



# University of Wisconsin Centers

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Volume 1

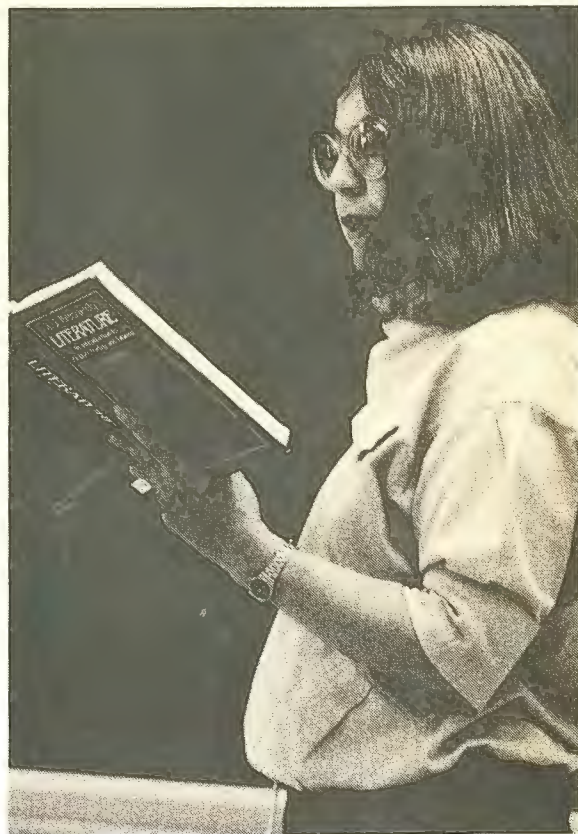




# **University of Wisconsin Centers**

The University of Wisconsin Centers is accredited by the North Central Association of Colleges and Schools.





## UW Centers campuses



### UWC-Baraboo/Sauk County

Student Services Office  
1006 Connie Road  
Baraboo, WI 53913-1098  
(608) 356-8351

### UWC-Barron County

Student Services Office  
1800 College Drive  
Rice Lake, WI 54868-2497  
(715) 234-8176

### UWC-Fond du Lac

Student Services Office  
400 Campus Drive  
Fond du Lac, WI 54935-2998  
(414) 929-3606

### UWC-Fox Valley

Student Services Office  
1478 Midway Road P.O. Box 8002  
Menasha, WI 54952-8002  
(414) 832-2620

### UWC-Manitowoc County

Student Services Office  
705 Viebahn Street  
Manitowoc, WI 54220-6699  
(414) 683-4707

### UWC-Marathon County

Student Services Office  
518 South 7th Avenue  
Wausau, WI 54401-5396  
(715) 845-9602

### UWC-Marinette County

Student Services Office  
750 W. Bay Shore  
Marinette, WI 54143-4299  
(715) 735-7470

### UWC-Marshfield/Wood County

Student Services Office  
2000 West 5th Street  
Marshfield, WI 54449-0150  
(715) 389-6530

### UWC-Richland

Student Services Office  
1200 Highway 14 West  
Richland Center, WI 53581-1399  
(608) 647-6186

### UWC-Rock County

Student Services Office  
2909 Kellogg Avenue  
Janesville, WI 53546-5699  
(608) 755-2823

### UWC-Sheboygan County

Student Services Office  
One University Drive  
Sheboygan, WI 53081-4789  
(414) 459-3733

### UWC-Washington County

Student Services Office  
400 University Drive  
West Bend, WI 53095-3699  
(414) 338-5201

### UWC-Waukesha County

Student Services Office  
1500 University Drive  
Waukesha, WI 53188-2799  
(414) 521-5210





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## How to use this catalog

Although you are enrolled at a specific University of Wisconsin Center, the policies and procedures are the same for students at each of the 13 UW Centers throughout Wisconsin. This catalog provides you with an overview of admissions, registration, and financial aid procedures, as well as academic regulations and programs, at the UW Centers. By reading this catalog, you will find what the institution can offer you as well as what is expected of you as a student.

Information on individual campuses, course descriptions, and lists of campus faculty and staff are included in Volume II of this catalog.

An advisor in your UW Center Office of Student Services or a faculty advisor will assist you in planning your academic program and your transfer eventually to another university.

Additional information on co-curricular activities, financial aid, special academic programs, and special features of your UW Center is available in the campus Office of Student Services.



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## ***Our commitment to you***

The University of Wisconsin Centers, a collection of 13 locally-owned campuses throughout the state, is proud of its transfer mission within the University of Wisconsin System. The UW Centers freshman/sophomore curriculum will provide you with the breadth of knowledge necessary for baccalaureate or professional study. Whatever your age, you will find the UW Centers to be excellent preparation for responsible citizenship and a valuable step toward lifelong learning.

We emphasize teaching excellence. Faculty and staff will take individual interest in your personal and intellectual development and encourage you to take an active role in learning. Each campus has developed programs to serve the special needs of its students, particularly those who are high achievers,

nontraditional in age, minority, or disadvantaged. At a UW Center, you won't wait until your upperclass years for experiences such as independent study, research, international travel, professional conferences, academic organizations, and extracurricular activities. Faculty and staff are available to introduce you to these important aspects of academic life.

Our commitment also includes service to our local communities. Local citizens benefit from continuing education, off-campus instruction, cultural enrichment, and the professional resources of the UW Centers.

Teaching excellence, personal interest, academic enrichment, enriching experiences, and community service—this is our commitment to you.

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## ***Frequently asked questions***

### ***Q. What is a University of Wisconsin Center?***

**A.** The 13 UW Centers offer freshman/sophomore level university instruction. Each UW Center offers a transfer curriculum for the baccalaureate degree and professional studies and a general education associate degree. Most students live in or near the community where the UW Center is located and commute to the campus. The physical facilities of each UW Center have been constructed by local county and/or city government, and the UW Centers are vital educational and cultural resources for area residents.

### ***Q. How do the UW Centers fit into the University of Wisconsin System?***

**A.** The UW Centers is one institution, consisting of 13 freshman/sophomore campuses, and is one of 15 institutions in the UW System. There also are 11 comprehensive universities (granting bachelor's and master's degrees), two doctoral universities (granting bachelor's, master's and doctorate degrees) and UW-Extension.

### ***Q. Will my credits transfer?***

**A.** Yes. Credits earned at a UW Center are University of Wisconsin credits and will transfer to other UW institutions and to colleges and universities across the country. However, it is important that you consult with the Student Services Office at your UW Center for detailed information about specific program requirements at other UW institutions and Wisconsin's private colleges. You should seek the help of an advisor as you plan

your program of study. Ask about special articulation agreements and joint admission, which may ease your transfer to UW institutions and private colleges.

### ***Q. Am I eligible for admission?***

**A.** Anyone who desires a university education and applies for admission to a UW Center will be considered for admission. If you graduated from high school or have a high school equivalent certificate, such as a GED, your chances of being accepted are good. If you are accepted and your high school record indicates that you may have difficulty with university work, you will be asked to participate in special programs and advising through the campus Office of Student Services. The UW Centers give special consideration on the basis of minority group status, physical or learning disability, U.S. Armed Forces veteran status, age group, incarceration, or economic or educational disadvantage. Consult the admission section of this catalog for the specific policy affecting you.

### ***Q. How do I apply?***

**A.** Applying is simple. Obtain a UW System Application for Undergraduate Admission from your high school guidance office, your local UW Center Student Services Office, or any UW admissions office and complete it. The form will list an address to which you should send your completed application and other required materials.

**Q. Are financial aid funds, scholarships, and part-time jobs available?**

**A.** Yes, at all campuses. To find the programs for which you qualify, see the financial aid section of this catalog and contact your local UW Center Student Services Office. This office also has information about on-campus and off-campus employment.

**Q. What degree can I earn at a UW Center?**

**A.** UW Centers offers a liberal arts Associate of Arts and Science Degree. The associate degree can be an advantage when you transfer to complete your bachelor's degree. In fact, all University of Wisconsin institutions will accept the associate degree as fulfilling the university-wide, college, and school general education breadth requirements.

Of course, even if you choose not to earn the associate degree, courses from the UW Centers will transfer to all UW institutions, as well as to private colleges in Wisconsin and public and private universities and colleges throughout the country.

**Q. What kind of faculty will I find at the UW Centers?**

**A.** The UW Centers places a major emphasis on teaching excellence. The faculty are highly qualified, dedicated individuals whose main interest is teaching freshmen and sophomores. UW Centers faculty understand the importance of one-to-one communication between a student and a professor, and they are committed to that kind of teaching. This commitment will be reflected in the high quality of your UW Center education.

**Q. I graduated from high school several years ago. Are there any programs at the UW Centers to help me ease into school again?**

**A.** Yes. The UW Centers believes in the importance of a mix of ages and experiences in a university classroom. A significant percentage of UW Centers students is over age 25. Faculty members and advisors are particularly aware of the special needs of non-traditional students—you will find orientation programs, services, or organizations for students like you. And, if you wish to attend part-time, a Student Services advisor can help you plan a class schedule around your job and family life.

**Q. Are there special programs to help me improve my academic skills?**

**A.** Many UW Centers offer special programs for basic skills development, and tutoring services are available. Your Student Services advisor can give you details about these programs.

**Q. My academic achievement always has been very high. Are there special programs for me?**

**A.** Yes. Several UW Centers offer honors programs, independent research, or other special projects for exceptional students. Inquire at the campus Student Services Office.

