



Academic Policy Changes 2012-13 Academic Year as Approved by the Faculty Senate

Incomplete Grades

Sometimes it is appropriate, because of student illness or other unusual circumstances, to give a grade of incomplete. A student who begins a term on final probation may not receive a grade of incomplete in a course during that term without consent of the Dean of the college in which the course was taken. Any incomplete grade submitted which has not been approved will be recorded as an “F.”

After a student receives an incomplete, it is the student’s responsibility to complete all work and assignments necessary to complete the class requirements within six months (26 weeks) after the end of the term in which the incomplete is recorded. Unless a grade of incomplete is changed, or the Registrar is notified by the instructor of an extension up to six additional months, **before** the end of the standard six month time limit, the incomplete will be changed to an “F.”

Academic Probation and Suspension (Dismissal)

Students whose academic records do not meet the minimum achievement standards of the university are placed on academic probation or suspension.

For students enrolled in seven or more credits in any semester, the minimum acceptable standards for retention are as follows:

- Good Standing Cumulative g.p.a. 2.00 or higher
- At Risk Freshmen (0-29 earned credits) with Cumulative g.p.a. of 1.80 to 1.99; cannot be “At Risk” more than two semesters
- Probation Cumulative g.p.a. less than 2.00 and
 - 1) previous term was good standing; or
 - 2) freshmen who have been “At Risk” for two semesters
- Final Probation Cumulative g.p.a. less than 2.00 and
 - 1) previous term was probation; or
 - 2) previous term was final probation and term g.p.a. is greater than 2.00; may continue on final probation twice
- Dismissal Any semester with a term g.p.a. less than 1.00 or previous term was final probation and criteria to continue on final probation are not met

Part-time students enrolled for six credits or less in the given semester who previously have been in good standing with the university and earn a semester g.p.a. less than 1.00 will not be dismissed but will be placed on academic probation. The part-time student can be removed from probation by raising their cumulative g.p.a. to 2.00 or higher within the next 12 credits of their enrollment. If after the additional credits the cumulative g.p.a. is still below 2.00, the student will be dismissed from the university.

Course Repeat Policy

Any student at UW-Platteville may repeat any given course a single time, with the grade from the second attempt replacing the grade from the first attempt in the calculation of the student's overall grade point average. However, in the event that a student takes a particular course for a third time (or in any additional instances of enrollment beyond the third attempt), the grade earned will not replace the previous grade, but rather all attempts in a course subsequent to the first enrollment will be permanently maintained in the calculation of a student's overall GPA.

Moreover, after repeating a course once, students who wish to enroll in that same course on a third (or additional) occasion will not be permitted to register for that course again until they have secured consent to do so from the Dean (or the Dean's designee) of the college in which the course is offered in consultation with the student's advisor.

For the purposes of this policy, an instance in which a student withdraws from a course at a point during the semester in which a W appears on the transcript (in the case of a 16-week course during the fall and spring semesters, the deadline to withdraw without a W appearing on the transcript is normally the tenth day of the semester) will be counted as an attempt in the course.

Academic Misconduct Grade

In a first instance of academic misconduct as defined in Chapter 14 of the UWS "Policies Governing Student Life," where the resulting course grade is an "F" or other grade, that grade will forever be calculated within the student's semester and cumulative grade point averages and cannot be removed from that calculation. In other words, the "F" or other grade resulting from academic misconduct is a permanent grade on the transcript. However, in a first and only instance of an "F" or other grade being issued in a course due to academic misconduct, no special designation will be made on the transcript to indicate academic misconduct. A letter, as required by UWS Chapter 14, to inform the student and appropriate personnel of this disciplinary action, will be sent by the faculty member to the Registrar, the student's academic advisor, the Assistant Chancellor for Student Affairs, the Vice Chancellor, the Dean of the College, and the Department Chair. The letter to the student may be delivered in person or by regular, first class service by the U.S. Postal Service to the address listed with the University by the student. The student then has the right to appeal the grade, as per UWS Chapter 14; no misconduct grade will become permanent until a student's appeal has been adjudicated, or the deadline to file an appeal has passed without an appeal being filed.

For a second and any subsequent instance of a student committing academic misconduct resulting in a grade of "F" for the course or other grade, the resulting grade shall also be permanent and included in grade point average calculations and shall be designated by a "-M" following the grade to indicate the grade resulted from academic misconduct. Also, following a second instance of academic misconduct resulting in a grade of "F" or other grade, the student's first course that had a grade recorded by an "F" or other grade for academic misconduct, shall be updated to add the "-M" following that course grade. The Registrar is responsible for the updating of transcripts in accordance with this policy.

The faculty member shall follow the same procedures for notifying the student and appropriate university personnel as described for an initial instance of academic misconduct. The procedures of UWS Chapter 17 shall apply to this policy and a specific case of academic misconduct may be assigned to the Office of the Assistant Chancellor for Student Affairs as specified in UWS Chapter 14.

Reference to UWS Chapter 14 "Student Academic Disciplinary Procedures":
http://www.uwplatt.edu/university/documents/student_policies/chapter14.html