

# COLLEGE OF LETTERS & SCIENCE

## POLICIES AND REGULATIONS

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#### ENROLLMENT

##### Enrollment Status

Students are considered enrolled at UW–Madison when they are officially registered and attending classes. Students on a UW–Madison Study Abroad program are considered enrolled at UW–Madison.

Full-time enrollment is:

- Fall and Spring: 12 to 18 credits (18 is the normal maximum)
- Summer: 6 to 12 credits (12 is the normal maximum)

Students may enroll in fewer than 12 credits in Fall or Spring terms without special permission. [see: Office of the Registrar | Credit Load and Ranges (<https://registrar.wisc.edu/credit-load-and-ranges/>)]. However, full-time status is required for some campus programs, benefits, and services. Students should consult their academic advisor before enrolling in fewer than 12 credits. [Find your advisor in Academic Navigator (<https://my.wisc.edu/academic-navigator/>)]

Students may request a credit overload of 19 or 20 credits in Fall or Spring term, or 13 credits in Summer term, if they have a cumulative University GPA of 3.000 or higher. No student may be enrolled in more than these maximum credits. This credit overload must be approved by L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>). [see: L&S | Credit Overload (<https://deans.ls.wisc.edu/policies-forms/credit-overload/>)]

University tuition is calculated based on enrolled credits, among other factors, so additional tuition and fees is assessed on credit overloads. [see: Bursar's Office | Tuition & Fees (<https://bursar.wisc.edu/tuition-and-fees/>) and L&S | Tuition Refund Policy (<https://deans.ls.wisc.edu/policies-forms/tuition-refund-policy/>)]

##### Concurrent enrollment at another institution

Students may be enrolled in classes at another institution when they are also enrolled in UW–Madison classes, as long as the combined credit totals do not exceed 20 credits in Fall or Spring terms and 13 credits in Summer terms. No special permission is needed. [see: L&S | Concurrent Enrollment (<https://deans.ls.wisc.edu/policies-forms/concurrent-enrollment/>)]

Credit earned at other institutions may be eligible to transfer to UW–Madison, up to the maximums described above. [see: Office of the Registrar | Transfer your credit to UW–Madison (<https://registrar.wisc.edu/transfer-your-credit-to-uw-madison/>)]

##### Withdrawing from a term

A withdrawal is a request to drop all classes and not continue enrollment in that term. Because of the potential consequences of a withdrawal, the student must submit a withdrawal request to L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>) for review. [see: L&S | Withdrawing from Semester/Term (<https://deans.ls.wisc.edu/policies-forms/withdrawal/>)]

#### Deadlines to add, drop, and change classes

For the sessions in each term, UW–Madison sets deadlines for making changes to class schedules. To request changes after the deadlines described as “need dean permission or approval,” contact L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>) [see: Office of the Registrar | Dates & Deadlines (<https://registrar.wisc.edu/dates/>), L&S | Late Drop Request, (<https://deans.ls.wisc.edu/policies-forms/late-drop-request/>) and L&S | Retroactive Drop Request (<https://deans.ls.wisc.edu/policies-forms/retroactive-drop-request/>)]

#### Reentry

Students who have not been enrolled for at least one full term must apply for reentry to UW–Madison through the Office of Admissions. Students reenter their most recent academic program (degree, major, and certificates). [see: Office of Admissions | Apply as Reentry Student (<https://admissions.wisc.edu/apply-as-a-reentry-student/>)]

#### COURSES AND CREDITS

Find descriptions of UW–Madison courses, attributes, repeatability, and requisites in the Courses (<https://guide.wisc.edu/courses/>) section of the Guide.

##### Course requisites

Some courses have required conditions (“requisite” or “prerequisite”) that must be met before the student can enroll, such as another completed course (e.g., CHEM 103 General Chemistry I before CHEM 104 General Chemistry II), placement test scores, or class standing (e.g., sophomore standing). Some courses have a requisite course where both are taken together in the same term.