**Q. How can I become involved in extracurricular activities?**

**A.** Whether your interests are in student government, drama, music, athletics, outdoor activities, student publications, or other student-related activities, you'll find them on all campuses. Students also are offered opportunities for study and travel abroad. For details about how to get involved, contact a faculty member in your area of interest or the Student Services Office.

**Q. Is housing available in communities where UW Centers are located?**

**A.** Off-campus housing is available in every UW Center community. On-campus housing is available at UWC-Marathon, and private residence facilities for students are located near UWC-Fond du Lac, UWC-Marshfield/Wood, UWC-Barron, and UWC-Richland.

**Q. Do UW Centers offer vocational-technical college classes?**

**A.** No. Vocational-technical courses are not offered. Wisconsin has a separate and well-developed system of vocational-technical colleges. That system and the UW Centers have different missions and goals and, therefore, different course and program offerings.

**Q. Whom do I contact if I have questions or would like to visit a campus?**

**A.** If you would like more specific information or wish to visit a particular UW Center, contact the Office of Student Services at the campus of your choice. Names, addresses and telephone numbers of the 13 UW Centers campuses are included in this catalog.



## **University of Wisconsin System**

### **Board of Regents**

Ruth C. Clusen, Green Bay  
Erroll B. Davis, Jr., Madison  
Delmar E. DeLong, Delavan  
Esther Doughty Luckhardt, Horicon  
Lee Sherman Dreyfus, Waukesha  
Ness Flores, Waukesha  
C. Daniel Gelatt, La Crosse  
Herbert J. Grover, Madison  
Adolf L. Gundersen, La Crosse  
Camilla R. Hanson, Mellen  
Thomas L. Lyon, Shawano  
Albert O. Nicholas, Milwaukee  
Frank L. Nikolay, Abbotsford  
Paul R. Shilling, Milwaukee  
Obert J. Vattendahl, Milwaukee  
Robin J. Vos, Whitewater  
Laurence A. Weinstein, Madison

### **UW System Administration**

Kenneth A. Shaw, President  
Katharine C. Lyall, Executive Vice President  
Eugene P. Trani, Vice President for Academic Affairs  
Fred D. Poellnitz, Jr., Vice President for Business  
and Finance  
Paul Brown, Vice President for Physical Planning  
and Development  
Ronald C. Bornstein, Vice President for University  
Relations

## **University of Wisconsin Centers**

### **UW Centers central office administrative staff**

Portch, Stephen R. (1986)  
Chancellor  
B.A., University of Reading, England  
M.A., Pennsylvania State University  
Ph.D., Pennsylvania State University

Kaplan, Arthur M. (1985)  
Vice Chancellor  
B.A., University of Maine  
M.A., Boston University  
Ph.D., Cornell University

Kucera, Antone F. (1966)  
Assistant Chancellor for Administrative Services  
B.A., Loras College  
M.Ed., DePaul University

Smith, MaryAnn Yodelis (1989)  
Associate Vice Chancellor  
B.A., Briar Cliff College  
M.A., University of Wisconsin-Madison  
Ph.D., University of Wisconsin-Madison

Anhalt, James A. (1969)  
Controller  
B.S., University of Wisconsin-Madison

Edlebeck, Daniel J. (1985)  
Registrar  
B.S., University of Wisconsin-Stevens Point  
M.S., University of Wisconsin-Milwaukee

Hinz, JoAnn M. (1985)  
Assistant to the Chancellor for University Relations  
B.S., University of Wisconsin-River Falls

Reigstad, Lyn L. (1979)  
Assistant to the Chancellor for Affirmative Action

Roy, Nora A. (1988)  
Director of Academic Services  
B.A., University of Wisconsin-Madison  
M.S., University of Wisconsin-Madison  
J.D., University of Wisconsin-Madison

Pfeiffer, Thomas G. (1986)  
Assistant Director, Financial Aid  
B.A., Wesleyan University  
M.A., University of Montana

## **History of the UW Centers**

The roots of the UW Centers extend to the establishment of off-campus classes and the creation of UW-Extension in 1907. In 1946, the UW Regents developed a policy for local communities to provide buildings for exclusive use by the UW Centers. Early UW Centers were part of the former University of Wisconsin (Madison campus). Later, other UW Centers were added by institutions of the former Wisconsin State University System. The merger of the University of Wisconsin and the State University System in 1972 resulted in the University of Wisconsin System and reunited the UW Centers in mission under the name University of Wisconsin Center System. In 1983, the name of the institution became the University of Wisconsin Centers.

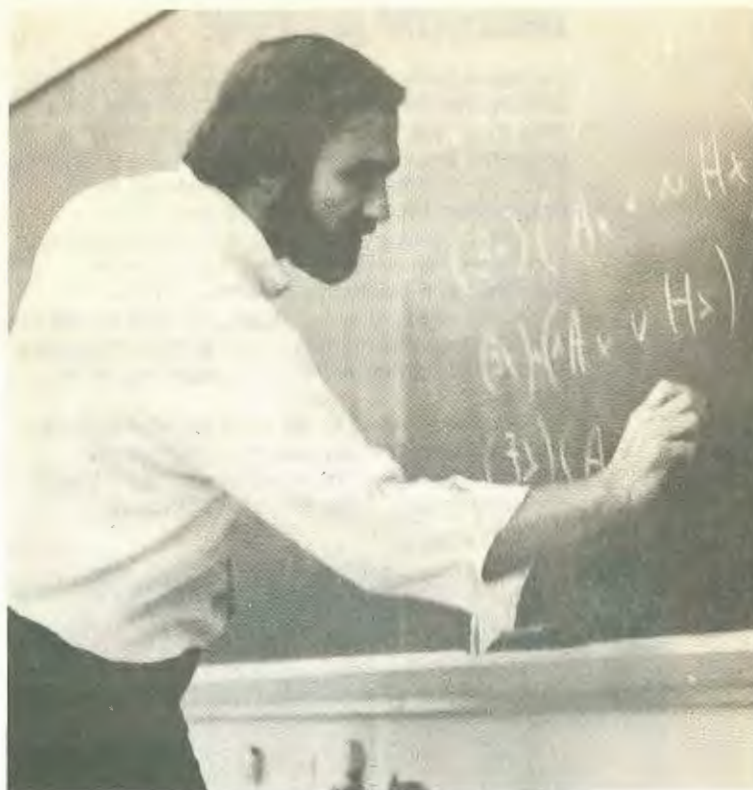
## **UW Centers structure**

The physical facilities of the 13 freshman/sophomore campuses were built by and are maintained by local counties and municipalities. Educational programs are provided by the University of Wisconsin System. This unique relationship has created strong campus-community bonds and a pride which gives the UW Centers a special character within the UW System.

The UW Centers campuses enroll approximately 11,000 students, including the largest number of freshmen in the UW System. About one-third of the enrolled students are over age 24, making the non-traditional student an important component of the student body. UW Centers are effective in meeting the needs of adult learners seeking life-long education near their work and families.

Each UW Center is administered by a Campus Dean who reports to the Chancellor. The Student Services staff on each campus works closely with the Campus Dean as a vital part of the campus administrative team. You will become familiar with the Student Services staff members as they assist you in your academic, career, and financial aid planning. Shared governance is organized through campus collegiums, the UW Centers Senate, the institution-wide Academic Staff Advisory Committee, and through 17 institution-wide academic departments. Student governance is organized both on a campus basis and institution-wide.

The Chancellor is the chief executive officer of the UW Centers and reports to the President of the UW System. Assisting the Chancellor in the operation of the UW Centers are the Vice Chancellor, an Associate Vice Chancellor, the Assistant Chancellor for Administrative Services, and their staffs. A central headquarters for the Chancellor and the administrative staff is located in Madison.



## **Board of Visitors**

Thomas M. Alby, UWC-Fox Valley  
Joseph S. Berger, Jr., UWC-Fond du Lac  
Charles W. Conrardy, Jr., UWC-Sheboygan County  
Gail L. Fox, UWC-Manitowoc County  
Janet L. Hubbell, UWC-Washington County  
Terry O. Leigh, UWC-Marinette County  
Ronald F. Meyer, UWC-Waukesha County  
James E. Olson, UWC-Richland  
Allen J. Paschen, UWC-Baraboo/Sauk County  
Beatrice A. Ptacek, UWC-Marshfield/Wood County  
Phyllis Schieffer, UWC-Barron County  
Gerald D. Viste, UWC-Marathon County  
Joan M. Waite, UWC-Rock County



## ***Distinctive programs***

**Central American Programs.** UWC-Barron County, UWC-Marinette County, and UWC-Richland are the sites of programs for Central American students. The programs are funded by the U.S. Agency for International Development and are administered by Georgetown University in Washington, D.C.

The programs are offered to Central American and Caribbean students on the basis of their academic and leadership potential and their economic need. After two years, the students return to their home countries to continue their educations or to work in professional or management training positions.

Prior to enrolling in the regularly offered liberal arts courses of the UW Centers, the students generally receive intensive training in English as a second language. Trips to major U.S. cities,

homestays, and local volunteer projects are ways the program helps the Central American students learn about American society. At the same time, these students bring a cultural diversity to the UW Centers and its other students that is critical to a liberal arts education. In addition, UWC-Richland provides an opportunity for visits to Central America.

