected graduation term (EGT). L&S will graduate any undergraduate if the College discovers that a student has completed all of their major and degree requirements but has not specified a specific EGT in their Student Center. Graduation is usually based on the last term a student was enrolled and completed all of their requirements. For additional information about degree conferment, see conferral of degrees under graduating ([https://guide.wisc.edu/undergraduate/#requirementsforundergraduatstudtext](https://guide.wisc.edu/undergraduate/#requirementsforundergraduatstudtext)).

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 in general are not allowed to earn another B.A. or B.S. since two-thirds of their coursework for the second degree will be the same. Thus, a student who has a liberal arts degree with a science major is usually not considered a likely candidate for a second degree in the College of Letters & Science if the student wants to come back to do a second liberal arts degree with another humanities, social science, or natural science major. However, students who have earned a Bachelor of Music (B.M.) degree might be able to earn a B.A. or B.S. since the requirements for this specialized L&S degree program are substantially different. (Also, 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.)

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

To earn a second undergraduate degree from UW–Madison, students must:

1. Satisfy all Letters & Science degree requirements.
2. Satisfy all Quality of Work requirements.
3. Complete at least 30 credits in Letters & Science at UW–Madison after the first degree has been awarded, regardless of whether or not the first degree was an L&S degree. Note that the second degree must be significantly different from the first.
4. Complete a minimum of 108 Liberal Arts and Science credits which may include courses completed during the student’s first degree program.

SENIOR THESIS (P)

Any senior who so desires may write a senior thesis. A thesis may not carry less than 4 or more than 8 credits and must be carried over a two-semester period. A senior thesis must represent treatment of some phase of the student’s work in the major; the subject requires approval by the student’s advisor and the faculty member in charge of the field of concentration (usually the department chair). Thesis students enroll for thesis course numbers 691 and 692 (students in the Honors Program enroll in 681 and 682 for a minimum of 6 credits and a maximum of 8 credits in total).

• Students must complete both 691 and 692 or 681 and 682 of the two-semester course sequence. A student cannot substitute one of the sequence courses with a directed study or other course.
• The two-semester course sequence must be in the same department (e.g., ANTHRO 691 and ANTHRO 692).
• Students cannot take the two-semester course sequence in one semester or term.
• Students cannot take the two-semester course sequence on a pass/fail basis.

Students enrolled in a 691/692 or 681/682 senior thesis sequence will receive a grade of “P” (Progress) for the first half of the senior sequence (691 or 681) until they complete both semesters. This designation of “Progress” is a temporary grade used only for courses that span more than one semester/term (typically a senior thesis). When the course is completed, a final grade replaces the P for each term. The “P” does not count in any GPA computation. In addition, the “P” grade does not count for credit until it is replaced by a final grade.

EXAMS

COLLEGE-LEVEL EXAMINATION PROGRAM (P. CLEP)

The College-Level Examination Program (CLEP) enables those students who have attained college-level competency outside the classroom to take examinations for college credit or placement. The General Examinations measure undergraduate achievement in five basic areas of liberal arts education:

• English composition
• Humanities
• Mathematics
• Natural Sciences
• Social Sciences/History

The Subject Examinations measure achievement in undergraduate courses. Both sets of examinations are aimed at the public-at-large, returning service personnel, and entering freshmen. Credit will be granted for the General Examination according to the criteria established ONLY to freshmen before they have earned more than 15 degree credits in a residence program or elsewhere. Only a limited number of departments accept CLEP Subject Examination credits. A continuing student with no more than 15 completed degree credits may register for the General or Subject Examination(s) by contacting the Office of Testing and Evaluation Services, 608-262-5863. For further information, consult L&S Undergraduate Academic Deans’ Services at 608-262-0617 or the Office of Admissions and Recruitment at https://www.admissions.wisc.edu/apply/freshman/apib.php, 608-262-3961.

EXAMINATIONS FOR PLACEMENT (P)

English

All students must take English placement tests to determine level of competence unless competence has been successfully demonstrated prior to enrollment through coursework (including AP and IB credits). On the basis of their test scores, most students will be required to enroll in and successfully complete a Communication Part A course. This course should be completed within a student’s first 30 credits after enrollment.