##### Repeating a course

Some courses are designated as repeatable for credit, as shown in the course details in the Courses (<https://guide.wisc.edu/courses/>) section of the Guide. For “Special Topics” and Directed Study courses, the content of the class must be different each time for credit to be earned.

Students may enroll in a course they have already completed and earned credit, and which is not designated as repeatable for credit. This is also referred to as enrolling on a refresher basis.

Students only earn credit for such a course once, whether that course was first taken at UW–Madison or another institution. A grade earned in such a course is calculated in the cumulative University GPA and the Term GPA, but not in the L&S degree's other GPA requirements. [see: L&S | Retaking a Course (<https://deans.ls.wisc.edu/policies-forms/retaking-courses/>)]

A repeated course counts toward the student's credit load for the term, including as a basis for tuition and fees.

Repeating a completed course does not remove or change the grade received for the earlier attempt or completion of the course.

##### Directed Study

Directed Study courses give students traditional course benefits (like credit) for individual, customized learning experiences with the mentorship of an instructor.

Directed Study courses in subject areas outside of Letters & Science, and numbered 398 or higher, are considered Liberal Arts and Science courses and may earn LAS credit. Directed Study courses may be repeated for credit if course content is not duplicated. Directed Study courses do not meet University General Education, Language, or L&S Breadth

requirements. [see: L&S Degree Requirements (<https://guide.wisc.edu/undergraduate/letters-science/#requirementstext>)]

Directed Study courses may not be taken on a Pass/Fail or Audit basis. Courses with numbers ending in "99" are graded on an A to F basis. Courses with numbers ending in "98" are graded on a Credit/No Credit basis.

Undergraduate students cannot enroll in or earn degree credit for graduate-level Directed Study, Independent Reading, Independent Study, Dissertation, or Individual Enrollment courses (e.g., 799, 899, 999).

### Graduate courses

Courses numbered 700 and above are reserved for students enrolled in a UW–Madison graduate degree program. However, in rare instances, undergraduates who achieve an exceptional level of proficiency in their studies may be given permission by the instructor to enroll in a graduate-level course, when this coursework advances their future graduate or professional education goals. Students are expected to complete the same work as graduate students and are graded accordingly. Undergraduate students who complete such a course with a passing grade earn undergraduate degree credit. [see: L&S | Graduate Courses (<https://deans.ls.wisc.edu/policies-forms/graduate-courses/>)]

- Graduate-level courses in L&S subject areas count as Advanced-level credit and toward the required 108 credits in Liberal Arts and Science courses and the Mastery of Intermediate/Advanced work.
- Graduate-level courses in subject areas outside of Letters & Science are considered free electives in the degree.
- Graduate-level courses do not count towards L&S Breadth requirements.
- Grades earned by undergraduates in graduate-level courses are computed in all relevant grade-point averages for the degree.
- Undergraduate students cannot enroll in or earn degree credit for graduate-level Directed Study, Independent Reading, Independent Study, Dissertation, or Individual Enrollment courses (e.g., 799, 899, 999).

### Credit by Departmental Examination

Some L&S departments may award credit by exam for approved courses. Departments are responsible for maintaining procedures for awarding credit by departmental examination. For a list of courses approved for credit by examination see: Credit by Exam (<https://guide.wisc.edu/undergraduate/#placementandcreditbyexamtext>).

### Retroactive language credit

UW–Madison awards degree credit (called retroactive credit or retro-credit) for language learning to students who meet certain criteria. [see: Retroactive Language Credit (<https://guide.wisc.edu/undergraduate/#placementandcreditbyexamtext>) and UW–Madison Language Institute | Policies (<https://languages.wisc.edu/policy/>)]

### English as a Second Language (ESL)

Language placement tests for some students evaluate their English language proficiency and place those students into an English as a Second Language course. [see: Placement Tests (<https://guide.wisc.edu/undergraduate/#placementandcreditbyexamtext>)]

Up to six credits in ESL courses may count for degree credit in Letters & Science. Only ESL 118 (<https://guide.wisc.edu/courses/esl/>) counts as a Liberal Arts and Science credit.