**Developmental Education Program.** The Developmental Education Program is located at UWC-Rock County, UWC-Waukesha County, and UWC-Baraboo/Sauk County (at the Federal Correctional Institution-Oxford), and is designed to provide academic support services to disadvantaged students. First-generation college students, low income students, and students with physical disabilities can receive special advising, tutoring, skills improvement classes, and other support services. The primary goals of the Developmental Education Program are to improve the college skills of eligible students and retain those students to graduation (associate degree) or transfer them to colleges and universities where they may earn the bachelor's degree. The program is supported by UW Centers funding in addition to a grant from the U.S. Department of Education Special Services for Disadvantaged Students.

**Project Excel.** Project Excel, located at UWC-Rock County, is a pre-college program for minority students in three Beloit public schools: Aldrich Junior High School, McNeel Junior High School, and Beloit Memorial Senior High School. The program is designed to motivate and encourage minority students to remain in school and prepare for college. Activities include academic advising, career advising and workshops, college selection and application processes, financial aid workshops, campus visits, and participation in cultural events. The project is funded through a pre-college allocation from the University of Wisconsin System.

**UWC-Baraboo/Sauk County: Oxford College Program.** Located on-site at the Oxford Correctional Institution, this program offers the UW Centers Associate Degree to inmates eligible for admission to the UW Centers. Junior/senior level courses leading to a baccalaureate degree are offered by the UW-Stevens Point.

In addition to credit programming, there is an on-site college library and the UW Centers Developmental Education Skills Program. Students are provided with library resources, intensive academic advising, and special assistance in reading, writing, mathematics, and study skills.

In addition to funding from student financial aid, the Oxford College Program is supported by the Federal Bureau of Prisons, the UW Centers, and UW System Administration.







**Postsecondary Re-Entry Education Program (PREP).** This program provides inmates in Wisconsin state correctional institutions with the opportunity to obtain the knowledge and skills that will facilitate successful re-entry into society and the world of work. In addition to offering the UW Centers associate degree program, PREP emphasizes college skills, computer literacy and career skills, as well as workshops and counseling dealing with re-entry skills. Cultural programs and lectures are presented to broaden students' awareness of humanistic values and appreciation of cultural works. Faculty from various UW Centers campuses travel to the correctional institutions to teach.

PREP is offered to those incarcerated at Kettle Moraine, Taycheedah, and Waupun Correctional Institutions if the persons are eligible for admission to the UW Centers. In addition to funding from student financial aid, including special Talent Incentive Program grants, PREP is supported by the UW System Administration, the UW Centers and the Wisconsin Division of Corrections.

**Women's Studies.** Women's Studies courses examine past and present scholarship about women, challenge the traditional disciplines in their conventional disregard or distortion of women's experiences, and raise questions about women's position in society. These courses are interdisciplinary, aimed at developing theories and tools for a more comprehensive study of gender. Women's Studies courses provide preparation for many fields of study; they encourage students to think critically in analyzing the impact of gender in their lives. UW Centers campuses offer several Women's Studies courses which are cross-listed in the English, Philosophy, Sociology/Anthropology, and Psychology departments. If you are interested in information about Women's Studies offerings, contact the Student Services Office on your campus.



# Admission, Tuition and Fees, Financial Aid



## Admission policy

Anyone who desires a University education will be considered for admission to a University of Wisconsin Center. Prospective students should apply early. Certain applicants who meet the minimum admission requirements (e.g. those that rank in the bottom quarter of their high school graduating class, or hold a G.E.D.) may have their admission deferred to a future term because of enrollment management considerations.

If you are admitted and your high school record, placement test score, or other previous academic performance indicates that you may have difficulty with university work, you will be required to participate in special programs aimed at remedying these difficulties. This policy is outlined under "High risk and waiting list admissions" categories.

### Placement testing

You will be required to take English and mathematics placement tests prior to registering as a freshman. Students whose scores on the English or mathematics placement test fall below institutional cutoffs will be considered high risk students and required to participate in special programming.

The American College Test (ACT) is required of all incoming University of Wisconsin freshmen. The test will be used for academic advising, career planning, and placement test interpretation.

## Admission Requirements

### Through Spring 1991

To be admitted to the UW Centers as a new freshman you must:

1. Have graduated from a recognized high school, have a G.E.D., or present other evidence of ability to begin university work.
2. Meet the following 11 college preparatory credit distribution requirements: 4 English credits, 3 social science credits, 2 mathematics credits (algebra and courses leading to calculus), and 2 Natural Science credits. Those who earned the G.E.D. are assumed to have met these requirements.
3. Take the American College Test (ACT). The ACT scores must be received by the UW Center Office of Student Services before you will be permitted to register for classes.

If you fail to meet these requirements, you may appeal to the Director of Student Services for an exemption. Particular consideration will be given to applicants, on the basis of minority group status, physical or learning disability, U.S. Armed Forces veteran status, age group, incarceration, or economic or educational disadvantage.

### High risk and waiting list admissions categories

You will be required to participate in special programming if you have any of the following characteristics:

1. High school class rank in lowest quartile;
2. G.E.D. or G.E.D. certificate;
3. High school academic course deficiencies; or
4. Transfer student entering on probation.

### In special programming:

1. You will receive mandatory advising prior to registration.
2. At the discretion of your advisor and the UW Center, you may be required to:
  - a. restrict your course load and course selection;
  - b. attend regular meetings with an advisor throughout the semester or session;
  - c. enroll in appropriate basic skills courses and/or tutoring.



You will be required to meet with an advisor prior to each registration until you achieve a cumulative GPA of 2.0 with 12 or more credits.

If you do not wish to register under these conditions, you may appeal for an exception to the appropriate committee at the UW Center.

## **Application**

To be considered for admission, you must submit a University of Wisconsin System Application for Undergraduate Admission. You can obtain this application form from your high school guidance office or from a UW Center. The completed form and any required materials should be sent to the UW Centers campus you are interested in attending.

A \$10 fee must accompany the application of prospective freshmen and transfer students from schools outside the University of Wisconsin System. Special students do not pay the application fee unless they become degree candidates or matriculate.

Applications are accepted after September 15 for the following fall or spring semester or summer term.

High school students are encouraged to apply early in their senior years. Early applicants have an advantage in obtaining academic counseling, financial aid, and preferred schedule of courses.

## **Joint admission**

The Joint Admission Program allows you to be admitted simultaneously to a UW Center and the UW institution to which you will transfer as a junior. After fulfilling certain credit and grade point average requirements, you will transfer with the same rights and privileges as those who begin their education at the bachelor's degree campus.

To be eligible for Joint Admission, you must meet freshman admission requirements at both the UW Center and the UW campus to which you will transfer. Applications may be obtained from the Office of Student Services at the UW Center, and must be returned to that office no later than the end of the second week of classes during the semester of initial enrollment at a UW Center.

Joint Admission is intended to guarantee admission to the bachelor's degree university, not automatic admission to specific programs, majors, or colleges at that university. You must meet the same admissions criteria for admission to majors, programs, and colleges as all other students at that university.

## **Transfer into a UW Center**

If you attended another college before applying for admission to a UW Center, you must complete the UW System Application for Undergraduate Admission form and submit official transcripts from your high school and all colleges you attended. If you

maintained a C average or higher (2.00 on a 4.00 scale) at your previous college(s), you are likely to be admitted. If you are admitted and had less than a 2.0 cumulative GPA, the UW Centers academic regulations (probation, suspended standards) will be used to determine your probation status.

A transfer student's application is not complete until official transcripts of all prior college work have been received and evaluated. In the event of unavailability of transcripts, other materials, such as grade reports, may be submitted. However, admission based on such data is tentative and may be revoked. Students suspended from another UW institution will not be admissible to a UW Center until the period of suspension elapses.

If you are admitted as a transfer student with lower than a C average, particularly during the last semester of attendance, you may be asked to meet the conditions outlined for new freshmen ranking in the lower 25 percent of their high school classes.

If you are a transfer student and are applying for financial aid, refer to the financial aid section of the catalog for application procedures. You must send a Financial Aid Transcript form to each institution you previously attended, even if you did not receive financial aid there. This will then be forwarded to the UW Centers Financial Aid Office. The forms are available at any campus financial aid office.

## **Returning students**

If you wish to attend a UW Center and were not enrolled the previous semester (excluding Summer Session) you must file a University of Wisconsin System Application for Undergraduate Admission and submit official transcripts of any non-UW Centers college work attempted since you were last enrolled at a UW Center. If you were dropped or suspended at the end of your last semester of enrollment at the UW Center, you must seek permission from the Office of Student Services to re-enter.

## **Nontraditional students**

The UW Centers encourages adults to apply for admission and work toward a degree, audit courses, or simply take courses for enrichment. The adult enrollment varies from one UW Center to another, but all the campuses have adult students in classes.

## **International students**

The admission requirements outlined in the catalog do not apply to students who are not residents of the United States. International applicants are admitted on the basis of superior scholastic ability, demonstrated by school records and certificates and on their ability to effectively use and understand the English language. International applicants also must



provide proof of their ability to pay all expenses while they are students.

All enrolled international students may be required to carry health insurance or show comparable coverage for medical expenses.

### **Special students**

Persons interested in taking certain courses, but not seeking a degree, are classified as "special students." In most cases, the special student admission criteria are more flexible than for degree students. However, special student applicants who have attended institutions other than the UW Centers may be required to submit transcripts and educational records as part of the admission process. In terms of registration, degree seeking students may be given priority over special students because of course demand and/or enrollment limitations. If you are interested in enrolling as a special student, please consult with the campus Office of Student Services about additional requirements prior to application.