Non-native speakers of English assigned to courses in English as a Second Language on the basis of their English as a Second Language (ESL) assessment test should see International Students and Non-Native Speakers of English (p. ).

Foreign Language

Students at UW–Madison who plan to resume the study of a foreign language begun in high school must take the UW System placement examination in that language and consult the foreign language department advisor for appropriate course placement.

Before enrolling in a level either higher or lower than the level of placement indicated by the examination, students should consult the foreign language department advisor. Without regard to any work taken
in high school, students may enroll for degree credit in any course offered for degree credit by the college, provided they meet its prerequisites and provided they have not already received college credit for this course or an equivalent course or a higher level course in the same subject by course completion or examination.

This placement procedure permits students who are not confident about their high school foreign language work to retake that work in college before proceeding to more advanced study of that language. Students who feel they are ready to work at a higher level than that indicated by the placement test may do so. In no case may students receive degree credit more than once for the same level college work.

Mathematics

Entering freshmen are required to complete the appropriate placement test in mathematics. This test determines minimum math competency and placement. Students who do not demonstrate minimum competency in math will be required to complete additional non-degree-credit math courses within the first 30 credits after enrollment.

The results of the placement test in mathematics are binding. Students continuing in mathematics must enroll in the level of mathematics course that is indicated by the examination. However, students who feel their placement examination results are not valid or appropriate may appeal the placement by conferring with the undergraduate advisor in the mathematics department. If the advisor agrees, the student may carry a course below or above the placement indicated for degree credit provided previous college credit has not been granted by course completion or examination.

FINAL EXAMINATIONS (P. ) (ACADEMIC SUMMARY PERIOD)

Following the regularly scheduled instructional period each semester is an eight-day summary period. Usually 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 at a later date 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 of 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 INFORMATION (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/documents/exam_policy.pdf) 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/midterm_and_final_exam_information_faculty.htm).

- 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

AUDIT (P. )

A student may enroll in a course on an audit (AU) basis only 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 (available at Course Change Request (https://registrar.wisc.edu/course_change_request.htm) to Suite 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 COURSES (P. )

A limited number of courses on campus are offered on a Credit/No Credit basis. Please note that 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 rather than a letter grade (A, AB, B, BC, C, D, F). A grade of CR will give a student degree credit but will not have any grade points associated with it to be figured into the grade-point average calculation.

A grade of N will award no degree credit. Credit/No Credit courses are identified in the Class Search—Class Details page as a Grading basis of “Credit/No Credit”.

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 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 CHANGE AND APPEAL (P. )

In accordance to current faculty policy and in an effort to main both equity and consistency, final term grades can be changed only because of “clerical error”. Students cannot petition to improve a course grade by offering to rewrite a paper, turn in additional work, or retake a final exam (or exams). The only exception would be if:

1. the option to improve a grade is available to all students in a given course, AND
2. this option is stated explicitly in the course syllabus

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. Requests for a change of grade must be signed by both the instructor of the course and the chair of the department. Students who believe they have been unfairly graded in a course should follow the appeal procedure established by the department in which the course grade was given.

The appeal procedure typically requires the student to first meet with the instructor of the course to discuss the issue, followed by a meeting with the department chair or department committee. If the issue is still unresolved after the department appeal procedure is completed, the student’s last recourse would be to appeal to one of the Associate Deans in the College of Letters & Science based on the discipline of the course in question. Appeals of final grades must be initiated within the semester immediately following the term in which the course is taken. For more information, see process for appealing a grade in an L&S course (https://kb.wisc.edu/ls/page.php?id=28334).

GRADING SYSTEM (P. )

The general quality of a student’s work is expressed in terms of a grade point average (GPA). It is based on the total number of credits carried, whether passed or not. Semester/term grades are reported by letter only (A, AB, B, BC, C, D, F); plus and minus signs are not authorized. The highest possible GPA is 4.000, representing A grades in every course; the lowest possible is 0.000.

For more detailed information, see valid instructor assigned grades (http://registrar.wisc.edu/valid_instructor_assigned_grades.htm).

