

College of Letters and Science

REFERENCE SHEET

Appeal to Late Drop

- Students are allowed to drop a course on Titan Web through the following dates:
 - 14 & 17 week courses: 4:30pm on the 33rd day of the session
 - 8 & 10 week courses: 4:30pm on the 22nd day of the session
 - 7 week courses: 4:30pm on the 20th day of the session
 - 4 week courses: 4:30pm on the 11th day of the session
 - 3 weeks courses: 4:30 on the 10th day of the session
- Students seeking to drop a course after the deadline must submit an Appeal to Late Drop form found online on the Registrars' website under student forms.
- This form must include description of the extenuating circumstances necessitating the drop and be accompanied by appropriate documentation. (See Extenuating Circumstances below)
- Faculty signature is not required for a student to appeal to late drop a course.
- Form is submitted to the L&S Student Academic Affairs Officer in the Registrar's Office for review.

EXTENUATING CIRCUMSTANCES FOR WHICH APPEAL TO POLICY **MAY** BE GRANTED:

A medical emergency

A family emergency

A mental health emergency or problem

A severe personal problem/situation that has resulted in counseling/professional help before the appeal

Other situations that cause significant disruption to a student's semester

CIRCUMSTANCES FOR WHICH AN APPEAL TO POLICY **MAY NOT** BE GRANTED:

Reasons based on academic performance:

The student is not doing well in the course

The student is concerned that the course grade will lower the G.P.A.

The student cannot keep up with the workload in the course

The student does not understand the course material

The student does not like the instructor

The student did not have the prerequisites for the course

The course is not a required course

The student changed majors/minors or is transferring out and the course is no longer needed

Term Withdrawal

Withdrawal is a complete severance from the University.

- Students may withdrawal from a term before the deadline by sending an email to withdraw@uwosh.edu.
- The deadline to withdrawal coincides with the deadlines to drop a course (see above).
- After the deadline students seeking to withdraw from the university must appeal to the college of their major by sending an email to withdraw@uwosh.edu **from their UWO email account** and follow the instructions provided.
- Students must include a description of the extenuating circumstances necessitating the withdrawal and be accompanied by appropriate documentation. (See Extenuating Circumstances above)
- Form can be submitted to the Dean of Students Office or the L&S Student Academic Affairs Officer in the Registrar's Office.

Note: Withdrawal from the university does not remove the obligation of costs incurred by the student during a term. Students should consult the Fee Refund Schedule for refunds and charges. Specific questions regarding fees should be directed to Student Accounts, Dempsey room 236.

Appeal to Late Add

- Students are allowed to add courses on Titan Web through the following dates:
17, 14, 10, 8 & 7 week courses: 4:30 on the 5th day of the session
4 & 3 week courses: 4:30 on the 2nd day of the session
- Students seeking to add a course after the deadline must have permission from the instructor of the course.
- Students complete a Late Add form found online from the Registrar's website under Student Forms.
- Form must have the instructor's signature indicating approval to add. Adding a course to a student's registration is almost always approved with the approval of the instructor of the course.
- Submit Appeal to Late Add form to the L&S Student Academic Affairs Officer in the Registrar's Office.

Appeal to Modify Undergraduate Curriculum

Curriculum Modifications are necessary when faculty or advisor request to waive requirements for a specific student to substitute courses, allow grouping of courses or accept specific courses for a major, minor, USP/GEN ED, degree, emphasis or certificate program.

- Modifications can be initiated by faculty, department representatives or SSS, UARC or department advisors.
- Obtain a Curricular Modification form found on line on the Registrars' website under Faculty Staff forms.
- Completed form must clearly state where the modification is needed and why the modification is being requested.
- Modifications referencing specific courses will require the signature of the chair of the department offering the course.
- Modifications to USP/GEN ED and Degree requirements may also require department representative signatures.
- Submit Curricular Modification forms to the L&S Student Academic Affairs Officer in the Registrar's Office.

Commonly used modification language:

- Waive: Removing a requirement posting on STAR that does not need to be met
Substitute: Using one course to replace another
Allow: "Bundling" courses together to meet a category
Accept: Adding a specific course (not among the list of eligible courses) to a sub-requirement

*Note: If a transferred course is not posting to the major or minor, not showing the expected attributes or was not originally accepted by UW Oshkosh a **Course Re-evaluation** form should be completed and submitted to an Admissions Counselor.*

Appeal to Repeat

Students who have earned a grade of C – or lower may repeat a course once.

Students may appeal to either:

1. Repeat a course in which the student has earned a grade of C or higher
2. Repeat a course which the student has previously repeated

- Student completes all sections in the upper portion of the Appeal to Repeat Form found on line from the Registrar's website under student forms.
- Complete Add card with section number and department signature
- Submit form and add card to the appropriate college offering the course to obtain Department Chair and College designee signature

Additional Stipulations:

- The most recent grade awarded will be used in the computation of grade point averages and credits earned even if the repeated grade is lower.
- Although grades earned at other post-secondary institutions will be included on the credit evaluation and on the official transcript, the official UW Oshkosh grade point average is not affected by grades earned elsewhere (refer to the Official UW Grade Point Policy).
- All Appeals to the Course Repeat Policy must be approved and signed by the department chair and the College designee.
- Submit Appeal to Repeat forms to the L&S Student Academic Affairs Officer in the Registrar’s Office.

**Proposal by COLS Faculty Committee:*

The College of Letters and Science requires student, who wish to take a course for a third time, to have their appeal to repeat approved by an Appeals Board.

This Appeal Board is made up of the following individuals:

- *College of Letters and Science Dean or Dean’s Designee*
- *College of Letters and Science department chair for the student’s declared major*
- *College of Letters and Science department chair for the department offering the course, IF that individual is requested to provide input by either the College Dean or the Chair for the students major*

Suspension and Probation

The campus wide Academic Standing Process is administered by the Registrar’s office.

- At the end of the each 14 week term all student academic records are reviewed.
- Students found to be not in good academic standing are notified of their status as being either Probation or Suspension.

Determination of standing is as follows:

- | | |
|---|---------------|
| • Cumulative GPA of 2.00 or higher | Good Standing |
| • Cumulative GPA drops below a 2.00 for 1 term | Probation 1 |
| • Cumulative GPA drops below a 2.00 for 2 consecutive terms | Probation 2 |
| • After suspension appeal is approved | Probation 3 |
| • Term GPA drops below a 1.00 for 1 term | Suspension 1 |
| • Cumulative GPA drops below a 2.00 for 3 consecutive terms | Suspension 2 |
| • Failure to obtain a Good Standing after re-entry after suspension | Suspension 5 |
| • Failure to obtain a Good Standing after suspension appeal is approved | Suspension 6 |

Note: Cumulative GPA refers to the UW Oshkosh official GPA (i.e., only courses taken at UW Oshkosh)

Academic Standing Process

- Students are notified of their status via email from the Registrar’s office.
- Students may appeal their suspension status in writing by the identified deadline for that term (typically 10 – 14 days after notification is sent).
- The ACADEMIC STANDING REVIEW COUNCIL is convened to review each student appeal of suspension.
- Students are notified via email of the appeal decision.
- Students may ask for reconsideration of the appeal decision IF there is NEW information or documentation not included in the original appeal.