

SCHOOL OF HUMAN ECOLOGY

POLICIES AND REGULATIONS

ACADEMIC ACTIONS GRADING AND INCOMPLETES

The School of Human Ecology follows UW-Madison letter grade and notation standards. Please see Valid Grades (<https://registrar.wisc.edu/valid-grades/>) for notation definitions and standard regulations.

Incompletes. Incomplete grades may be granted when a documented illness or other substantial hardship causes the student to be unable to take final exams or complete a limited portion of the course assignments. To be eligible for an Incomplete, a student must 1) be earning a passing grade in the course until near the end of the semester, 2) request the Incomplete option before final grades are posted, and 3) have an agreed upon plan with the instructor for completing the remaining work and the deadlines for submitting the final work. Instructors have the discretion to determine whether an Incomplete is warranted.

If assigned a grade of Incomplete (I), for Human Ecology students, the work must be completed and graded no later than the last day of classes in the next fall or spring semester enrolled at UW-Madison (exclusive of summer term). Instructors have the authority to set an earlier deadline for finishing up an incomplete. If not resolved by the last class day, the grade will lapse to a Failure (F). An Extended Incomplete (EI) may be granted to allow additional time (past the last class day) with documentation of extenuating circumstances. An Extended Incomplete must be resolved within the following semester enrolled after granted or the grade will lapse to a Failure (F). Incompletes incurred during the summer session must also be completed no later than the close of the next semester in residence under the same rules. **Students are ineligible for the dean's list for the semester in which a grade of Incomplete is submitted.**

ACADEMIC STANDING, PROBATION, AND DROPPED STATUS

- **Good Academic Standing.** Students are in good academic standing if their cumulative and most recent term (Fall, Spring, Summer) GPA are at least a 2.000. First-term students without a UW-Madison GPA are also in Good Academic Standing.
- **Probation.** A student with no previous action who earns a term GPA between 1.000 and 1.999 will be placed on probation.
- **Continued Probation.** A student on probation (or continued probation) whose cumulative GPA remains below 2.000 and whose term GPA is 2.000 or above will be placed on continued probation.
- **Strict Probation.** A student previously in Good Academic Standing with a current term GPA below 1.000 will be placed on strict probation. A student on probation whose term GPA is between 1.500 and 1.999 will be placed on strict probation.
- **Continued Strict Probation.** A student on strict probation or continued strict probation whose cumulative GPA remains below 2.000 but whose term GPA is 2.000 or above will be placed on continued strict probation.

- **Academic Dropped.** A student on probation whose term GPA is less than 1.500 or on strict probation whose term GPA is less than 2.000 will be dropped from the University for one year.

READMISSION AFTER ACADEMIC DROPPED STATUS

The purpose of an academic drop is to prevent students from further damaging their academic record and incurring tuition costs while not successfully earning credits. The expectation is for students to spend the year away from campus to reflect on and resolve the issues that resulted in their poor academic performance. Students who were academically dropped from the university are eligible for readmission consideration after one full calendar year. Students dropped for a third time will not be readmitted.

To reenter the university after one full year, a student must apply for readmission to the School of Human Ecology and for reentry to the university. A student is never guaranteed readmission after being dropped. Readmission is most likely if the student has addressed the issues that contributed to being dropped from the university and has a plan and resources to support a successful return.

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

1. Complete the SoHE Readmission Request Form (https://uwmadison.col.qualtrics.com/jfe/form/SV_8AI4WZBMjVSyMFD/).

To ensure readmission consideration, follow these deadlines:

- Summer or Fall Term—Apply by March 1
 - Spring Term—Apply by October 1
2. Complete the university reentry application (<https://admissions.wisc.edu/apply-as-a-reentry-student/>).
 3. Schedule an appointment with a SoHE academic advisor by calling 608-262-2608 or emailing advising@sohe.wisc.edu.
 - Be prepared to discuss your activities while away from UW, including steps taken to address the circumstances that led to being dropped from UW and transcripts from other institutions that you may have attended while away.
 - Use this advising appointment to: (re)establish a relationship with your academic advisor, review your enrollment plan for the term you intend to return, and review your degree completion plan.