For more information on the grading system, also see the section on undergraduate grades and grade point average (GPA) (http://registrar.wisc.edu/grades_and_gpa.htm) on the registrar’s website.

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 GRADE (NW)**

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. For more information, see valid instructor assigned grades (http://registrar.wisc.edu/valid_instructor_assigned_grades.htm).

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 (P)**

Any L&S undergraduate student in good academic standing is eligible to take one course per term/semester on a pass/fail (S/U) basis. **For the College of Letters & Science, good academic standing means that a student does not have one of the following statuses:**

- probation
- strict probation
- continued probation
- continued strict probation
- dropped status

For information about probation, see academic probation and drop (http://guide.wisc.edu/undergraduate/#enrollmentandrecordstext).

- Undergraduates may carry only one course on a pass/fail basis per term (fall, spring, summer) and a maximum of sixteen (16) credits during their entire undergraduate career.
- 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.

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:**

- 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.
- For more information about the pass/fail process, refer to Pass/Fail Option (http://registrar.wisc.edu/pass_fail_option.htm).
- 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.

• Courses carried on a pass/fail basis cannot fulfill any other college requirements except for the 60 intermediate/advanced level credits and 108 Liberal Arts and Science (LAS) credits needed to graduate.

• Directed Study courses may not be taken on a pass/fail basis.

• Pass/fail work may not be used as part of the coursework offered in satisfaction of the individual major.

• Students may not take foreign language courses on a pass/fail basis until the foreign language requirement for their degree program has been satisfied.

• Students pursing certificate programs should check with the certificate advisor(s) about policies concerning pass/fail for certificate program courses since many certificate programs do not allow coursework to be taken for pass/fail.

For further information, deadline dates, and instructions for registration stop by the College of Letters & Science Academic Deans’ Services in Suite 101 Ingraham Hall, 1155 Observatory Drive, or call 608-262-0617 for more assistance.

Q GRADE (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:

1. a student registers for a variable-credit course and completes the work that is appropriate for a different number of credits;
2. a student registers for Honors credit and does not complete the Honors portion of the work; and
3. 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 (http://registrar.wisc.edu/valid_instructor_assigned_grades.htm).

GRADUATION

DIPLOMA AND DEGREE INFORMATION (P. )

A UW–Madison undergraduate diploma lists only the degree title. Diplomas do not list major(s) or certificate(s) students complete as undergraduates. Major and certificate information is located on a student’s official UW–Madison transcript (https://registrar.wisc.edu/transcript/). For additional information, see graduation, commencement, and conferral date (https://registrar.wisc.edu/graduation-commencement/).

• If a student is completing a bachelor of science degree with majors in history and economics, the degree on the student’s diploma will be Bachelor of Science.

• If a student is completing a bachelor of arts degree, majoring in psychology and journalism, the degree on the student’s diploma will be Bachelor of Arts–Journalism.

The following information will appear on an L&S undergraduate student’s diploma:

• Degree Title (e.g., Bachelor of Arts, Bachelor of Music, etc.)
• Degree Conferral Date (e.g., May 14, 2022 for spring 2022 graduates)
• Honors in the Liberal Arts (if a student declares and successfully completes the requirements)
• Honors in the Major (if a student declares and successfully completes the requirements)
• Comprehensive Honors (if a student declares and successfully completes the requirements)

The College of Letters & Science offers the following degrees which will appear on an L&S undergraduate student’s diploma:

• Bachelor of Arts
• Bachelor of Science
• Bachelor of Landscape Architecture
• Bachelor of Music
• Bachelor of Arts–Journalism
• Bachelor of Science–Journalism
• Bachelor of Social Work
• Bachelor of Science–Applied Mathematics, Engineering and Physics
FOREIGN LANGUAGE (P.)

The study of a foreign language contributes in an important way to a broad education for today’s students, who live in a world where the overwhelming majority of people do not speak or read English and where much of the knowledge that is disseminated may never appear in English. Knowledge of a foreign language is important for an appreciation of the culture of the people using that language, and it also helps students to understand the structure and complexities of their own native language. Students with sufficient preparation may be able to use the foreign language for study in their chosen discipline.