## GRADES AND EXAMS

Letters & Science follows the University policy (<https://policy.wisc.edu/library/UW-862/>) and the campus schedule for midterm and final examinations. [see: L&S | Exams (<https://deans.ls.wisc.edu/policies-forms/exams/>)]

Letters & Science follows the University policy for grades and grading. [see: Grading System (<https://guide.wisc.edu/undergraduate/#enrollmentandrecordstext>) and Office of the Registrar | Student Grading and GPA (<https://registrar.wisc.edu/student-grades/>)]

### Grade changes and appeals

A grade may be changed only if there has been a reporting error. In such cases, the student should notify the instructor, who can then correct the grade. [see: L&S | Grade Changes (<https://deans.ls.wisc.edu/policies-forms/grade-changes/>)]

Students who feel they have been unfairly graded in a class may follow the appeal procedure established by the academic department that offers that course. [see: L&S | Appeal a Grade (<https://deans.ls.wisc.edu/policies-forms/appeal-a-grade/>)]

### Incomplete grade (I)

An instructor may assign an Incomplete grade (I) when a student has completed a significant portion of the coursework with a passing grade but is unable to complete the remaining coursework due to unforeseen circumstances. The instructor should contact the student to arrange a plan for completion of the work. The student must submit completed work by a deadline determined by the instructor which must be no later than Friday of the fourth week of the student's next enrolled Fall or Spring term. If the student does not submit completed work by the agreed deadline and is not given an extension by the instructor (Extended Incomplete), the Incomplete grade will convert to an F. [see: L&S | Incompletes (<https://deans.ls.wisc.edu/policies-forms/incompletes/>)]

### Extended Incomplete grade (EI)

An instructor may extend the deadline in the current term for a student to finish the coursework by changing the grade from Incomplete (I) to Extended Incomplete (EI). A student with an EI grade must complete and submit the coursework by the new extended deadline so the instructor may submit a final A to F grade by the last day of instruction. If the student does not submit completed work by the extended deadline and is not given a final A to F grade by the instructor, the EI grade will convert to F. [see: L&S | Incompletes (<https://deans.ls.wisc.edu/policies-forms/incompletes/>)]

### Pass/Fail grade (S/U)

Students may take classes on a Pass/Fail basis according to University policy (<https://guide.wisc.edu/undergraduate/#undergraduatepassfailgradingprocess>). In Letters & Science, courses with a Pass/Fail grade of S are eligible to meet the requirements for total degree credits, Liberal Arts and Science credit, Mastery of Intermediate/Advanced work, and the Senior Residence requirement. Courses with a Pass/Fail grade of S cannot meet other requirements of the degree, major, or certificate program. Pass/Fail grades do not compute into any GPA requirements. [see: L&S | Pass/Fail (<https://deans.ls.wisc.edu/policies-forms/pass-fail/>)]

Students request the Pass/Fail grade option through Student Center. This request must be approved by L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>). [see: Process for requesting the Pass/Fail grading option (<https://guide.wisc.edu/undergraduate/#undergraduatepassfailgradingprocess>)]

## MAJORS

### Declaring a major

"Declaring" is the formal process of adding a major to a degree program.

Students are required to declare a major or be admitted into a specialized degree program before they have 86 or more combined in-progress and completed credits. Students who have not yet declared a major or specialized degree by then will not be able to enroll in a future term until they either declare a major/specialized degree or consult their academic advisor about their academic plan. [Find your advisors in Academic Navigator (<https://my.wisc.edu/academic-navigator/>)]

### Canceling a major

Students should contact the department of the major and request it be canceled. [see: L&S Degrees/Majors/Certificates (<https://guide.wisc.edu/undergraduate/letters-science/#degreesmajorscertificatestext>)]

### Additional L&S major (for students in other schools/colleges)

Undergraduate students pursuing degrees in other UW–Madison schools/colleges may declare an additional major in the College of Letters & Science. Students must obtain permission from the academic deans (<https://registrar.wisc.edu/permissions/#academicdean>) in their home school/college and the L&S department that manages the L&S major.