The SoHE academic advisor will forward the Readmission Form, supporting documentation, and enrollment plan to SoHE Academic Deans' Services for review. An Academic Dean may choose to meet with students and establish enrollment expectations prior to a readmission decision. Students will be notified by writing of readmission decisions. Students who are granted permission for re-entry will be readmitted on strict academic probation to the School of Human Ecology.

DECLARING MULTIPLE MAJORS

School of Human Ecology undergraduates can declare an additional undergraduate major in the College of Letters & Science, and a limited number of majors in the School of Education and College of Agriculture and Life Sciences. This is not a second degree. The additional major is noted on the student's transcript if all requirements of the second major are completed. School of Human Ecology (SoHE) students must plan

to finish all additional academic programs concurrently with their SoHE degree.

EARNING DUAL DEGREES

Completing two degrees simultaneously (also referred to as Dual Degrees) is when a student completes two bachelor's degree programs and will receive two undergraduate degrees, as opposed to multiple transcript majors. Students interested in completing dual degrees should consult with their academic advisor early in their academic career and complete a four-year plan to understand the feasibility of completing requirements for both degrees. Earning a dual degree requires students to:

1. Earn an additional 30 credits specific to the second major,
2. Earn a minimum of 150 degree credits to graduate,
3. Complete all curriculum requirements for both degrees,
4. Ensure the two programs are substantially different from each other,
5. Complete course work in both programs simultaneously
6. Complete the Dual Degree Policy Request form (https://uwmadison.co1.qualtrics.com/jfe/form/SV_8AI4WZBMjVSyMFD/) and secure Dean's permission

Students are responsible for any rules or regulations that could potentially impose additional financial responsibilities as a result of pursuing dual degrees. Please note that some campus schools and colleges do not permit dual degrees for their students, thus preventing Human Ecology degree combinations with degrees in these schools and colleges.

If the two degrees to be earned are within the School of Human Ecology, before the start of the senior year in residence, students must meet the criteria for admission to both programs, secure academic dean and department approval to enroll, and the two degree programs' curriculum must differ substantially (for instance, Personal Finance and Consumer Behavior & Marketplace Studies do not differ to the extent that it would take an additional 30 credits to complete the second degree; therefore, earning both degrees simultaneously will not be allowed).

If the two degrees to be earned are from two different schools/colleges at UW-Madison, admission into the other school/college shall be based on the admission criteria for that school/college. Written admission/Dean's approval to the other school/college must be obtained before pursuing Human Ecology approval.

RESIDENCY REQUIREMENT

The university requires that the last 30 credits be earned in residence at UW-Madison for students to be recommended for a degree, unless the student's major program requires completion of the degree at a cooperative institution. Students in their senior year must meet with their academic advisor and Deans' Services to secure permission before taking any degree required credits (including elective credits and credits and non-UW-Madison approved/not affiliated study abroad programs) at another institution.

CREDIT OVERLOAD

A full-time student credit load is 12 to 18 credits, with the most typical credit load being 15 to 16 credits per fall/spring semester. A student wishing to enroll in more than 18 credits in a fall/spring semester or 12 credits in the summer must complete a Credit Overload Request (https://uwmadison.co1.qualtrics.com/jfe/form/SV_8AI4WZBMjVSyMFD/) to obtain dean's approval. These credit limits are inclusive of credits enrolled

in at another institution, which may result in credits not being accepted at UW-Madison if approval is not secured in advance. Students should speak with their academic advisor prior to requesting a credit overload to ensure the overload is necessary and understand the workload and financial implications. Credit overload approvals will be based on prior academic performance and necessity.

PASS/FAIL

The privilege of electing courses on a pass/fail basis is extended to undergraduate students in the school. Students who are in good academic standing (not on probation) may elect one course on the pass/fail basis per term. The summer sessions collectively count as one term. **A course taken pass/fail must be an elective.** A student may **not** take a required course or a prerequisite to a required course under this privilege. A maximum of 16 pass/fail credits may be counted toward a B.S. degree from the School of Human Ecology. **Courses taken pass/fail will count toward degree credits but will be excluded in the computation of grade point average and honors.**

Requests to take a course under the pass/fail privilege are initiated through the Course Change Request in the MyUW (<http://my.wisc.edu>) Student Center and must be elected by the noted enrollment Dates and Deadlines (<https://registrar.wisc.edu/dates/>). After making the request in MyUW, the request is routed to the Advising & Career Center for approval or further communication.