To be admitted to the University of Wisconsin–Madison, students must have completed the second-year level of a single foreign language (or American Sign Language) in high school. On extremely rare occasions, students may be admitted with a foreign language deficiency, but they will be required to make up that deficiency by the time they earn their 60th degree credit, or they will not be allowed to continue.

All students working for a B.A. or B.S. degree in the College of Letters & Science must fulfill the foreign language requirement. Students with certain disabilities may apply for a substitution to the foreign language requirement by submitting required documentation to the L&S Disabilities Curricular Accommodations Committee (DCAC) for review.

B.A. Degree

For the B.A. degree, the foreign language requirement may be met in one of two ways: (1) completion of the fourth unit (level) in one language, or (2) completion of the third unit (level) in one language and completion of the second unit (level) in another language. For example, a student can satisfy the B.A. foreign language degree requirement if s/he:

- completed 4 units (years) of one high school language (e.g., French, German, etc.), OR
- completed the 4th unit of a college language course (e.g., ASIALANG 202, Africana 324, German 204, SLAVIC 208, etc.), OR
- completed 2 units (years) of one high school language (e.g., Spanish) and the 3rd unit/semester of a second foreign language (e.g., ASIALANG 203, German 203, Greek 305, etc.) at the college level, OR
- completed 3 units (years) of one high school language (e.g., Chinese) and the 2nd unit/semester of a second foreign language (e.g., ASIALANG 126, German 112, Italian 102, etc.) at the college level.

B.S. Degree

For the B.S. degree, the foreign language requirement may be met by completion of the third level (unit) of a foreign language in high school, or the equivalent third-semester-level college work. For example, a student can satisfy the B.S. foreign language degree requirement if s/he has:

- completed 3 units (years) of one high school language (e.g., French, Spanish, etc.), or
- completed the 3rd unit/semester of one college-level language (e.g., Africana 333, Asialang 201, French 203, etc.)

Foreign Language Substitution

The Foreign Language Substitution package (FLSP) is for degree-seeking candidates in the College of Letters & Science (L&S) only who are seeking to fulfill the L&S foreign language requirement and also have a documented disability in foreign language acquisition.

What is a Foreign Language Substitution?

The Foreign Language Substitution Package is designed to fulfill the College of Letters & Science faculty’s intention in requiring foreign language as a part of the college curriculum. Specifically, the Foreign Language Substitution Package, like the foreign language requirement, provides students with information about language in general as well as the literature and culture of the people using a particular language. Courses used to meet the substitution must
be approved by the designated academic dean in L&S Undergraduate Academic Deans’ Services (http://saa.ls.wisc.edu/deans-services.htm) (101 Ingraham Hall (http://www.map.wisc.edu/?initObj=0056&wing=)). Classes used for the substitution package cannot be used to fulfill any of the following requirements:

- Major requirements
- Breadth (humanities, literature, social science, science)
- Ethnic studies
- General Education Requirements (Comm A, Comm B, QR-A, QR-B)

How do I qualify for a Foreign Language Substitution?
The Disabilities Curricular Accommodations Committee (DCAC) of the College of Letters & Science can approve a substitution to the foreign language requirement for students in Letters & Science only with certain disabilities that make a course substitution appropriate. Extensive and very specific documentation is required from students and disability specialists. Further information may be obtained from the L&S Undergraduate Academic Deans’ Services (http://saa.ls.wisc.edu/foreign-language-substitution-package.htm) (Room 101, Ingraham Hall, at 1155 Observatory Drive; 608-262-0617) or the McBurney Disability Resource Center (https://mcburney.wisc.edu/)(702 West Johnson Street, Suite 2104, Madison, WI 53715-1007; voice/Relay711 608-263-2741; text 608-225-7956).

Note that an appointment at the McBurney Center is required before submitting the application. This appointment should be made no less than one semester/term prior to applying for the substitution package. McBurney Center staff will help you determine what documentation is necessary for the application, as well as assess whether additional testing is required.

