

# College of Letters and Science

## REFERENCE NOTES

THIS IS INTENDED TO BE A QUICK REFERENCE SHEET. ALL COMPLETE POLICIES CAN BE FOUND ON THE REGISTRAR'S AND COLS WEBSITES

### 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 33<sup>rd</sup> day of the session
  - 8 & 10 week courses: 4:30pm on the 22<sup>nd</sup> day of the session
  - 7 week courses: 4:30pm on the 20<sup>th</sup> day of the session
  - 4 week courses: 4:30pm on the 11<sup>th</sup> day of the session
  - 3 weeks courses: 4:30 on the 10<sup>th</sup> 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 SAAO 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](mailto: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](mailto: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 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 5<sup>th</sup> day of the session  
4 & 3 week courses: 4:30 on the 2<sup>nd</sup> day of the session
- Students seeking to add a course after the deadline must have permission from the instructor of the course by securing 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 Registrar's office.

### **Curricular Modification**

A Curriculum Modification is a request to:

- waive requirements
- substitute courses
- allow grouping of courses or
- accept specific courses not already allowed

for a:

- major
- minor
- USP/GEN ED
- degree
- emphasis
- certificate program

Modifications may be initiated by faculty, department representatives, or SSS, UARC or department advisors.

Curricular Modification form can be found on line on the Registrar's website under Faculty Staff forms.

<https://www.uwosh.edu/registrar/for-faculty-and-staff/forms-1/pdfs/appeal-to-modify-undergraduate-curriculum>

Completed Curricular Modification forms will clearly state:

- where the modification is needed
- why (reason) the modification is being requested
- who the initiator of the request is

#### USP/GEN ED

Modifications to General Education or USP requirements will require the signature/approval of the COLS Dean's designee or the SAAO for COLS for all students regardless of major or degree.

#### COLS MAJOR/MINOR

Modifications to a COLS major or minor will require the signature/approval of the chair or designee of the department of the student's major or minor and the signature/approval of the COLS Dean's designee or the SAAO for COLS.

#### COLS DEGREE

Modifications to the degree requirements will require the signature/approval of the COLS Dean's designee of the SAAO.

#### NON COLS

Modifications to major and minor or degree requirements for Nursing, Business or Education majors will require the signature/approval of the NURS, COBA or COEHS College designee.

Completed Curricular Modification forms should be submitted to 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.
- All modifications will be evaluated on a case by case basis.

### **Appeal to Repeat**

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

Students may appeal to repeat a course in which the student has earned a grade of C or higher or repeat a course which the student has previously repeated.0

- Student completes all sections in the upper portion of the form
- Student submits the appeal to repeat form and add card to the appropriate department to obtain Department Chair signature/approval
- Departments submits for to Registrar's office for Dean's Designee's signature/approval

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 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.

### **COLS**

#### **STUDENT APPEALS POLICY ASSESSMENT OF STUDENT PERFORMANCE (NOTES – Grade/Grievance Process)**

*The joint statement on Rights and Freedoms of Students (AAUP, October 1967) provides: "Students should have protection through an orderly process against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled" (AAUP Policy Documents and Reports, 1984 Edition, page 142)*

Grievances will not be considered unless based upon one or more of the following 4 grievance factors:

1. An error was made in grade computation
2. The grade was based on factors contrary to those stated in the course syllabus or a reasonable interpretation of it.
3. The grade reflected, in whole or part, some penalty for actions involving the freedom of written or spoken classroom expression.
4. The grade involved some breach of federal or state constitutional protections, federal laws, Regent's Rules or UW Oshkosh policies.

*Approved by COLS Faculty Committee April 4, 1990*

## **Department Level**

### Informal Resolution

- By the 10<sup>th</sup> working day of the next regular (Fall or Spring) semester a student may attempt an informal resolution with the instructor.
- If informal resolution is unsuccessful the student may communicate to the department chair within 5 working days of the unsuccessful informal resolution.
- The chair may attempt an informal resolution or inform the student within 5 working days of the formal grievance process.

### Request Formal Review

- Within 5 working days of the unsuccessful informal resolution the student may request a formal review of the matter by the department grievance committee\*.
- The student's request to the department chair must:
  - ✓ Be in writing
  - ✓ Be submitted to the chair in the above time frame
  - ✓ Include the nature of the grievance based on the 4 grievance factors
  - ✓ Include a description of the attempted informal resolution
  - ✓ Include the desired outcome

- ✓ Include all supporting evidence
- Once the request for a formal review is submitted the chair will acknowledge the receipt of the request to the student and inform the instructor.
- The instructor at this point has the opportunity to respond to the chair with regard to the grievance.
- Once those responds have been received the chair will convene the grievance committee within 5 working days and deliver all written documentation.

#### Department Grievance Committee Review

- Committee members, with the department chair observing, will review all materials.
- Committee may call for oral presentations or make written inquiries of either or both the student and the instructor.
- If further/new evidence is presented to the committee each person will be allow to respond.
- Within in 10 working days of the convening the committee, it will present a formal recommendation to the chair of the department.
- This recommendation will include:
  - ✓ The committee's finding of fact
  - ✓ It's recommendation
  - ✓ Rationale for recommendation
- The chair, within 5 working days of receiving the formal recommendation, will render a decision and inform those involved.

### College Level

- If the student rejects the departmental decision or instructor refuses a grade change the Dean's office will collect all relevant materials within 5 working days and forward material to the COLS Student Academic Committee.
- Within 10 working days the committee will make an independent review all materials and render a written decision to the Dean.
- The Dean will review all materials and render a decision based on any and all previous decisions and communications.
- This decision will be communicated with all involved.
- The Dean's decision is considered final with no possibility of appeal.

#### NOTES:

- ~ At all levels of review the burden of proof is on the student.
- ~ Extensions of any time deadlines may be made.
- ~ If the student fails to meet a deadline or its reasonable extension the case will be considered closed.
- ~ The term working days refers to those days when classes are scheduled.

\*If department does not have a standing formal grievance committee department chair will arrange for formation of an ad hoc grievance committee.

### **USP TRANSFER CREDIT POLICY**

**Changes = students transferring in with between 15 and 59 credits**

#### **OLD**

- |                  |   |
|------------------|---|
| UTR1 = 0-29cr.   | Q1 + Q2 + Q3 + ENGL300                  |
| UTR2 = 30-59 cr. | Q3 + USP 200 + ENGL300                  |
| UTR3 = 60+cr.    | (No QUEST or USP 200) ENGL312 if needed |

#### **NEW (starting Fall 2015)**

- |                 |   |
|-----------------|---|
| UTR4 = 0-14cr.  | Q1 + Q2 + Q3 + ENGL300                  |
| UTR5 = 15-59cr. | (No QUEST) USP 200 + ENGL312            |
| UTR6 = 60+cr.   | (No QUEST or USP 200) ENGL312 if needed |

### **Signature Questions**

- USP proposed changes have been approved; students are no longer required to take three different signature questions
- STAR has been programmed to accept 2 of the 3 SQ's and 3 Quests
- This has been back date to Fall 2013
- Proposal is for two years, will be re-evaluated at that time

### **Global Citizenship for Transfers**

- Fall 2016/Spring 2017 Non-western culture courses will be hidden in the GC requirement

### **Beyond USP**

#### **BS Degree Requirements Include:**

- One literature course
- One upper level math course
- Two additional Natural Science Lab courses (specific pairings are required)
- One Western or World History course

#### **BA Degree Requirements Include:**

- One literature course
- Fourth semester of a Foreign Language
- One Western or World History course