

# UNDERGRADUATE GUIDE

## ENROLLMENT AND RECORDS

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The Office of the Registrar (<https://registrar.wisc.edu/>) is responsible for maintaining the academic records of students who attend the University of Wisconsin–Madison and for many services associated with these records, including enrollment and grading. The office is located at:

333 East Campus Mall #1101  
Madison, WI 53715-1384  
registrar@em.wisc.edu  
608-262-3811

Many student services are available online in the Student Center on MyUW–Madison (MyUW) (<https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO/?execution=e2s1>), including viewing grades, ordering transcripts, and updating address and emergency contact information. Students are responsible for the accuracy of the addresses provided in MyUW and for the courses selected when they enroll.

MyUW is available to eligible students, who gain access by using their Net ID and password from any device with internet access. For further information, see DoIT (Division of Information Technology) (<http://it.wisc.edu/>).

### ENROLLMENT

Students enroll for courses, obtain information about deadlines, view their class schedule, and more in the Course Search & Enroll (<http://public.enroll.wisc.edu>) application on MyUW (<https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO/?execution=e3s1>). Information about key deadlines and course enrollment are also available at the Office of the Registrar website (<https://registrar.wisc.edu/>). Additional assistance with the course enrollment process is available by calling 608-262-3811 or emailing registrar@em.wisc.edu.

### GRADING SYSTEM

The general quality of a student's work is expressed in terms of a grade point average (GPA). It is based on the total number of credits taken for which grades of A through F are received. Semester grades are reported by letter only; plus and minus signs are not authorized. The highest possible GPA is 4.0, representing A grades in every course; the lowest possible is 0.0. The following is the official scale of grades at UW–Madison.

#### Grades with Associated Grade Points per Credit

Grade		Grade Points Per Credit
A	Excellent	4
AB	Intermediate Grade	3.5
B	Good	3
BC	Intermediate Grade	2.5
C	Fair	2

D	Poor	1
F	Failure	0

Excluded from the GPA calculation are:

S or U (Satisfactory or Unsatisfactory) in courses taken on the pass/fail basis.

SD/UD (Satisfactory–Disruption/University Disruption–No Credit): special grading option for students in response to the COVID-19 events.

S/M/U (Satisfactory/Marginal/Unsatisfactory) in courses offered only through the School of Veterinary Medicine.

Cr or N (Credit or No Credit) in courses offered on a credit/no credit basis.

Def (Deferred), Ex (Excused), PE (Permanently Excused), formerly used only for required Physical Education. The Physical Education requirement was discontinued effective August 30, 1976.

DR (Dropped), indicates the course was dropped.

I (IN for Cr/N Courses) (Incomplete), a temporary grade used when work is not completed during a term.

EI (Extended Incomplete), a temporary grade for an extended time limit to remove an Incomplete.

PI (Permanent Incomplete), a permanent grade replacing an Incomplete incurred in a student's last semester in residence and not removed within five years.

NR (No Report), indicates that a grade was not submitted by the instructor. Has no net effect on GPA. Effective Summer 1999.

NW (No Work)...“should be used for students who enroll in a course and then never attend. ‘No Work’ in this context means that the instructor has no evidence that the student ever attended, in that no course work was ever submitted. Any student who does attend for part of the semester, and then stops participating should be given a grade of ‘F’ unless there are grounds for assignment of a grade of ‘I’ (Incomplete).” Fac. Doc. 1028; effective 9/94.

P (Progress), a temporary grade used for courses extending beyond one term. The final grade determines the grade for each term and replaces P grades for the course.

Q (Question on Credits or Honors), a temporary grade used during grade reporting to indicate a credit problem. Should only be used when the student is enrolled for the wrong number of credits or their honors indication is incorrect. A Q grade may be represented on a grade report as “?”.

R (Registered), not used after the Summer 1974.

W (Withdrew), indicates the student withdrew from the University while enrolled in the course.