After meeting with a McBurney Center staff member, a student should fill out and complete an application for the substitution package. The deadline to submit a completed copy is at the end of the fourth week of the fall and spring terms. Applications are not accepted during the summer term. All students who submitted a completed application by the deadline should hear back from the Disabilities Curricular Accommodations Committee (DCAC) regarding the status of their application within six to eight weeks after the deadline.

Please make sure you submit your original completed application AND also four (4) additional copies of your completed application to Suite 101 Ingraham Hall at 1155 Observatory Drive before 4:00 p.m. on Friday of the deadline. (The deadline to submit a completed application for consideration is the end of the 4th week of the fall and spring terms.) A completed application must include five (5) copies of each of the five items below:

1. High school transcript and transcripts from other post-secondary institutions you may have attended prior to UW–Madison (you will need to contact original high school or other institution of higher learning for these records if you do not have copies)
2. UW–Madison transcript
3. Copy of your most recent DARS (Please go to your My UW and access the Student Center to request a DARS.)
4. Student application form (see p. 7 of Foreign Language Substitution Package application located at Foreign Language Substitution Package (http://saa.ls.wisc.edu/foreign-language-substitution-package.html))
5. Copy of McBurney Faculty Notification Letter (or confirmation letter of accommodations received) if student has one
6. Other relevant and current disability documentation assembled in consultation with McBurney Center staff

What are the requirements for a Foreign Language Substitution?
1. General Language: If approved for an L&S foreign language substitution package, both B.A. and B.S. degree candidates must complete one (1) course having to do with language in general (selected from an approved list of classes). If a student’s official UW–Madison records has at least one unit (year) of a high school foreign language, this requirement is fulfilled. If a student has not taken a foreign language in high school, please select one (1) course from either a, b, or c listed below:
   a. LINGUIS 101 (Linguistics)
   b. CS&D 240 (Communication Sciences & Disorders)
   c. ENGL 201, ENGL 207, ENGL 304, ENGL 207, ENGL 400, ENGL 407, ENGL 408, ENGL 409 (English)
2. Cultural Context:
   B.A. students must complete the following:
   Three (3) courses related to a country, region, or a group of countries sharing a common language in the following areas:
   a. Literature
   b. History or Culture
General Education Requirements (P. 1996)
The University of Wisconsin–Madison General Education Requirements (GER) (http://guide.wisc.edu/undergraduate/#requirementsforundergraduatetestytext) are courses that provide for breadth across the humanities and arts, social studies, and natural sciences. All students except those who matriculated at a college or university prior to May 20, 1996, must satisfy the university-wide General Education Requirements. The requirements consist of:

Breath (University Breadth)
All students must complete 13–15 credits of course work intended to provide a breadth of experience across the major modes of intellectual inquiry. Breadth course work is intended to give students a broad intellectual perspective on their undergraduate education and their world by encouraging them to look at and understand subjects through the various modes of inquiry used in the natural, physical and social sciences, arts, and humanities.

Students are required to complete the following breadth requirements:

- Natural Science. 4 to 6 credits, consisting of one 4- or 5-credit course with a laboratory component; or two courses providing a total of 6 credits
- Humanities/Literature/Arts, 6 credits
- Social Studies, 3 credits

This requirement challenges students to understand that there are many ways to research and explore, and ultimately understand, the world around us. These many “ways of knowing” are intended to enrich the undergraduate experience and complement intensive study in students’ majors. Through these courses, many students discover subjects and ideas that will become lifetime interests, or that offer the creative stimulus to see their favorite subjects from new perspectives. Note
that the College of Letters & Science undergraduate breadth requirements exceed campus General Education requirements. Students who transfer to another UW–Madison school or college before completing the L&S breadth and ethnic studies may need to complete additional General Education requirements.

For more information, about L&S breadth, please refer to College of Letters & Science (http://gened.wisc.edu/ReqAdditional/#LnS).