Because declaring an additional L&S major does not lead to a second undergraduate degree, students who declare an additional L&S major do not complete the L&S degree requirements. Students who complete their L&S major will have it conferred by the College of Letters & Science after their primary degree is conferred, and the additional major will be added to the final transcript. [see: L&S Degrees, Majors, and Certificates (<https://guide.wisc.edu/undergraduate/letters-science/#degreesmajorscertificatestext>) and Office of the Registrar | Posting of Degrees (<https://registrar.wisc.edu/posting-of-degrees/>)]

### Additional majors in other colleges/schools (for L&S students)

After declaring at least one L&S major, students may request permission to declare one of these additional majors outside of Letters & Science [see: L&S | Declaring a Second Major Outside of L&S for L&S Undergraduates] (<https://kb.wisc.edu/lis/25408/>):

- Education Studies (<https://guide.wisc.edu/undergraduate/education/educational-policy-studies/education-studies-bs/>) (School of Education)
- Global Health (<https://guide.wisc.edu/undergraduate/agricultural-life-sciences/entomology/global-health-bs/>) (College of Agriculture & Life Sciences)
- Health Promotion and Health Equity (<https://guide.wisc.edu/undergraduate/education/kinesiology/health-promo-health-equity-bs/>) (School of Education)
- Theatre and Drama (<https://guide.wisc.edu/undergraduate/education/theatre-drama/theatre-drama-bs/>) (School of Education)

The College of Letters & Science will not delay conferring a degree to a student who has completed L&S degree requirements but has not completed the requirements of an additional non-L&S major.

## ACADEMIC STANDING

Academic standing is based on the student's most recent academic standing status, cumulative University GPA, and Term GPA. [see: L&S | Probation (<https://deans.ls.wisc.edu/policies-forms/probation/>)]

### Good academic standing

Students are in good academic standing when their cumulative University GPA and most recent Term GPA are both 2.000 or higher. New students who have not yet established a University GPA are in good academic standing.

### Academic probation and suspension

Students with a cumulative University GPA or most recent Term GPA of 1.999 or lower have an academic standing of probation, strict probation, or suspension, according to the chart below. Students who are academically suspended may not enroll at UW–Madison for three consecutive terms (a combination of Fall, Spring, and Summer). [see: L&S | (<https://deans.ls.wisc.edu/policies-forms/probation/academic-standing/>) Academic Standing (<https://deans.ls.wisc.edu/policies-forms/probation/academic-standing/>), L&S | Clearing Probation (<https://deans.ls.wisc.edu/policies-forms/probation/clearing-probation/>), and L&S | Probation FAQ (<https://deans.ls.wisc.edu/policies-forms/probation/probation-faq/>)]

#### Probation

- Assigned when a student in good academic standing earns a Term GPA of 1.000 to 1.999.
- Continued when a student on probation earns a Term GPA of 2.000 to 4.000 that results in a cumulative University GPA of 0.000 to 1.999.

#### Strict Probation

- Assigned when:
  - a student in good academic standing earns a Term GPA of 0.000 to 0.999; or
  - a student on probation earns a Term GPA of 1.500 to 1.999; or
  - a student on academic suspension is readmitted.
- Continued when a student on strict probation earns a Term GPA of 2.000 to 4.000 that results in a cumulative University GPA of 0.000 to 1.999.

#### Suspension

- Occurs when a student on probation earns a Term GPA of 0.000 to 1.499; or
- Occurs when a student strict probation earns a Term GPA of 0.000 to 1.999.