**High school students.** High school students, especially seniors, who wish to enroll in courses before graduation may take the courses for credit or audit. However, they must file the standard UW System Application for Undergraduate Admission and have the recommendation of their high school principals. Students should consult with the Office of Student Services about additional requirements prior to application. Any UW Centers credits and grades earned by high school students are part of their official records and are fully accredited, transferable UW credits.

**Matriculating special students.** Special students who plan to seek a degree must submit a UW System Application for Undergraduate Admission and official educational records after completing six hours of course work before they will be permitted to enroll in additional UW Centers courses.

**Auditors.** The UW Centers encourages adults to audit courses. All auditors must have approval of the instructor teaching the course. Approval is usually granted unless admitting auditors increases the classroom space requirements or costs of instruction. Wisconsin residents who are 62 years old or older, or who are disabled and receiving federal old-age survivors and disability insurance benefits (OASDI), may audit courses without charge if this will not result in additional laboratory or instructional costs.

### **Resident status for tuition purposes**

Regulations determining residency status for University of Wisconsin admission and tuition are in the Wisconsin Statutes. You are classified as a resident or non-resident when you are admitted to the UW System.

If you do not qualify as a Wisconsin resident, you must pay non-resident tuition in addition to student fees. Residency regulations for tuition purposes differ from those established for voting or paying taxes.

If you are a Minnesota resident, you may qualify for in-state tuition by applying to the Minnesota Higher Education Coordinating Commission, Suite 400, Capitol Square, 550 Cedar St., St. Paul, MN 55101.

If you have been a resident of Menominee County, Michigan, for one year prior to your enrollment date, you may enroll at UWC-Marquette County as a Michigan-Wisconsin compact student. This compact agreement permits you to pay the resident tuition rate at UWC-Marquette County only.

If you are classified as a non-resident for tuition purposes and believe that classification is incorrect, contact your campus Office of Student Services.

## **Tuition and Fees**

Academic tuition is set by the UW Board of Regents. Segregated or student fees are recommended by the campus, reviewed by the Chancellor, and approved by the Board of Regents.

For Wisconsin residents, the 1989-90 tuition and fees range from \$671 to \$731 per semester for full-time students who carry 12 through 18 credits; full-time, non-resident student fees range from \$2113 to \$2173 per semester. Additional fees will be assessed for students who carry more than 18 credits. Part-time students, defined as those carrying 11 or fewer credits, pay from \$56 to \$61 per credit if they are residents and from \$176 to \$181 per credit if they are non-residents. Since tuition and fees change each year, contact either the UW Center Student Services Office or Business Office for current information.

All tuition and fees are payable at the time of registration. You must either pay your fees in full or enter into a formal partial payment agreement if one is offered by the campus.

**Full-time students** who fail to make the appropriate arrangements by the end of the first week of classes will face the following additional assessments:

- \$30 if fees are paid in the second week of classes;
- \$45 if fees are paid in the third or fourth week of classes; and
- after the fourth week of classes, students will be assessed \$45 cash and their registrations will be cancelled.



**Part-time students** who fail to make the appropriate financial arrangements face the following additional assessments:

- \$2.50 per credit, up to a maximum of \$30, if fees are paid in the second week of classes
- \$3.75 per credit, up to a maximum of \$45, if fees are paid in either the third or fourth week of classes.
- After the fourth week of classes, students will receive the maximum assessment and their registrations will be cancelled.

All students who do not make the appropriate financial arrangements and who do not attend any classes will have their registration cancelled at the end of the second week of classes.

The UW Centers assesses two additional fees:

1. A \$2 per copy charge for transcripts. (Transcripts are not issued to students with delinquent accounts.)
2. A bad check charge of \$5, plus any additional charges levied by the bank.

Under special circumstances, a student may be granted a payment deferral by the UW Center in order to extend the time to pay fees. Contact the UW Center Student Services Office for information.

Students must withdraw officially through the Office of Student Services in order to establish an official withdrawal date which will be used to calculate fees due, required repayments of financial aid, or refunds. Merely ceasing to attend class does not constitute official withdrawal from the UW Centers.

Fee and tuition refunds for the fall and spring semesters will be made according to the following schedule:

1st week of classes	100% refund
2nd week of classes	80% refund
3rd week of classes	60% refund
4th week of classes	40% refund
After 4th week of classes	No refund

If fees have not been paid before withdrawing, cancelling registration, or dropping credits, the fall and spring semester payment schedule will be:

**Full-time students:**

1st week of classes	No charge
2nd week of classes	\$30 plus 20% of original fee
3rd week of classes	\$45 plus 40% of original fee
4th week of classes	\$45 plus 60% of original fee
After 4th week of classes	\$45 plus full fee

**Part-time students:**

1st week of classes	No charge
2nd week of classes	\$2.50 per credit to a maximum of \$30 plus 20% of original fee
3rd week of classes	\$3.75 per credit to a maximum of \$45 plus 40% of original fee
4th week of classes	\$3.75 per credit to a maximum of \$45 plus 60% of original fee
After 4th week of classes	\$3.75 per credit to a maximum of \$45 plus full fee

## Student financial aid

The UW Centers has a comprehensive student financial aid program which includes all major federal and state aid funds. A central administrative office located in Madison coordinates the financial aid operation for the 13 UW Centers. Analysis of financial need and determination of individual aid awards are made in the Madison office. In addition, each campus has one or more staff members who serve as financial aid advisors. These advisors are located in the Student Services Office on each campus.

They can assist you in all areas of the financial aid process. They will help with pre-college financial planning, providing application forms and information, and advice about money management and post-college debt repayment.

### Eligibility for aid

To be eligible for financial aid you must meet the following criteria.

1. You must be a United States citizen or a permanent resident of the U.S. International students are ineligible for aid.
2. You generally must carry at least six credits per semester (or three credits in the summer). Exceptions may be made to this six-credit rule for Pell Grant funding. Contact the campus Student Services Office or the central Financial Aid Office for details.
3. You must demonstrate financial need. There are some exceptions to this general rule. See the next section on types of aid for more details.
4. You must not have defaulted on any educational loan or owe a repayment on any previous federal grant provided you by any post-secondary institution.
5. You must maintain satisfactory academic progress as outlined later in this section.
6. If you already have a baccalaureate degree, you are not eligible for grant funds. However, you may be eligible for loans or the work-study program if you are enrolled in a second degree program.



## **Types of financial aid**

There are three general types of financial aid funds: grants, which require no repayment; loans, which you must repay; and employment, which pays you for time worked on a job. There are also scholarship funds, which are similar to grants, and some miscellaneous benefits that can assist in financing your education. The next sections provide more information on the various types of funds available.

### **Grants**

Grants are financial assistance which you do not have to repay (unless you withdraw from school). The amount of a specific grant will depend on your financial need, or the availability of funds, and on specific federal, state, and institutional awarding policies for awarding grants.

**Pell Grants** are the most common source of federal grant funds to low income undergraduates. The federal government determines a student's eligibility and award amount, which can range from \$200 to \$2300 per academic year.

**Supplemental Educational Opportunity Grants (SEOG)** are federal funds awarded to high need students according to institutional and federal guidelines. They can range from \$100 to \$2000 per academic year, although awards over \$1000 are uncommon due to limited funding.

**Wisconsin Higher Education Grants (WHEG)** are funds awarded to needy Wisconsin residents according to state eligibility criteria. They can range from \$250 to \$1800 per academic year.

**Indian grants** are available to students who are at least one quarter Native American. Grants are available through both the Federal Bureau of Indian Affairs and the State of Wisconsin, and range from \$200 to \$1800 per academic year.

**Talent Incentive Program (TIP) grants** are awards for disadvantaged Wisconsin residents based on specific state eligibility criteria and range from \$200 to \$1800 per academic year.

**Wisconsin Handicapped Grants** are state awards for Wisconsin residents who have an auditory or visual impairment. These range from \$200 to \$1800 per academic year.

**Minority grants** are available through the state for Wisconsin residents who are of African-American, Hispanic, Native American, or Southeast Asian heritage. These are based on both financial need and academic merit. Awards range from \$200 to \$2200 per academic year.

### **Scholarships**

Scholarships are gifts from community, private, and campus sources. They may be based on academic merit or financial need or both. Campus foundations and local businesses provide more than \$197,000 in merit-based scholarships annually for students at the 13 UW Centers. No repayment is required. Contact your high school counselor and your campus Student Services Office for information on available scholarships.

## **Loans**

Loans are awards which must be repaid after you graduate or discontinue study. Some loans are based on financial need; others are not.

**Perkins Loans** (formerly National Direct Student Loans, NDSL) provide federal funds of up to \$4500 for the first two years of study. You must show financial need and be enrolled half-time to qualify. Interest does not accrue on your loan until you begin repayment nine months after you graduate, leave school, or are enrolled less than half-time. The interest rate is five percent simple interest annually. Provisions for deferring or cancelling payments are available.

**Stafford Loans (formerly Guaranteed Student Loans, GSL)** are federally guaranteed loans through banks and other lending agencies. You must show financial need and be enrolled half time to qualify. Undergraduates may borrow up to \$2625 per year, based on need, for the first two years of study and up to a maximum of \$17,250 for their undergraduate career.

The eight percent annual interest does not accrue, nor does repayment begin, until you are no longer enrolled at least half time. Provisions for deferring payments are available. Contact your campus financial aid advisor for more information.