Audited courses, denoted as such by ‘AU’ in place of a number of credits, are graded either S (Satisfactory) or NR (No Report).

### CREDIT/NO CREDIT COURSES

Some courses are designated as being offered on a Credit/No Credit basis. The transcript for the course will indicate either CR, meaning the student earned the credits for which the course was offered, or N,

meaning that the student did not earn any credit even though enrolled for the course. Students may not take such courses on any other basis.

## PASS/FAIL

### Policy on Use of Pass/Fail Grading Option for Undergraduates

This policy concerns the use of the pass/fail grading option for degree-seeking undergraduate students. According to the UW–Madison grading scale, grades of S (satisfactory) and U (unsatisfactory) are the transcribed grades that are used for what is commonly known as pass/fail. It applies only to courses that use the default A–F grading scale and that also allow students to choose to take a course on a pass/fail (PF) basis.<sup>1</sup>

The instructor enters the letter grade earned by students on the grade roster, and those letter grades are subsequently recorded as a pass (S) or fail (U) on the student record. A pass (S) will be recorded when a letter grade of A through C is earned. A fail (U) will be recorded when a letter grade of D or F is earned. In addition to the S or U notation, the student transcript includes the symbol # for courses that were taken on a pass/fail basis. Neither the S nor the U is used in computing the grade point average. Instructors are not informed that a student has elected to take the course pass/fail.

### Student Eligibility

Students must be in good academic standing according to their school/college in order to be eligible to request the pass/fail grading option.

Undergraduates may carry one course on a pass/fail basis per term and a maximum of 16 credits during their undergrad career. The summer sessions collectively count as a single term.

Required courses cannot be taken on a pass/fail basis. The student's school or college may review the request to take a course pass/fail and reject requests for nonelective work. It may be difficult for the school or college official to determine whether a course is an elective or being used to fulfill a requirement since a student's enrollment or the way a course is being used in the specific program of study may change. Ultimately it is the student's responsibility to be sure that the requested course is an elective. Students are strongly advised to consult with an academic advisor before taking a course pass/fail. Courses taken on a pass/fail basis will not count for nonelective requirements even if they would normally count toward such requirements.

Each school or college is responsible for clearly communicating to its students what the definition of "good academic standing" is and what a free elective is.

In each school or college, the office responsible for academic policy exceptions is authorized to make exceptions to the pass/fail policy.

### Process for Requesting the Pass/Fail Grading Option

Students indicate that they would like to have a course they are enrolled in graded on a pass/fail basis by completing a course change request via their Student Center (see Course (<https://kb.wisc.edu/registrar/7700/>)/[Change Request](https://kb.wisc.edu/registrar/7700/) for detailed information). Students may submit pass/fail requests via their Student Center from the time that they enroll until midnight on the Friday at the end of the fourth week of fall and spring semesters. (For modular and summer session courses, pass/fail requests must be submitted by midnight Friday of the week in which the session is one-fourth completed).

The deadline for requesting the pass/fail grading option is posted on the Office of the Registrar website (<https://registrar.wisc.edu/dates/>). These deadlines are based on the idea that the pass/fail option is intended to

encourage students to explore educational opportunities that they might otherwise not be willing to attempt. Pass/fail is not intended as a way for students to avoid academic consequences.

Once the student has submitted the request to take a course on a pass/fail basis the request is routed via Student Information System workflow to an academic dean in the school or college for approval or further communication with the student. The school/college official must approve the request before the grading option is changed to pass/fail by the Office of the Registrar.

Students can see whether a course is being graded on a pass/fail basis in the MyUW Student Center's Academic Records > View Grades section.

<sup>1</sup>For study abroad programs operated by the College of Engineering, courses taken abroad toward an engineering major will be posted as pass/fail. This occurs automatically and is not a student option; this practice is not covered or affected by this policy.

## FAILURES

Every course grade of F counts as 0 grade points and remains permanently on the transcript. If the course is repeated, the original F will remain on the transcript and will be included in computing the GPA.