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

CONCURRENT ENROLLMENT

Human Ecology students may enroll in a class(es) at another institution while being enrolled at UW-Madison without special permission, but must follow the credit limit and credit overload policies (<https://registrar.wisc.edu/credit-load-and-ranges/>). Students should consult with their academic advisor, Course Equivalency Service (<https://registrar.wisc.edu/course-equivalency-service/>), or Transferology (<https://kb.wisc.edu/registrar/page.php?id=122108>) to confirm the course will transfer to UW-Madison prior to enrolling. Upon completion of the non-UW-Madison courses, students must submit their transcripts with final grades to the Admissions Office (<https://registrar.wisc.edu/transfer-your-credit-to-uw-madison/>) for evaluation.

- **Concurrent Enrollment at UW-Extension/UW Independent Learning:** Students concurrently enrolling in UW-Extension/ UW Independent Learning (https://uwex.wisconsin.edu/aas/uwex_landing_pages/aas-il-paid_search/?lead_source=PaidSearchGoogle&kw=uw%20independent%20learning&_bt=618815558309&_bm=e&gclid=CjwKCAiAnZCdBhBmEiw/_uPEHB9qU50pglRWR4DvbmHCYbBFy5qwSxoCvaAQAvD_BwE) courses should see more information or speak with an academic advisor.
- **Studying Abroad and Concurrent Enrollment:** Students studying abroad through International Academic Programs (IAP) (<https://studyabroad.wisc.edu/>) must contact IAP regarding restrictions and tuition rules to concurrent enrollment and the UW Independent Learning waiver. See more information (<https://advising.humanecology.wisc.edu/academics/student-resources/>) or speak with an academic advisor.

APPEALS

LATE DROP, WITHDRAWAL, OR MEDICAL WITHDRAWAL PETITIONS

SoHE students are expected to follow the Dates and Deadlines (<https://registrar.wisc.edu/dates/>) for adding and dropping courses outlined by the Office of the Registrar. Students considering a change in their enrollment are expected to speak with their academic advisor and take action before published university deadlines.

- **LATE DROP** - A course drop is when a student decides to discontinue in one (or more) courses, while continuing with at least one course in a term. A late drop appeal is when a student is requesting an exception to the drop deadline. It is only in rare non-academic circumstances outside of a student's control that exceptions to the drop deadline policy (<https://registrar.wisc.edu/dates/>) are approved, and never simply to avoid a poor grade. Students who face significant, unforeseeable circumstances outside of their control that negatively impact their ability to successfully complete a course(s), should schedule an appointment with their academic advisor or SoHE Deans' Services (deansservices@sohe.wisc.edu), AND complete the Late Add/Drop Petition form (https://uwmadison.co1.qualtrics.com/jfe/form/SV_8A14WZBMjVSYMFD/).
- **WITHDRAWAL (non-medical)** - Students who do not wish to continue taking classes and drop all of their courses in a term are withdrawing/canceling their enrollment and must follow the Steps to Withdraw (<https://kb.wisc.edu/registrar/25601/>). Students may choose to withdraw for a variety of personal or financial reasons without dean's permission when processed by the university deadline. Students may be required to complete the Reentry Form (<https://admissions.wisc.edu/apply-as-a-reentry-student/>) to enroll in a future semester.
- **MEDICAL WITHDRAWAL** - Students who wish to withdraw as a result of a serious or unexpected physical or mental health condition, a serious or unexpected physical or mental health condition of an immediate family member who requires the student's care, or the death of an immediate family member that completely precludes the student from actively participating as a student can request a partial tuition refund according to the Medical Withdrawal process (<https://registrar.wisc.edu/medical-withdrawal/>). Students requesting a medical withdrawal and refund must complete the Steps to Withdraw (<https://kb.wisc.edu/registrar/25601/>), meet with SoHE Deans' Services (deansservices@sohe.wisc.edu), and provide required documentation within one year of the semester enrolled. Approval will be granted on a case-by-case basis.

A Drop (DR) or Withdrawal (W) transcript notation after the enrollment deadline is a national standard across universities and colleges to indicate when a student makes an enrollment change after the start of the semester, which has no negative impact on a student's academic record. Because students may drop courses for a wide variety of reasons, future employers and graduate/professional programs do not scrutinize or make any assumptions about the merits of a "DR" or "W". It is simply a notation that students have made an enrollment change after the deadline.