**Parents Loans for Undergraduate Students (PLUS)** are variable interest rate loans made to parents of dependent students to help finance their children's education. The interest rate varies according to a federal index, but cannot exceed 12 percent. These loans are NOT based on financial need.

Loan proceeds must be applied to the student's educational expenses. Repayment begins within 60 days after the money is disbursed to the parent. The federal government does NOT pay the interest charges. Parents may borrow up to \$4000 annually for each child in college up to a maximum of \$20,000 for the child's undergraduate career. Provisions for deferring payments are available. For more information, contact the financial aid advisor in the Student Services Office.

**Supplemental Loans for Students (SLS)** are variable interest rate loans made to independent students to help finance their educations. The interest rate varies according to a federal index, but cannot exceed 12 percent. These loans are NOT based on financial need. Up to \$4000 may be borrowed annually to a cumulative undergraduate maximum of \$20,000. Interest is NOT paid by the federal government. Repayment begins within 60 days after the money is disbursed to the student. Deferment provisions are available. Contact your campus financial aid advisor for more information.



## **Employment**

There are many opportunities for students to work, both on-and off-campus, while attending the UW Centers.

**College Work Study** is a federal program offering employment to students who show financial need. Jobs are usually part-time, though students may work full-time during the summer.

**Regular student employment** opportunities are available on campus. Students working in this program do not need to show financial need.

## **Other aid and benefit programs**

In addition to the various federal and state financial aid programs described, additional sources of funding can assist you in financing your education.

**Veteran's benefits** are available to qualified veterans, members of the National Guard or Reserves, and, in some cases, to the sons, daughters, or spouses of deceased or disabled veterans. There are a wide variety of veterans programs available through both the federal Veterans Administration and through the State of Wisconsin. Contact your local Veterans Administration Office or your campus Student Services Office for details.

**Aid to Families with Dependent Children (AFDC)** is available through the state for individuals who have dependent children and who do not have sufficient income to support their children. Without AFDC, many students with children could not afford to return to college. Contact your county social services office for additional information.

**Vocational Rehabilitation Grants** are provided to qualified students by the state Department of Vocational Rehabilitation (DVR). To qualify, a student must have a physical, emotional, or learning disability and meet other criteria established by the DVR. Contact your local DVR office for additional information.

## **Applying for financial aid**

A variety of forms must be completed in order to receive financial aid. All forms must be on file before the UW Centers staff can determine your aid eligibility. Appropriate forms are available at the Student Services Office on each campus. The FAF, FFS, and UW System Application for Undergraduate Admission also are available at all high school guidance offices. These generally are the forms you must complete.

### **1.) All students:**

- a. Submit a UW Centers Financial Aid Application (FAA) to your campus Student Services Office.
- b. File a need analysis document, either the Financial Aid Form (FAF) from the College Scholarship Service or the Family Financial Statement (FFS) from American College Testing. Instructions and a pre-addressed

mailing envelope are provided with each form. Be sure to respond to the questions on the form that ask if you wish to apply for a Pell Grant and the Wisconsin Higher Education Grant (if you are a state resident). Also be sure to complete all sections of the form, including the nonfederal sections at the end. Four to six weeks after you file the FAF or FFS, you will receive an acknowledgment from the loan processor. Keep this for your records—DO NOT submit your acknowledgment to the campus Student Services Office or the UW Centers central Financial Aid Office.

- c. When you receive the acknowledgment from the processor, you also will receive a Student Aid Report (SAR), indicating your eligibility for the Pell Grant. Submit ALL copies of the SAR to your campus Student Services Office WHETHER OR NOT you are eligible for a Pell grant.
- d. There may be other forms required by the UW Centers central Financial Aid Office. The office will send a letter outlining additional forms or information needed.

### **2.) New freshmen and re-entry students:**

In addition to the requirements in (1), you must submit a UW System Application for Undergraduate Admission to your campus Student Services Office. Be sure to complete the questions regarding financial aid.

### **3.) Transfer students:**

In addition to the requirements in (1), you also must:

- a. Submit a UW System Application for Undergraduate Admission to your campus Student Services Office. Be sure to complete the questions regarding financial aid.
- b. Send a Financial Aid Transcript (FAT) to each post-secondary institution you have attended. This is required whether or not you received financial aid at your previous institution(s).

## **When to apply for financial aid**

Some aid sources are limited. Therefore, you are encouraged to apply early. All application materials should be submitted as soon after January 1 as possible for the academic year beginning the following September. Applicants who have submitted all necessary forms by April 15 will be given funding priority and will be the first to hear about their financial aid eligibility.

**YOU MUST APPLY FOR FINANCIAL AID EACH YEAR.** Eligibility does NOT carry over from one academic year to the next.





### How awards are calculated

All awards, except PLUS and SLS loans and some scholarship funds, are made on the basis of financial need. Financial need is defined as the difference between the total cost of an academic year of college and the amount you and your family are expected to contribute to that cost. Your expected contribution is based on the information provided on your need analysis document (FAF or FFS).

Standard budgets are developed by the UW Centers central Financial Aid Office to account for all of the various costs associated with an academic year (see Budgets section below). The budgets are uniform to assure a fair and equitable distribution of funds. If there are sufficient funds, the total financial aid award will equal the calculated need of the student. While individual expenses will vary, awards for the 1990-91 academic year will be based on the estimates used in the Budgets section.

A detailed explanation of the formula used to determine the expected family contribution is outlined in "Meeting College Costs," a pamphlet published by the College Scholarship Service and available from high school guidance counselors.

### Budgets

The figures below represent estimates of the budgets used by UW Centers for single students for academic year 1990-91. At the time this publication was printed, exact figures were not determined. Amounts may vary up or down.

1990-91 Budget Components	Student Living with Parents	Student Living Away from Parents
Tuition and fees*	\$1440	\$1440
Books and Supplies	\$ 380	\$ 380
Rent and Utilities	\$ 380	\$2050
Food	\$1200	\$1280
Transportation	\$ 610	\$ 610
Miscellaneous**	\$ 670	\$1030
Total Budget	\$4680	\$6790

\* 1) Non-resident costs are substantially higher. Add approximately \$3030 unless you are covered by a tuition reciprocity agreement with Minnesota or Menominee County, Michigan.

\* 2) Tuition is the same at all UW Centers campuses. However, fees will vary from campus to campus. The figure given is an average.

\*\* Miscellaneous includes such items as personal costs, clothing, recreation, and minor medical costs.

### Sample case:

**Four-member family** (2 parents, 2 children, both parents working, one child in college)

Total 1989 earned income (before taxes) . . . . . \$30,000  
Total assets (including equity in home) . . . . . \$30,000

Estimated expected parents contribution . . . . . \$ 1,200  
Estimated expected student contribution . . . . . \$ 770  
Total expected family contribution . . . . . \$ 1,970

	With Parents	Away From Parents
Total budget	\$4680	\$6790
Less total family contribution	- 1970	- 1970
Financial need	\$2710	\$4820

Every effort is made to offer you financial aid to cover your financial need. The greater your need, the more aid you are likely to be offered. Aid awards may be a combination of grants, loans, and employment. All awards are likely to have offers of loan assistance. The higher a student's financial need, the more likely an offer will include grant assistance.

Although a student living away from parents is going to show more need than one living with parents, the higher need will probably include a higher loan amount and, therefore, additional educational indebtedness will likely result for those who live away from home.

### Satisfactory academic progress for financial aid eligibility

To be eligible for financial aid, a student must meet the credits-earned standards of the UW Centers Financial Aid Office, which are listed here. However, to maintain eligibility for continued enrollment in the UW Centers, a student also must meet the grade point standards listed elsewhere in this catalog. Your entire academic record at the UW Centers, including semesters when you did not receive financial aid, will be evaluated to determine your eligibility.



These procedures will be followed:

1. If you initially enroll for six or more credits in a semester, you may receive aid for up to five academic years (10 semesters). If you enroll for fewer than six credits in a semester and you are not eligible for aid, your academic progress will not be evaluated during that semester. If you receive aid for fewer than six credits, an exception to the policies may be made.

2. You must meet the following credits earned standards for each even-numbered semester of your attendance. These credit requirements are the same whether you begin to attend in the fall or spring semester or if you skip one or more semesters and then re-enter. Your academic progress will be measured after each even-numbered semester of your attendance based on the number of credits completed successfully. For the purpose of the credits earned requirement, a successfully completed credit is one in which you earn a grade of D or higher. However, the university academic grade point standards will not be met unless work is performed at a C or higher average. Summer sessions are not counted as semesters of attendance. However, credits earned during summer sessions will be added to your total credits earned when determining academic progress.

Semesters completed	2	4	6	8	10
Credits successfully completed	12	24	36	48	60

3. If you do not earn the minimum number of credits per semester, you will be ineligible for aid. An exception to this is discussed in #9.

4. Your aid eligibility may be reinstated at the end of any semester in which you earn enough credits to satisfy the minimum requirements of the following schedule:

Semesters completed	3	4	5	6	7	8	9
Credits successfully completed	18	24	30	36	42	48	54

5. Certain remedial courses approved by a UW Center will count in determining your academic progress.

6. The credits you earn for any course may be counted only once. If you enroll a second or third time in a course you have already completed successfully, the credits you earn for that course will not be counted in determining your academic progress. However, the credits for repeat courses will be counted in determining your eligibility for financial aid (see #1 above).