## INCOMPLETES

*This is a summary of the Undergraduate and Special (Nondegree) Student Lapsed Incomplete Grades policy. Click here (<https://policy.wisc.edu/library/UW-1094/>) to view the official policy in its entirety in the UW–Madison Policy Library.*

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.

The student must initiate the request for a grade of Incomplete with the instructor before the end of the term. The instructor and student must agree on the coursework to be completed and establish a plan for the work to be submitted by the student, and the instructor-assigned grade change to be entered in the student information system and updated on the student record prior to the deadlines below.

### Deadline for Resolving Incomplete Grades

- Incomplete grades assigned in spring semester or summer term must be updated on the student record by the Friday of the eighth week of the following fall term.
- Incomplete grades assigned in fall semester must be updated on the student record by the Friday of the eighth week of the following spring term.

### Consequences for Not Completing Coursework

If the Incomplete grade is not changed to a final grade by the Friday of the eighth week deadline, the Incomplete grade will be changed (lapsed) to a grade of F or N (for Credit/No Credit courses).

If the outstanding work is unable to be completed by the deadline due to additional extenuating circumstances, the instructor may extend the time the student has to complete outstanding work by submitting a request to change the Incomplete grade to a grade of Extended Incomplete (EI).

- The Extended Incomplete grade must be accompanied by a new deadline date which should typically be no later than the last day of instruction for that semester/term.
- If the Extended Incomplete grade is not changed to a final grade by the deadline date specified by the instructor, the grade will be changed to a grade of F or N (for Credit/No Credit courses).

A graduating student with an Incomplete grade must complete all coursework before their degree can be awarded. The completion of coursework after the intended term/semester of graduation means that a student will be awarded their degree at the next official conferral date.

## AUDIT

Students may audit eligible courses with instructor and academic dean consent if no laboratory or performance skills are involved. Auditors may not recite or take examinations but are expected to attend classes regularly and do some assigned work. Although courses for which students enroll as an auditor are factored into tuition, such courses do not earn academic credit and do not count in determining full-time/part-time load for enrollment certification in an academic term. Students initiate a request to audit by completing a course change request via Student Center (see Course Change Request (<https://kb.wisc.edu/registrar/7700/>)) for detailed information). Students may submit audit requests via Student Center from the time that they enroll until midnight on the Friday at the end of the fourth week of fall and spring semesters. (For modular and summer session courses, audit requests must be submitted by midnight Friday of the week in which the session is one-fourth completed). School and college policies may vary from this description. Students are advised to consult with the instructor concerning specific course requirements that must be satisfied.

## CLASS STANDING

Students are classified by year according to the number of credits they have earned:

Freshman: fewer than 24 credits  
 Sophomore: 24-53 credits  
 Junior: 54-85 credits  
 Senior: 86 or more credits

## TUITION AND FEES

The UW System Board of Regents sets tuition and fee rates annually. Rates are subject to change without notice.

The tuition and fee schedule is available on the Bursar's Office website (<https://bursar.wisc.edu/tuition-and-fees/>). Students whose first enrollment for the term is after the first Friday of the official first week of classes are assessed a late initial enrollment fee. Exception: Special and Guest students have until the Friday of the second week of classes to enroll.

Enrolled students can view account charges/payments, financial aid (loans, grants, scholarships) received, and refunds on their MyUW (<https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO/?execution=e5s1>) Student Center, Financial Account. Students can also access links to view and pay student account eBills, set up Authorized Payers for account access, and enroll for eRefund.

The Bursar's Office provides the student account bill electronically (eBill). The eBill is published on the MyUW (<https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO/?execution=e5s1>) Student Center payment portal.

Students and their Authorized Payers receive an email when the eBill is available to view.

For questions about tuition rates, student account activity and billing questions, contact the Bursar's Office.