Communication

Communication, 3 to 5/6 credits
Communication A (http://gened.wisc.edu/sites/gened.wisc.edu/files/documents/CommACriteria-2012.pdf). Literacy Proficiency. 2–3 credits at first-year level dedicated to reading, listening, and discussion, with emphasis on writing. While most incoming freshmen are required to complete course work to fulfill this requirement, students may be exempted from Communication A by approved college course work while in high school, AP test scores, or placement testing. Students are expected to satisfy this requirement by the end of their first year.

Communication B (http://gened.wisc.edu/sites/gened.wisc.edu/files/documents/CommB%20Fall %20Criteria.pdf). Enhancing Literacy Proficiency. 2–3 credits of more advanced course work for students who have completed or been exempted from Communication A. Students should consult with the appropriate undergraduate advisor about when this requirement should be completed. Courses that satisfy this requirement are offered in many fields of study; although a wide variety of courses fulfill this requirement, students are encouraged to select a course most in keeping with their interests or other requirements of their intended field(s) of study.

Ethnic Studies

Ethnic Studies, 3 credits
All students must take one course of at least 3 credits which is designated as an Ethnic Studies course. The ethnic studies requirement is intended to increase understanding of the culture and contributions of persistently marginalized racial or ethnic groups in the United States, and to equip students to respond constructively to issues connected with our pluralistic society and global community. Because this increased understanding is expected to have a positive effect on campus climate, students are encouraged to complete this requirement by the end of their second year. Please note that many ethnic studies courses may also fulfill breadth and other requirements.

Information about criteria and leaning outcomes for ethnic studies courses (http://gened.wisc.edu/sites/gened.wisc.edu/files/documents/Criteria_and_Learning_Outcomes_2015.3.15.pdf) can be found on the General Education website (http://gened.wisc.edu/CoursesNew/).

Quantitative Reasoning

Quantitative Reasoning, 3 to 6 credits
Quantitative Reasoning A (http://gened.wisc.edu/sites/gened.wisc.edu/files/documents/QRCriteria.pdf). Quantitative Reasoning Proficiency. Three (3) credits of mathematics or formal logic. Students may be exempted from Quantitative Reasoning A by approved college work while in high school, AP test scores, or placement testing. Some students, however, may need to complete a prerequisite before enrolling in a Quantitative Reasoning A course. To ensure timely progress to completion of the undergraduate degree, students should complete this requirement by the end of their first year.

Quantitative Reasoning B (http://gened.wisc.edu/sites/gened.wisc.edu/files/documents/QRCriteria.pdf). Enhancing Quantitative Reasoning Proficiency. Three (3) credits of more advanced course work for students who have completed or been exempted from Quantitative Reasoning A. (Students must satisfy Quantitative Reasoning A before they may go on to Quantitative Reasoning B.) Courses that satisfy this requirement are offered in a variety of fields of study. Students are encouraged to select a course in keeping with their interests or other requirements of their intended field(s) of study.

For more information regarding the UW–Madison General Education Requirements, see General Education Requirements (http://guide.wisc.edu/undergraduate/#requirementsforundergraduatstudytex)

GRADUATION AWARDS (P. )

Graduation with Distinction

The award of "Graduation with Distinction" will be noted on the transcript of students who have earned a grade point average that places them within the top 20% of the students graduating that term in their college/school provided 60 or more credits have been earned at UW–Madison. The Office of the Registrar performs a preliminary calculation for students declaring intent to graduate and then makes a temporary posting that is included in the program for commencement. However, the final notation of Graduation with Distinction depends upon last term grades, as calculated by the registrar and relative to the performance of all students in that particular graduating class. For more detailed information, see L&S graduation with distinction (https://kb.wisc.edu/ls/22260/).

Note: UW–Madison (except for the Law School) does not use the Latin honors cum laude, magna cum laude, or summa cum laude to indicate level of distinction when conferring academic degrees. Instead, L&S undergraduate students are eligible to receive one of the following distinctions (Graduation with Distinction, Distinction in the Major, or Thesis of Distinction) at the end of their academic career

Distinction in the Major

This award is granted at graduation, upon the recommendation of a department to the dean, to any
student not earning the Honors Degree (i.e., Honors in the Major, Honors in the Liberal Arts, or Comprehensive Honors) who has done superior work in the major and who has passed a comprehensive examination on that work. The comprehensive examination may be omitted for the student with a 3.500 grade point average in the major who successfully completes special work prescribed by the department. The award is noted on the student’s transcript.