7. If you enroll in a course as an auditor, that course will not be counted as either a course attempted or as a course completed. However, if you change your enrollment in a course from credit to audit, that course will be counted as a course attempted and as a course which you did not complete successfully.

8. If you receive a grade of incomplete in a course, the credits will be counted as credits attempted, but will not be counted as credits earned until the incomplete grade is changed to a grade of D or higher.

9. If you lose your financial aid eligibility for failing to meet these requirements, you may appeal the decision to the designated committee at your campus. The committee may allow you to receive financial aid for one additional semester if it finds that there were mitigating circumstances which caused your unsatisfactory academic progress. The Student Services Office at your campus can tell you more about this committee and about satisfactory academic progress.

### **Academic withdrawal**

If you receive financial aid and withdraw from a UW Center, you may owe a repayment on the loans or grants you received. All repayments are calculated upon the number of weeks you were enrolled, and the cost of education figures used to determine your award. You will not owe a repayment on grants or loans used to pay for tuition, books, or living costs during the period before you withdrew. However, you will be responsible for repaying any amount received beyond these costs. Students who do not repay will not receive transcripts of credits and will not be eligible to receive financial aid at any institution until repayment has been made.

If you plan to withdraw and have received financial aid, you should discuss repayment with your campus financial aid advisor.

### **Certification for veterans programs**

The UW Centers is fully approved for the certification of educational benefits for veterans and veterans' dependents under both federal and state Veterans Administration programs. Information about veterans benefits may be obtained at your campus Student Services Office or your area Veterans Administration Office.

In compliance with Veterans Administration (VA) regulations, the VA will be notified within 30 days of any change in your enrollment. Monthly VA checks are prorated if the veteran initially enrolls for less than a full-time credit load (11 credits or less). A change in enrollment also may affect the amount of your monthly checks.

Veterans and veterans' dependents are required to meet academic progress standards in order to receive VA benefits.



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# Registration, Academic Procedures, Regulations

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*Registration and academic regulations and procedures are subject to change. Your campus Office of Student Services can provide specific up-to-date information.*

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## Registration

Registration is the process of enrolling in courses each semester. A Student Services or faculty advisor will help you select classes to fit your individual course of study.

The schedule of classes and specific information on the time, places, and dates of registration are available from your campus Office of Student Services.

If you complete a registration form, you are registered whether or not you pay fees and tuition or attend classes. Once you are registered, if you want to withdraw, you must complete the withdrawal process explained in this catalog. Failure to withdraw officially and failure to pay your fees will result in your being administratively withdrawn from the UW Center. But administrative withdrawal does not end your obligation to pay your fees. Failure to pay the fees may bar you from registration in the future. The amount of fees owed is determined by the fee policy established by the Regents of the University of Wisconsin System.

### Registration hold policy

If you owe the UW Centers a fine, money, or materials, or are delinquent on payment of a loan obtained through the UW Centers Financial Aid Office, a hold may be placed on your educational records. That may prohibit you from registering in the future and you will not be able to receive a transcript.

### Class attendance

Instructors may establish class attendance policies. Such policies will be announced in the course syllabus. You are responsible for completing all work missed when you are absent from class. If you plan to be absent because of field trips or extracurricular activities sponsored by your campus, the faculty member in charge of the activity will provide that information to instructors whose classes you will miss. If you are receiving benefits from the

Veterans Administration and/or Social Security Administration, you are expected to attend all classes. You should consult the Office of Student Services for complete information.

### Concurrent registration

You may enroll in courses at more than one University of Wisconsin campus. However, in order to do so, you must obtain written permission from your UW Center Director of Student Services.

If you enroll at more than one UW campus, the number of credits you take is combined to determine your status, either full- or part-time, and your fees and tuition assessment. You must present proof of fees paid and courses and credits being taken. If you are enrolled full-time in one institution, no additional fees will be assessed by a second campus. If you are not enrolled full-time at the first campus, the second campus will charge a per-credit rate until the full-time tuition rate is reached. The full-time rate will not be less than the lowest, nor more than the highest, full-time rate of the campuses involved. You should consult with the UW Center Office of Student Services and Business Office for information about concurrent registration.

### UW-Extension Independent Study

As a full-time UW Centers student, you may enroll in an independent study course (correspondence course) through UW-Extension if the course is not offered at your UW Center and if the UW-Extension Independent Study catalog indicates the course is offered for university degree credit, or if the course is high school level algebra or geometry. As a full-time student, you may take one UW-Extension course at no extra cost other than fees for text materials bought through UW-Extension and a small registration fee. The fee for the course will be waived if:

- you have paid full load tuition fees at a UW Center;
- your total credits do not exceed the maximum allowed by the UW Center; and
- you have obtained written permission to take the course from the campus Student Services Office.

UW Extension correspondence course fee waiver registrations are accepted only after your semester fees have been paid and no later than the end of the second week of classes. Such registrations are not accepted during Summer Session. Contact the Office of Student Services for an independent study list and appropriate forms.



### **Late registration**

You may register late, observing the same regulations as for adding courses. Late registration is subject to any late registration fine in effect under Regent policy.

### **Adding courses**

You may add a course or courses by completing the appropriate Change of Program/Add card during the first two weeks of a semester, the first week of an eight-week course, or during a proportionate time for shorter courses. Your campus may require the signature of your advisor and/or instructor. The form must be received in the Office of Student Services by the deadline date published in the campus timetable. The date you return the completed form to the Office of Student Services is the effective date used for official records and billing.

You may add a course after the second week of classes of a semester if the change was necessary because you dropped a course and are substituting a lower level course in the same discipline.

Exceptions to the time limit are made only with the written consent of the instructor.

### **Dropping courses**

You may drop a course or courses by completing the Change of Program/Drop card during the first 10 weeks of a semester-long course, the first five weeks of an eight-week course, or a proportionate time for shorter courses. Your campus may require the signature of your advisor and/or instructor. The form must be received in the Office of Student Services by the deadline date published in the campus timetable. The date you return the completed form to the Office of Student Services is the effective date used for official records and billing. Tuition refunds are governed by the UW Board of Regents Fee Schedule, issued annually. If you drop a course after the third week of classes, a grade of W will be recorded on your official record. The UW Centers may establish procedures for dropping students administratively if the students do not attend one or more of the first class sessions in a semester. The number of class sessions missed before implementation of an administrative drop is at the discretion of the Center.

### **Withdrawal**

Withdrawal means terminating your registration in all courses for the semester. Non-attendance does not constitute official withdrawal. You may officially withdraw from the university by:

- a) **Withdrawal Form.** Submitting a completed Withdrawal Form to the Office of Student Services. The effective date of withdrawal will be the date this form is received in the Student Services Office.

- b) **Letter.** Directing a dated letter with your signature to the Office of Student Services stating your desire to withdraw. The postmark date will be used to determine the effective date of withdrawal. This letter must be postmarked no later than the end of the 10th week of classes.

- c) **Telephone call.** If this option is utilized, the date of the call will be used as the effective date of withdrawal. The telephone call must be followed by a signed letter of authorization, postmarked within two (2) days of making the call. If the letter is not postmarked within two days of making the call, the postmark date will determine the effective date of withdrawal.

If you are attending a UW Center that rents textbooks, the official withdrawal process includes the return of the texts to the appropriate office.

You must complete the official withdrawal process in one of the three ways no later than the 10th week of classes of any semester, the end of the fifth week of an eight-week Summer Session, or proportionate time for a shorter session. If you do not withdraw in any of the ways described, you will receive grades in all courses for which you were registered.

Your tuition refund is governed by the UW Board of Regents Fee Refund Schedule, issued annually. The date your withdrawal is completed officially or your call is received in the appropriate office is the date used for calculating tuition refunds.

Any student who withdraws from two consecutive semesters will not be eligible to enroll without seeking readmission. (This does not affect students who enroll for an original credit load of less than six credits in each of two consecutive semesters.) All students should be aware that any semester in which a withdrawal is made after the end of the third week of a semester will count as a semester of enrollment for financial aid academic progress standards and may result in a financial aid probation action (see the Financial Aid section of this catalog). If a student can provide evidence that a withdrawal is necessary due to unforeseeable, extenuating circumstances, the student may be allowed to withdraw without a probation action if such evidence is provided at the time of withdrawal. A student who believes he or she may have extenuating circumstances should consult the Office of Student Services.

## **Academic credit**

Each course is assigned a number of credit hours. Credit is measured in semester hours. A credit of one semester hour usually represents one hour of lecture or two hours of laboratory or studio per week. You should expect to spend two to three hours each week outside of class in preparation and study for each credit.



### **Student classification**

0-29 degree credits equal freshman standing

30 or more degree credits equal sophomore standing

### **Credit load**

As a freshman or sophomore, you may enroll in up to 18 credits during the fall or spring semester. High school special students will be limited to six credits per semester. Credit restrictions also may be imposed on students designated as high risk. You are allowed to enroll in a maximum of nine credits during summer session, whether in an eight-week session and/or any combination of shorter sessions. The maximum credit load for a four-week session is four credits. You must have the approval of the Student Services Office or your advisor to enroll in more than the maximum number of credits.

### **Zero credit courses**

Some courses are offered for zero degree credit. If you take a zero credit course, a grade will be recorded. You are expected to do all assigned work in the course. Zero credit courses count as one credit for fee purposes.

