

# 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 for 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 application to L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>). [see: L&S |

Withdrawing from Semester/Term (<https://deans.ls.wisc.edu/policies-forms/withdrawal/>)]

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

For each session in a term, UW–Madison sets deadlines for making changes to class schedules. After those deadlines pass, students must seek permission to make changes. When a “academic dean approval” is required, 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-application/>)]

##### Reentry

Students who have not been enrolled for at least one full term must apply for reentry (p. ) 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 a student can enroll, such as another completed course (e.g., CHEM 103 before CHEM 104), placement test scores, or class standing (e.g., sophomore standing). Some courses have a co-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 details of the Courses (<https://guide.wisc.edu/courses/>) section in Guide. For “Special Topics” and Directed Study courses that are repeated, the content of the class must be different each time for credit to be awarded.

Students may enroll in a non-repeatable course for which they have already earned credit. This is referred to as enrolling on a “refresher” basis. Students earn credit for the first time they pass a non-repeatable course, whether that course was first passed at UW–Madison or another institution. A grade earned in a refresher 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 refresher course counts toward the student's credit load for the term, including as a basis for tuition and fees.

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

##### Directed Study

Directed Study are courses where the learning experience is customized with the mentorship of a member of the faculty.

Directed Study courses in subject areas outside of Letters & Science, and numbered 398 or higher, are considered Liberal Arts and Science (LAS) courses. 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" (e.g., HISTORY 699 ) are graded on an A to F basis. Courses with numbers ending in "98" (e.g., HISTORY 698) are graded on a Credit/No Credit basis.

## Graduate courses

Courses numbered 700 and above are reserved for students enrolled in a UW–Madison graduate degree program.

In rare instances, an instructor may permit an exceptional undergraduate student to enroll in their graduate course, if the graduate experience advances the student's education goals.

Undergraduate students taking graduate courses are expected to complete the same work as graduate students and are graded accordingly. Undergraduate students who complete a graduate 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 counts as Liberal Arts and Science credit.

## 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/>)]

## GRADES

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

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/>)]

## Grade appeals

Students have the right to appeal a final grade if they believe that grade to be either incorrect or inequitable when compared to the standard grading policy in the syllabus for all students taking the same course. A student wishing to appeal their grade must follow the process described here: [L&S | Grade Appeals (<https://kb.wisc.edu/lis/22258/>)]

## Incomplete grade (I)

A grade of Incomplete may be assigned to a student who, because of illness or another unusual and substantiated cause beyond their control, is unable to complete the coursework.

To be eligible for an Incomplete grade, the student must:

- be earning a passing grade to-date in the course,
- and have a limited amount of work to complete by the end of the term.

For a short summary of the policy, see the Enrollment and Records - Incompletes section (<https://uwprod-my.sharepoint.com/undergraduate/#undergraduateincompletes>) of Guide.

## 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 do not meet other requirements of L&S degree, major, or certificate programs. 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 their Student Center. This request must be approved by L&S Undergraduate Academic Deans' Services (<https://deans.ls.wisc.edu/>). Once the deadline for requesting Pass/Fail grading has passed, no adjustments to the grading approach may occur. [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 reach Senior standing (i.e., they have 86 earned degree credits). Students who have not yet declared a major or specialized degree by the fifth week of the term in which they have 86 combined earned and in-progress credits will be prevented from enrolling in a future term until they either declare a major/specialized degree or are granted an extension by L&S Undergraduate Academic Deans'

Services (<https://deans.ls.wisc.edu/>). Students who feel they need an extension must consult their academic advisor about their plan to declare a major. [Find your advisors in Academic Navigator (<https://my.wisc.edu/academic-navigator/>)]

### Canceling a major

Students who no longer want to complete a major must contact the department of the major and request it be canceled. Seniors who wish to cancel their only declared major are subject to the major declaration policy above, and will need to choose an alternate major. [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 offers the L&S major.

Students who declare an additional L&S major only complete the requirements of that major; they do not complete the other L&S degree requirements.

Students earning their degree from another School/College at UW–Madison and who concurrently complete the requirements of an L&S major will have that major conferred by L&S after their primary degree is conferred. The L&S major will be added to the official UW–Madison 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/ls/25408/>):

- Educational Policy Studies (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 their 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://kb.wisc.edu/ls/38198/>)]

### 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 section 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 | Probation (<https://kb.wisc.edu/ls/38198/>)]

#### 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
- Assigned when a student on probation earns a Term GPA of 1.500 to 1.999; or
- Assigned when 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 on 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/>)]. 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, 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, and 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/>)]

## DEGREES AND DIPLOMAS

### Changing degrees within Letters & Science

Students in the Bachelor of Arts and Bachelor of Science degrees may switch between them by completing a Degree Program Change form. [see: 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. Graduating students should review all of their degree audit ("DARS") reports, meet with their advisor, and "apply for graduation" by the tenth day of class in their final term. Students apply for graduation via their Student Center. [see: Office of the Registrar | Apply for Graduation (<https://registrar.wisc.edu/applyforgraduation/>)]

### Degree conferral

L&S confers degrees to qualified students after final grades are reported for a term. L&S uses the degree audit ("DARS") to verify that all requirements in a student's degree and each declared major are complete, and that all grades are final. Students should review their "DARS" in consultation with their advisor(s) to verify eligibility to graduate at the conclusion of the term.

In the term a student graduates with their degree, all completed certificates will be audited and, if complete, awarded. Certificates that are not complete will not be awarded and will not delay graduation. Students are strongly advised not to delay their graduation for the sole purpose of pursuing a certificate program.

### Term of Conferral

A student's degree is conferred in the term when all credit is awarded and all grades are final.

If a student has an Incomplete grade in their last enrolled term that is given a final grade after that term is over the degree will be conferred in the term when the work was reported to be completed by the instructor of the course. [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. Students may not pursue a dual degree that

combines a degree program in L&S with one in another UW-Madison School or College.

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