Print-Based Course Policies
12-Month Enrollment

Note: All policies are subject to change.
Please bookmark the link to this document as a reference to the most recent information:
www.uwplatt.edu/files/distance-education/PDF/pbcoursepolicy_twelvemonth.pdf

COURSE LENGTH AND COMPLETION
Course enrollments are for twelve months (but students may complete their course in less than twelve months if
they choose). There are no extensions. In order to remain under the degree requirements that are in effect at
the time of your first enrollment, you must make academic progress. This means that you must complete at least
one UW-Platteville course every two years. If you do not make academic progress, your student status will be
discontinued and you must re-apply to the program and abide by the catalog requirements in effect at the time
of the new application/enrollment.

PRINT-BASED STUDENT ENGAGEMENT POLICY - Effective for enrollment start dates of January 1,
2019 and beyond.
While print-based courses are meant to provide flexibility to you, so that you may progress through the course
at your own pace, it is recommended that you do not try to complete the course in too short a timeframe.
Therefore, you must comply with the student engagement policy stated below.

To pass a print-based course, you must:
1. submit the first assignment for this class with no less than eight weeks left in your enrollment
(12-month or standard term),
2. submit no more than one unit of assignments per week, and
3. submit all the unit assignments before taking the respective unit exam.

If requested by your instructor, you must send your instructor a detailed plan for completing the course in no
less than eight weeks (including a timeline for submitting assignments and taking exams). If issues arise that
prevent you from sticking to the plan, you must communicate with the instructor so you can establish a new
plan for completing the course.

Lastly, it is recommended that you incorporate the feedback from the instructor in your future assignments. If
you have any questions about your instructor’s expectations for submitting assignments and/or incorporating
feedback, please do not hesitate to reach out to your instructor for clarification on his or her specific
expectations for the assignments.

The rationale for this policy is that most print-based courses are three credits and cover the same material as a
16-week course. For a three-credit, 16-week course, it is expected that you work on the course for 9 to 12 hours
per week; therefore, the course will require between 140 to 200 hours of work to complete (140 hours is the
equivalent 17.5 eight-hour days, while 200 hours is the equivalent of 25 eight-hour days). Therefore, even
working eight hours per day on a course, you cannot successfully complete it in a few weeks or even a month.
Furthermore, if you spend less time on learning the course material, you would not be dedicating enough time to master the subject matter.

Police approved by the School of Business in spring 2018

DROP/REFUND POLICY FOR 12-MONTH PRINT-BASED COURSES
Courses start on the second day of every month. You and your advisor will determine your start date. You must register AND pay for a course by the 15th day of the month PRIOR to your start date or your registration permission will be removed, and you will need to contact your advisor to repeat the registration process.

1. If your request to drop a course is submitted on or before the registration/payment deadline for your course start date, you are eligible for a 100% refund of tuition and nonrefundable tuition paid. **Nonrefundable tuition is $30 per credit, $90 for a 3-credit course.**
2. If your request to drop a course is submitted from the 16th through the 1st of the month (immediately prior to your course starting date), you are eligible to receive a 100% refund of tuition less $30 per credit nonrefundable tuition.
3. If your request to drop a course is submitted on or after the 2nd of the month (i.e. the starting date of the course), and PRIOR to the 30th day of the course, you will be eligible for a refund of 80% of tuition paid (less the $30 per credit nonrefundable tuition).
4. If your request to drop a course is submitted on or after the 30th day of the course, you will not receive a refund and will owe all tuition/nonrefundable tuition. You will also be charged a $45 per course drop fee.
5. If your request to drop a course is submitted on the 30th day of the course through the 6th month of the course, a “W” for withdrawal will be recorded on your transcript.
6. **You may not drop a course** after the last day of the 6th month of your enrollment.

How to Drop a Print-Based Course
1. Review the drop/refund policies and deadlines you agreed to when registering.
2. Complete a Course Drop form.
3. Send the form to the Center for Distance Learning. Accepted via mail or scan/email.
4. Watch for a confirmation letter confirming your drop was processed. If you do not receive this confirmation letter, contact the Center for Distance Learning.

If you have third party payment arrangements (i.e., financial aid, veteran's benefits, etc.), you are responsible for all charges to your account that are not paid by those parties due to your dropping any course(s).

FEDERAL AND STATE FINANCIAL AID (for degree-seeking students)
If you are enrolled in 12-month print-based courses you **CANNOT** receive financial aid for those courses. All questions concerning financial aid should be directed to the Financial Aid Office:

Financial Aid Office, University of Wisconsin-Platteville
204 Brigham Hall, 1 University Plaza
Platteville, WI 53818-3099
Phone: 800.616.0412 or 608.342.1836
Be sure to indicate that you are either a prospective distance learning student or a current/former distance learning student in all correspondence with the Financial Aid Office. This will help the financial aid staff better answer your questions.

**STUDENT LOAN DEFERMENTS**

Whether you can defer your loan payments is dependent on your registrations, as well as the type of loan you have. Student loan deferment forms must by processed by the UW-Platteville Registrar’s Office. Please indicate on the deferment form that you are a distance learning student. Deferment forms should be sent to:

Office of the Registrar  
University of Wisconsin-Platteville  
1 University Plaza  
Platteville, WI 53818-3099

Phone: 608.342.1321  
Fax: 608.342.1389

The Registrar’s Office, not the Center for Distance Learning, confirms your enrollment for deferment requests. Regulations permit the university to verify enrollment for UW-Platteville courses only. If you are taking courses with UW Colleges, or any other school, verification for those courses must come directly from those institutions, even if you have a financial aid consortium agreement.

**UW-Platteville PRINT Courses are reported as follows:**

<table>
<thead>
<tr>
<th>Start Month</th>
<th>Verification Term</th>
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<tbody>
<tr>
<td>January</td>
<td>Spring, same year</td>
</tr>
<tr>
<td>February</td>
<td>Summer, same year</td>
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<tr>
<td>March</td>
<td>Summer, same year</td>
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<td>April</td>
<td>Summer, same year</td>
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<td>May</td>
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<td>June</td>
<td>Summer, same year</td>
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<td>July</td>
<td>Fall, same year</td>
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<td>August</td>
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<tr>
<td>September</td>
<td>Fall, same year</td>
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<tr>
<td>October</td>
<td>Spring, next year</td>
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<tr>
<td>November</td>
<td>Spring, next year</td>
</tr>
<tr>
<td>December</td>
<td>Spring, next year</td>
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</tbody>
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If you take a combination of print and online courses, the number of credits you take, the start dates for those courses, and whether you already have loans in repayment status will determine how UW-Platteville reports your enrollment status. **Because of the individual nature of the enrollment verification for distance education students, we encourage you to contact the Registrar’s Office prior to your enrollment to discuss your personal situation.**

_Last updated 9/21/18_