### **Pass/fail**

You may enroll in courses on a pass/fail basis. This option allows you to take elective courses to explore a field or subject without worrying about the letter grade you earn. Students undecided about a major should not take courses on a pass/fail basis because these courses might later become part of major requirements. Many universities do not permit pass/fail courses to count toward meeting major or general studies requirements. *Courses to be applied to the Associate of Arts and Science proficiency and general education requirements may not be taken on a pass/fail basis.* Instructors assign final grades of S (pass) and U (fail) for courses taken on a pass/fail basis. The results of any pass/fail course will not affect your grade point average (GPA).

All students may elect one pass/fail course each semester, including Summer Session. You may elect two such courses as a freshman and two such courses as a sophomore.

You must decide whether to take a pass/fail course during the time period allowed for adding a course. You may not change a course either to or from pass/fail after the deadline for adding a course.

Instructors in non-degree credit courses listed in the catalog and instructors in LEC (lecture forum) courses in the catalog may grade an entire class on a pass/fail basis. If that is the case, it will be indicated in the campus timetable.

### **Auditing**

You may, with the consent of the instructor, audit a course. As an auditor, you will not take exams nor have any course work evaluated by the instructor. You may not be allowed to audit a course if your presence will result in additional classroom space requirements or in increased instruction costs.

Audited courses carry no degree credit, do not count toward your GPA, and do not count toward full-time attendance for purposes such as certification for Social Security or Veterans Administration benefits.

You may change from audit to credit status during the same period allowed for adding a course, and you may change from credit to audit during the period allowed for dropping a course.

You may take a previously audited course for credit.

### **Repeating courses**

You may repeat courses to improve your GPA or to improve your foundation of knowledge before taking succeeding courses in a discipline.

There is no limit to the number of times you may repeat a course, but all attempts and the resulting grades earned will appear on your transcript. Students should be aware that some institutions will average the grades of all courses attempted when computing a GPA for admission purposes. If you repeat a course to improve your GPA, you must so indicate when registering. In this case, only the most recent credits attempted and the grade earned are used to compute your GPA. Courses you repeated at other schools will not affect your UW Center GPA.

If you do not indicate that a course is a repeat, all credits attempted and grades earned are used to compute your GPA. Ordinarily, courses you repeat will not be counted twice toward the credits necessary to earn your associate degree. For example, if you take HIS 101 twice for three credits each time, you will have earned only three credits toward your degree. Orchestra and Chorus are examples of courses you can take for degree credit more than one time.

You should consult the Office of Student Services if you plan to repeat a course, especially if you are receiving Veterans Administration or Social Security benefits.

### **Credit by examination**

If you are classified as a degree-seeking student (freshman or sophomore), you may earn credit for specific UW Centers courses by taking an examination. The courses for which this applies are determined by the academic departments and are described in the following sections. In some cases, standard examinations such as the College Level Examination Program (CLEP) or the College Entrance Examination Board Advanced Placement Examination are used. Credits earned by examination will be recorded on your transcript as such and grades will not be assigned to those courses. If you fail the examination, that failure will not appear on your transcript. Additional information on earning credits by examination is available in your campus Office of Student Services.

**Art Department.** You may submit portfolios to establish credit in studio-type courses.



**Biology Department.** You may take a challenge examination in any course offered by the department. If you wish to establish credit by examination, contact a faculty member. The examination may be requested at any time during the semester. If you pass the examination, you will receive credit equal to the credit for the course offered. For example, if you successfully challenge Botany 130, you will receive five credits for the class.

You may receive five credits for BIO 151 if you score four or five on the Biology Exam of the Advanced Placement Program of the College Board. If you earn a grade of five, six, or seven on the Higher Level Biology Examination of the International Baccalaureate (IB) Program, you will receive five credits of BIO 151. If you earn a grade of four on the IB exam, you will not receive credit but you may earn advanced placement by taking a department exam.

**Business Department.** You may earn four credits in BUS 201 by scoring at or above the 50th percentile on the CLEP Subject Examination in Introductory Accounting.

**English Department.** You may earn credit by examination in the following courses:

ENG 102: by scoring at or above the 50th percentile on the 90-minute multiple-choice objective section of the CLEP Subject Examination in College Composition and by submitting a satisfactory (C or better) 90-minute impromptu essay and a satisfactory documented essay of at least four pages to the local English faculty.

ENG 201: by scoring at or above the 60th percentile on the 90-minute multiple-choice objective section of the CLEP Subject Examination in College Composition and by submitting a satisfactory (C or better) 90-minute impromptu essay and a satisfactory documented essay of six to eight pages to the local English faculty.

ENG 202: by earning a score of six or seven on the Higher Level International Baccalaureate examination in Language A (English 1B).

ENG 250: there are three ways to receive credit by exam for this course:

- \*by scoring at or above the 70th percentile on the 90-minute multiple-choice objective section and by earning a satisfactory grade (C or better) on the 90-minute essay section of the CLEP Subject Examination in Analysis and Interpretation of Literature.

- \*by scoring at least four on the Advanced Placement College Board Examination in English (composition and literature).

- \*by earning a score of five, six, or seven on the Higher Level International Baccalaureate examination.

ENG 270: by scoring at or above the 50th percentile on the 90-minute multiple-choice objective section and by earning a satisfactory grade (C or better) on the 90-minute essay section of the CLEP Subject Examination in English Literature.

ENG 272: by scoring at or above the 50th percentile on the 90-minute multiple-choice objective section and by earning a satisfactory grade (C or better) on the 90-minute essay section of the CLEP Subject Examination in American Literature.

ENG 280: by scoring at or above the 50th percentile on the 90-minute multiple-choice objective section and by earning a satisfactory grade (C or better) on the 90-minute essay section of the ACT/Proficiency Examination Program Test in Shakespeare.

**Foreign Language Department.** (French, German, Spanish) You may earn credits for the elementary and intermediate courses (101, 102, 201, 202) lower than the first course you complete at your UW Center if you complete that course with a grade of B or higher. This policy is strictly enforced; a B- is not acceptable. You may earn a maximum of 16 foreign language credits in this manner. If you wish to earn credits by this method, contact the appropriate instructor at the beginning of the semester.

You also may earn foreign language credit by taking the appropriate CLEP exam and placing in the 90th percentile or above. Before credit is granted, you also must have an interview with a UW Center foreign language faculty member. You may earn a maximum of eight credits for foreign language 101 and 102 courses by CLEP exam.

If you wish to earn credit by examination in other foreign language courses, you must contact the appropriate instructor and a Student Services advisor.

**Geography Department.** You may earn three credits for GEO 110 by earning a score of five, six, or seven on the geography examination of the Higher Level International Baccalaureate program.

**History Department.** You may earn six credits in HIS 101 and 102 (United States History) by achieving a score of four or five on the Advanced Placement Examination in U.S. (American) History. With a score of five, six, or seven on the Higher Level International Baccalaureate examination, you may also earn six credits in Modern History.

**Mathematics Department.** You may earn credit for MAT 221 by passing a department exam and then completing MAT 222 with a grade of C or higher. A grade of C- is not acceptable. To earn credit by exam, contact a mathematics instructor.

You may earn five credits for MAT 221 if you receive a score of three, four, or five on the Advanced Placement Examination Calculus AB exam.

You can earn 10 credits for MAT 221 and 222 if you score three, four, or five on the Advanced Placement Examination Calculus BC exam.

If you receive a score of two on the BC exam, you will receive five credits for MAT 221.

*Score of four or five on Adv. Placement Exam in European*

*Hist. = six cr.*

*HIS 119 & 120*

*3 cr each.*

*(See "credit*

*by exam"*

*folder and*

*letter from*

*Kerry Trask)*





### College Level Examination Program

If you are classified as a degree seeking student, you may earn degree credits by taking the College Level Examination Program (CLEP) General Examinations. These tests must be taken before you complete your first 16 college credits. Credit will be awarded, as indicated below, when you score at or above the 50th percentile on established national sophomore CLEP norms.

1. Humanities section: a maximum of six elective credits.
2. Social sciences section: a maximum of six elective credits.
3. Natural sciences section: a maximum of six elective credits. This does not satisfy the lab science requirement for the associate degree.

You will not receive credit for the English or math sections of the CLEP general exam. You will not receive credit in any area in which you completed a college course before taking the exam. Any credits earned by taking the CLEP general exam will be recorded as such on your transcript.

### Grading system

Semester grades are recorded by letter only. Each letter grade equals a certain number of grade points per credit. A grade of B in a three-credit subject equals nine grade points as illustrated by the following scale of grades and grade points:

Grade	Grade Points Per Credit
A (excellent)	4.00
A-	3.67
B+	3.33
B (good)	3.00
B-	2.67
C+	2.33
C (average)	2.00
C-	1.67
D+	1.33
D (poor)	1.00
D-	0.67
F (fail)	0.00

Effective  
Fall 1990 Grades  
(prior to this  
NC used)

The following symbols are used as grades where grade points are not assigned:

- CO- Audited course completed.
- IA- Audited course not completed.
- I- Incomplete
- R- Repeat. Used in English 101 and Mathematics 105 when the student is making progress, but has not mastered the subject and must repeat the course.
- S- Satisfactory. A passing grade for courses taken on a pass/fail basis.
- U- Unsatisfactory. A failing grade for courses taken on a pass/fail basis.
- W- Withdrew. Recorded opposite the course number and title on the record card or transcript for any course dropped after the end of the third week of classes and before the deadline for dropping courses. Only registration and withdrawal will be recorded when students withdraw from an entire program.