LETTERS & SCIENCE BREADTH (P. )
All L&S undergraduate students are required to fulfill the L&S Breadth of Exploration in the Liberal Arts and Sciences. The L&S Breadth includes:

- Humanities: 12 credits (of which 6 credits must be Literature credit)
- Social Science: 12 credits
- Natural Science: 12 credits
  - Bachelor of Arts (B.A.) candidates must complete a minimum of one (1) 3+ credit Biological Science course and one (1) 3+ credit Physical Science course. The additional six (6) credits can be any combination of natural, biological or physical science credits to bring the total to twelve (12) credits.
  - Bachelor of Science (B.S.) candidates must complete a minimum of six (6) credits of Physical Science and six (6) credits of Biological Science.

LIBERAL ARTS AND SCIENCE CREDITS (P. )
Of the minimum 120 credits required for graduation for a B.A. or B.S. degree (General Course) at least 108 credits must be in courses designated as Liberal Arts and Science (LAS) courses. These courses are designated in the Guide (http://guide.wisc.edu/courses/) as satisfying this particular requirement. Nearly every course taught in L&S is designated in this way.

QUALITY OF WORK REQUIREMENTS (P. )
A total of 120 degree credits is required for graduation, with a minimum 2.000 grade point average on all courses taken, whether or not each course is passed.

The quality of work requirements establish a minimum grade point average in four specific areas that must be met to receive a Letters & Science degree. In order to satisfy these requirements, the student must earn a minimum 2.000 grade point average on all courses carried at UW–Madison, whether passed or not, in these four areas:

1. All courses in the major (or majors);
2. All upper-level courses in the major, as designated by the major department for the 15-credit residence requirement;
3. All courses designated intermediate or advanced;
4. All courses carried for a grade at UW–Madison (cumulative grade point average, as reported by the Registrar Office). Courses carried on a

RESIDENCE REQUIREMENTS (P. )
The UW–Madison Experience
In order to receive an undergraduate degree from the College of Letters & Science, a student must earn a minimum of 30 credits in the senior year (after a student has completed 86 degree credits). This requirement intends to ensure that a student’s depth of study—which should occur in more advanced-level courses, within the major, with faculty instruction, and in areas of research—is a uniquely UW–Madison experience. The credits do not have to be contiguous for the requirement to be met. Because the requirement begins with the 87th credit, students have the flexibility to take 4 credits out of residence in the senior year without needing to obtain special permission. Exceptions to the senior residence requirement may be granted in cases where a student is in good academic standing and has a specific need to take fewer than 30 credits in the senior year. Retroactive credits, AP credits, and credits granted by examination are not considered in residence. A course is not in residence when credit is earned via:

- a course transferred from another institution, including other University of Wisconsin System schools or University of Wisconsin Extension;
- a course taken abroad through another institution;
- credit awarded according to scores earned on AP (Advanced Placement), IB (International Baccalaureate), or other approved exams;
- credit awarded by UW-Madison departmental examination;
- retroactive foreign language credit (retrocredit).

UW-Extension and other campuses in the University of Wisconsin System are different institutions and credit earned at any of these campuses is considered transfer credit and not in residence.

Senior Residence
The 30 minimum credits a student must earn in residence should be completed in the senior year (after a student has completed 86 degree credits). This requirement intends to ensure that the student’s depth of study—which should occur in more advanced-level courses, within the major, with faculty instruction, and in areas of research—are uniquely UW–Madison experiences. These credits do not have to be contiguous for the requirement to be met. Because the requirement begins with the 87th credit, students have the flexibility to take four (4) credits out of residence in the senior year without needing to obtain special permission. Exceptions to the senior residence requirement may be granted in cases where a student is in good academic standing (http://guide.wisc.edu/undergraduate/letters-
MAJOR INFORMATION

ACCEPTANCE INTO A MAJOR (P. )

A department, program, or school may specify prerequisites for acceptance into a major, such as a minimum grade point average or completion of particular courses with a minimum grade. Students are responsible for reviewing the quality requirements for a particular major or school, as outlined in the degrees/majors/certificates (P. ) section of this Guide. Students should consult the department advisor for information. Only the department can make an exception. Students not accepted in a major or special degree program must select a different major.