[tuition@bussvc.wisc.edu](mailto:tuition@bussvc.wisc.edu) (include student ID and name)  
 608-262-3611

333 East Campus Mall #10501  
 Madison, WI 53715-1383

## Making Payments

Student Account payment options include making an online ePayment, mailing a check to the Bursar's Office, or placing a check in the first-floor lobby dropbox. For detailed payment information, see Payment Methods (<https://bursar.wisc.edu/student-tuition-account/payment-methods/>) on the Bursar's Office website.

If the balance is not paid by the due date, a late fee is assessed and a hold is placed to prevent future enrollment until the account is paid.

## RESIDENCE FOR TUITION PURPOSES

At the University of Wisconsin-Madison, residence for tuition determinations are governed by Wisconsin Statutes 36.27(2). The standards to qualify as a Wisconsin resident are unique to this law and may differ from standards used to determine residency for other purposes, such as voting, paying taxes, obtaining licensures, and other forms of residency. In general, eligibility for resident status requires that an independent student (or the student's parent, if the student is a dependent) must demonstrate bona fide residency in Wisconsin for at least twelve months immediately prior to enrollment for any term. However, the law also states that individuals who come to Wisconsin primarily for educational purposes do not qualify as Wisconsin residents for tuition purposes, even if they meet the remaining eligibility criteria. As a result, students who begin their enrollment as nonresidents usually maintain nonresident status for the duration of their enrollment.

While all individuals who do not demonstrate eligibility under Wisconsin Statutes 36.27(2) will be classified as nonresidents, the law does provide a limited set of exceptions to twelve-month period normally required to establish bona fide residency. These exceptions pertain to some (but not all) individuals who are refugees in Wisconsin, who have certain military or veteran statuses, or who have relocated to Wisconsin for full-time, permanent employment under certain conditions. If you have questions about whether your circumstances might align with the exemptions noted here, you may wish to contact a residence specialist to discuss your residency further.

For more information and the full text of Wisconsin Statutes, Section 36.27(2), see the Office of the Registrar website (<https://registrar.wisc.edu/residence/>) or contact a residence specialist at 608-262-1355 or [ResidenceForTuition@registrar.wisc.edu](mailto:ResidenceForTuition@registrar.wisc.edu).

Nonresident students who plan to use federal veteran benefits such as the post-9/11 GI Bill may be eligible for resident tuition rates even though they are formally classified as nonresidents of Wisconsin. If you plan to use veteran benefits while enrolled at UW-Madison, you may wish to speak with University Veterans Services at 608-265-4628 or [veterans@wisc.edu](mailto:veterans@wisc.edu) for more information about how to use your military benefits at the University.

## MINNESOTA RECIPROCITY FOR TUITION RATES

Minnesota residents who are certified by the Minnesota Office of Higher Education for the appropriate term to attend UW–Madison under the Minnesota–Wisconsin Tuition Reciprocity Agreement will be assessed the approved reciprocity tuition rate, plus the segregated fees assessed to all UW–Madison students. Students under this program will be classified as nonresidents of Wisconsin. Minnesota residents must apply to the Minnesota Office of Higher Education for verification of their eligibility for reciprocity.

To learn more about eligibility, application procedures, and deadlines, visit the UW–Madison Minnesota Reciprocity website (<https://registrar.wisc.edu/reciprocity/>). Students may apply online and find additional information at the Minnesota Office of Higher Education website (<http://www.ohe.state.mn.us/>).

It is the student's responsibility to inquire about application procedures, deadline dates, and reapplication procedures. Students may apply online on the Minnesota Office of Higher Education website (<http://www.ohe.state.mn.us/>). Questions may be directed to the Minnesota Office of Higher Education:  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
651-642-0567 or 1-800-657-3866

They may also be directed to the UW–Madison Office of the Registrar (<https://registrar.wisc.edu/>):  
333 East Campus Mall #11101  
Madison, WI 53715-1384  
[registrar@em.wisc.edu](mailto:registrar@em.wisc.edu)  
608-262-3811