### Readmission

L&S students who have been academically suspended must first apply for readmission to the College of Letters & Science. If approved, they must also apply for reentry to UW–Madison through the Office of Admissions. [see: L&S | Readmission after Academic Suspension (<https://deans.ls.wisc.edu/policies-forms/probation/readmission/>)]

UW–Madison requires that academically suspended students who have been approved for readmission return to their previous college (Letters & Science) and major (if declared), although the student may later follow standard processes to change colleges or majors.

## DEAN'S LIST

The Dean's List is published at the end of Fall and Spring terms [[registrar.wisc.edu/deanslist](https://registrar.wisc.edu/deanslist) (<https://registrar.wisc.edu/deanslist/>)]. Students on the Dean's List for that term receive a transcript notation.

In the College of Letters & Science, students are eligible for the Dean's List for a term when they complete at least 12 graded credits, do not have any unresolved temporary grades (see below), and have a Term GPA of:

- 3.600 or higher (freshmen and sophomores)
- 3.850 or higher (juniors and seniors)

Temporary grades like NR, I, P, or Q must be resolved before students are eligible for the L&S Dean's List. [see: Office of the Registrar | Valid Grades (<https://registrar.wisc.edu/valid-grades/>)]

Students who have verified that they meet the eligibility criteria for a term but do not have a Dean's List notation on their transcript may contact L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>). [see: L&S | Dean's List (<https://deans.ls.wisc.edu/policies-forms/deans-list/>)]

with the academic deans in Letters & Science. [see: L&S | Second Undergraduate Degree (<https://deans.ls.wisc.edu/second-undergraduate-degree/>)]

## DEGREES AND DIPLOMAS

### Changing degrees within Letters & Science

Students start with their choice of Bachelor of Arts or Bachelor of Science. Students may apply for one of the specialized degrees (Bachelor of Social Work, Journalism Bachelor of Arts, etc.). At any time before graduation, students may change their degree to a Bachelor of Arts or Bachelor of Science. [see: L&S Degrees, Majors, and Certificates (<https://guide.wisc.edu/undergraduate/letters-science/#degreesmajorscertificatetext>) and L&S | Degree Program Change (<https://deans.ls.wisc.edu/policies-forms/degree-program-change/>)]

### Graduation

Students are expected to graduate in the term when they have completed all degree and major requirements. Students should "apply for graduation" prior to beginning their final term and preferably before the end of the previous term. [see: Office of the Registrar | Apply for Graduation (<https://registrar.wisc.edu/applyforgraduation/>)]

### Degree conferral

Degrees are conferred at the end of the term when all requirements in the student's degree and all declared majors are complete, and when all grades are final. If there are unresolved temporary grades in a student's expected graduation term (e.g., an Incomplete grade), the degree will be conferred in the term when the work was completed, and a final grade assigned. [see: L&S | Graduation and Degree Audit Deficiency (<https://deans.ls.wisc.edu/policies-forms/graduation-and-degree-audit-deficiency/>)]

The College of Letters & Science has the authority to confer a degree to a student who has completed their degree requirements but did not formally apply for graduation. [see: Office of the Registrar | Apply for Graduation (<https://registrar.wisc.edu/applyforgraduation/>)]

### Diplomas

The University Registrar posts degrees and orders diplomas after a student's degree is conferred by the College of Letters & Science. UW-Madison undergraduate diplomas display the degree earned (e.g., Bachelor of Arts) but not major(s) or certificate(s). Major and certificate information is recorded on the student's official UW-Madison transcript. [see: Office of the Registrar | Posting of Degrees (<https://registrar.wisc.edu/posting-of-degrees/>), Office of the Registrar | Diplomas (<https://registrar.wisc.edu/diplomas/>) and Office of the Registrar | Transcripts (<https://registrar.wisc.edu/transcript/>)]

### Second undergraduate degree

Students may be enrolled in, and earn, only one UW-Madison undergraduate degree.

In exceptional circumstances, students may be approved to enroll in the College of Letters & Science for a second undergraduate degree. Eligibility is determined as part of the admissions process, in consultation