COMPLETING AN L&S MAJOR FOR NON-L&S UNDERGRADUATES (P. )

Non L&S undergraduate students in other schools/colleges on the UW–Madison campus (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 MAJOR OUTSIDE L&S (P. )

L&S undergraduate students must complete at least one (1) major in the College of Letters & Science. Currently, L&S undergraduates may declare one (1) approved additional major outside of L&S. The four options for L&S undergraduates are:

- Education Studies (https://guide.wisc.edu/undergraduate/education/educational-policy-studies/education-studies-bs/) (Education)
- 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)

These are currently the only non-L&S majors that L&S students may declare. These additional majors are available to almost all L&S undergraduates (i.e., BA, BS, AMEP, BA/BS-Journalism, BA/BS-Social Work, and Bachelor of Music) who meet admission requirements for the additional majors. (Students pursuing the Bachelors in Landscape Architecture special degree are not permitted to pursue an additional major either within L&S or within the School of Education.) Please note that an 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. A student earning an L&S undergraduate degree cannot graduate within L&S with only an approved non-L&S major.

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

- At this time, only the three (3) School of Education majors and one (1) College of Agricultural and Life Sciences (CALS) major listed above are available for L&S undergraduates to pursue outside the College of Letters & Science. Additional majors in a school/college other than CALS, the School of Education or the College of Letters & Science may not be declared.
- Prior to declaring one of the four approved majors, an L&S student must have already declared at least one (1) L&S major.
- In order to graduate, an L&S undergraduate must complete at least one L&S major in addition to all other L&S degree requirements. A student cannot earn an L&S undergraduate degree if the student cancels his/her L&S major(s) after completing the requirements for the additional 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.
MAJOR DECLARATION POLICY (P. )

All L&S undergraduate students are required to declare a major or be admitted into a program before or upon the completion of 86 degree credits (which includes credits from transfer, AP, test, study abroad, or retroactive credits). Students who have not declared by the time they have reached 86 degree credits will have an enrollment hold placed on their records preventing them from registering for future terms. Students who are having difficulty declaring a major should speak with their assigned academic advisor as soon as possible to discuss options available to them.

Major declaration has benefits that are critical to student success. Students with majors:

- Can plan for timely graduation, which uses their resources wisely. Graduating on time lowers the overall cost of education and allows students to pursue their next life goals.
- Connect to the major department, gaining access to departmental advising resources, faculty contacts, and courses limited to majors.
- Connect with other students who are pursuing similar academic interests.
- Get timely and important information about the major (advising hours and workshops, upcoming courses, social events, student groups, speakers, opportunities, etc.).
- "Lock in" major requirements, so if those requirements change, students are held to the rules in place when they declared.

Declaring a major is an essential part of a student's academic career, and is integral to timely graduation; the great majority of students do declare their majors by the time they earn 86 credits. This policy is intended to help undeclared students reach out to advisors so they find majors that suit their talents and interests. This policy is also intended to make the best use of both student and university resources, and to help students and their advisors create a plan for academic success and timely graduation.

RESIDENCE REQUIREMENT IN THE MAJOR (P. )

All students, especially those students who participate in UW–Madison sponsored Study Abroad programs, must complete a minimum of 15 credits, at any level, in their major/major department or program, in courses taken on the UW–Madison campus. These credits may not include retroactive credit (retrocredits) or credit earned by department examination.

UPPER-LEVEL WORK IN THE MAJOR (P. )

All students must complete in residence a minimum of 15 credits of major course work defined as "upper-level" by the major/major department or program. (Please see the section on Residence Requirements (https://saa.ls.wisc.edu/policies-forms/residence-requirement-30-credit-rule/) for additional information about credits taken "in residence"). Furthermore, students must earn a minimum 2.000 grade point average on all upper-level work taken in the major, in residence.