APPEAL OF A SOHE GRADE

A student who believes a grade received in a SoHE course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

1. The student must first discuss the grade dispute with the instructor of the course.
2. If the student and instructor cannot come to an agreement, the student will provide a formal written grade appeal to the SoHE Deans' Services. The written appeal must include: the class, instructor, grade received, date and conclusion of meeting with instructor, the specific reason(s) for appealing the grade, and telephone number where they can be reached for follow-up. Send to SoHE Deans' Services. (deansservices@sohe.wisc.edu)
3. The department chair will perform the due diligence necessary (including, but not limited to, meeting with the instructor and student) to assess the merits of the appeal and will provide a decision in writing to the assistant dean.
4. Should the student wish to further appeal the decision, the SoHE Undergraduate Program Council will perform the due diligence necessary (which may include, but not limited to, meeting with the instructor and department chair and/or student) to assess the merits of the appeal and will provide a decision in writing to the assistant dean.
5. The SoHE Undergraduate Program Council appeals decision is final.

APPEAL OF DENIAL OF ADMISSION TO A SOHE UNDERGRADUATE MAJOR/CERTIFICATE

This appeal process is for students who were denied admission to a SoHE undergraduate program. Students who feel they have a compelling reason to appeal their admissions decision may do so in writing by the deadline indicated in the admission letter. Appeals must satisfy one of the following factors to be considered:

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

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

Filing an Appeal

1. The student will file a letter of program admission appeal to SoHE Dean's Services (deansservices@sohe.wisc.edu), stating the facts of the situation based on one or both of the conditions listed above and include the student's telephone number where they can be reached for follow-up. Any additional documentation or supporting evidence should be titled and attached to the letter of appeal. The deadline by which a student must file an appeal will be written in the denial letter for the undergraduate program in question. For a situation where grades/credits were not posted to a student's record prior to applying to the program, the student record must be complete with grades and credits on the official UW-Madison record by the time the appeal is filed to be considered.
2. The Academic Dean will forward the appeal to the appropriate departmental admissions committee. The admissions committee will

perform the due diligence necessary to assess the merits of the new information for the appeal.

3. The Academic Dean will communicate the decision to both the student and departmental admissions committee in writing.
4. Should the student wish to further appeal the decision in the case of extenuating circumstances, the Academic Dean will forward the appeal to the SoHE Undergraduate Program Council (UPC). The UPC will perform the due diligence necessary (which may include, but not limited to, meeting with the admissions committee, department chair, and/or student) to assess the merits of the appeal.
5. The Academic Dean will communicate the decision to the student and the admissions committee in writing. The SoHE Undergraduate Program Council's (UPC) decision is final.

APPEAL OF BEING DROPPED FROM UW-MADISON FOR ONE YEAR

SoHE students who are dropped from the university based on academic performance are permitted to appeal for readmission consideration immediately after being dropped. Students with documentation of special circumstances outside their control, evidence that these circumstances have changed, and realistic strategies in place to improve their academic performance have the greatest likelihood of a successful appeal. Students who do not appeal before the deadline must wait at least one full calendar year before being eligible for readmission consideration.

Filing An Appeal

1. Students wishing to appeal their dropped status must meet with SoDE Dean's Services (deansservices@sohe.wisc.edu) and complete the Dropped Status Appeal Form (https://uwmadison.qualtrics.com/SE/?SID=SV_6Lv7QPa3P6Ay7mR) prior to the deadline outlined in their dropped status notification. An Academic Dean will explore with the student the purpose of the drop process, circumstances that led to the drop, and provide guidance on writing the appeal.
2. The Dean will submit the appeal, academic transcript, and additional background information to the SoHE Undergraduate Program Council (UPC) for review. UPC will make a decision regarding the appeal before the beginning of the next term.
3. The Academic Dean will communicate the appeal decision to the student in writing. If the appeal is granted, the student will be readmitted to the university on strict probation. If the appeal is not granted, the dropped status is upheld, all courses will be administratively dropped, and the student is eligible for readmission consideration **one full calendar year after the dropped date.**