The following symbols are used immediately following the number of credits:

- N- Course offered for non-degree credit.
- H- Course taken for honors credit.
- A- Course audited.

### Grade point average (GPA)

The quality of your work is indicated by your grade point average (GPA). The highest possible GPA is 4.0, representing an A grade in each course attempted; the lowest GPA, 0.0, represents an F grade in every course attempted. Your GPA is determined by dividing the total number of grade points earned by the total number of credits attempted. Both a UW Centers semester and a cumulative GPA are calculated; however, the cumulative GPA is recorded and maintained only for degree-seeking students (i.e. those classified as freshmen and sophomores). Courses in which you received a grade of CO, IA, I, R, S, U, or W are not counted when determining your GPA. If you complete a course in which you originally received a grade of I, the credits and points associated with the new grade will be included in your GPA.

### Dean's List

Each UW Centers campus may publish a Dean's List to honor students with high GPAs. Dean's List Honors will be awarded to full-time students carrying at least 12 semester credits used to determine GPAs as detailed below. Dean's List Honors will be awarded to part-time students who have earned at least 15 credits with a cumulative average of 3.5 and who carry a minimum of three semester credits used in determining the GPA, and earn a semester GPA as detailed below. Part-time status will be identified on the Dean's List. You may request that your name be deleted from the public announcement of the Dean's List.

**Honors:** Grade point average of 3.50 through 3.74

**High Honors:** Grade point average of 3.75 through 3.99

**Highest Honors:** Grade point average of 4.00



### **Incompletes**

An Incomplete (I) may be recorded if you carried a passing grade in a class until near the end of the semester and then, because of substantiated cause beyond your control, were unable to take the final exam or complete a limited amount of term work. It is the student's responsibility to request an Incomplete or to consult with the instructor regarding the possibility of receiving an Incomplete.

In addition to submitting an Incomplete, the instructor also will submit a grade to be recorded as a permanent grade in the course if you fail to remove the Incomplete. The tentative grade is recorded by the instructor on the final grade sheet for class along with the grade of I.

You are responsible for consulting with your instructor about the work to be completed. The instructor will file a detailed report of the work to be completed to allow you to finish the course. The format of the report and the filing place are determined by each UW Center.

You must remove the Incomplete before the end of the next semester. If you and your instructor agree, an exception to the time limit may be made in writing to the Office of Student Services. If you do not remove the Incomplete within the time limit, it will be replaced by the tentative grade reported by your instructor on the final grade sheet.

### **Mid-term and final grades**

You will receive mid-term grades, informing you of your progress, by the end of the ninth week of the semester.

Final grades must be reported by your instructor within four working days after the final exam. A final grade report will be mailed to you at the end of the semester and/or summer session. Notification of any probationary or suspension action will be on the grade report.

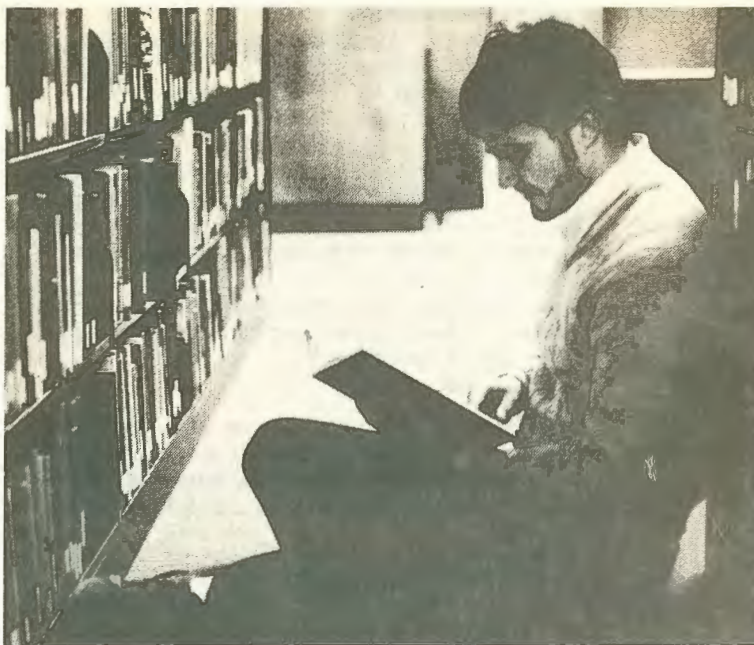
### **Final examinations**

Final examinations must be given at the time designated in the published exam schedule. If you have more than two exams on one day or two exams scheduled at the same time, you must make arrangements at least one week in advance with one of your instructors to take one examination at an alternate time. If informal arrangements cannot be made, the instructor in the class with the lower enrollment shall provide an alternate examination time.

## **Academic standing**

You are expected to maintain certain quality standards of academic achievement in your work at the UW Centers. Quality is measured by both semester and cumulative GPAs.

Certain exceptions are allowed for part-time students but, unless otherwise stated, part-time students are expected to meet the same standards of academic achievement as other students.



Good standing is the status assigned when your semester and cumulative GPA is 2.0 or higher.

- Probation and final probation are the statuses assigned when your academic progress is inadequate as determined by semester and/or cumulative GPA.
- Academic suspension is the status assigned when your record of achievement is unacceptable to the extent that continued enrollment in the UW Centers is not permitted.

### **Probation and suspension**

The UW Centers is concerned about students whose academic achievement indicates they are unable to meet the expectations of their instructors or are experiencing other problems which may be interfering with their studies. A probation action is a warning that you should take appropriate action to improve your achievement. You will be suspended when the UW Centers faculty believe your academic achievement record to date indicates a need to interrupt your enrollment to reassess and reevaluate your goals and plans. If you are placed on probation or suspended, you should give careful consideration to the factors which may be involved, and you should ask assistance from advisors and course instructors.

You are expected to maintain at least a 2.0 GPA on all work carried. If you fail to maintain this minimum GPA in any semester, you may be put on probation, final probation, or suspended at the end of the semester.

No probation, final probation, or suspension actions will be assessed at the end of a Summer Session. Credits attempted and grade points earned are included in the cumulative GPA and will be used in determining subsequent actions.



### **Suspension status**

The first suspension status results in a suspension from the UW Centers for one semester. A subsequent suspension will result in a suspension from the UW Centers for two semesters. If you are in suspension status and wish to enroll in summer session, you must obtain the permission of the campus dean.

You may appeal a suspension to the appropriate committee at your campus. Any appeal must include a clear explanation of problems causing your inadequate achievement and how you propose to resolve those problems. If you are allowed to continue, you will be on final probation and may be subject to other special conditions.

### **Appeals**

Any academic action may be appealed, except probation or final probation. Exceptions will be determined at each UW Center. Normally the appeal will be heard by the academic actions committee.

### **Readmission**

If you have been out of school for a period of suspension, whether it is one semester or one year, you will not be readmitted automatically. To seek readmission, you must file an Application for Undergraduate Admission and secure permission from the Office of Student Services at the campus you wish to attend. If you are readmitted, you will be on final probation and will be subject to normal standards of progress and achievement and other special conditions which may be designated.

If you have been out of school for a minimum of three full calendar years, you may be admitted to a UW Center in good standing, regardless of your academic status at the time of departure. For more information, consult the campus Office of Student Services.

If you last attended an institution other than a UW Center and were suspended, you must consult with the Office of Student Services before applying for admission to a UW Center.

### **Grade point requirements and actions**

1. When a student is in good standing at the beginning of the semester:

- 1.5 to 1.999 semester GPA will result in probation.
- .75 to 1.499 semester GPA will result in a final probation.
- A semester GPA lower than .75 will result in suspension.

Action will be withheld until at least 6 credits have been attempted in a UW Center.

2. When a student is on probation at the beginning of the semester:

- 1.5 to 1.999 semester GPA will result in final probation status.
- A semester GPA lower than 1.5 will result in a suspension status.

- 2.0 or higher semester GPA but less than a 2.0 cumulative GPA will result in continuation of probation.

- 2.0 or higher semester and cumulative GPA will result in a return to good standing.

A student admitted to a UW Center on probation must earn a 2.0 GPA on a minimum of 15 credits attempted in a UW Center in order to attain good standing.

3. When a student is on final probation at the beginning of the semester:

- Lower than 2.0 semester GPA will result in suspension status.
- 2.0 or higher semester GPA, but less than a 2.0 cumulative GPA, will result in continuation of final probation.
- 2.0 or higher semester and cumulative GPA will result in a return to good standing.

A student admitted to a UW Center on final probation must earn a 2.0 GPA on a minimum of 15 credits attempted in a UW Center in order to attain good standing.

### **Student disciplinary guidelines**

All students in the University of Wisconsin System are governed by Chapter UWS 14 "Student Academic Disciplinary Procedures" and Chapter UWS 17 "Student Nonacademic Disciplinary Procedures," copies of which are available in each UW Center campus library and Student Services Office. Chapter UWS 14 governs actions which falsify a student's academic performance or record. Chapter UWS 17 relates to intentional conduct which constitutes a serious danger to the personal safety of other members of the university community or guests. Racist and discriminatory comments directed at an individual with an intent to demean and create a hostile environment may also be subject to a charge of nonacademic misconduct.

Student Disciplinary Procedures acknowledge the need to preserve the orderly processes of the UW Centers with regard to its teaching and public service missions, as well as the need to observe every student's procedural and substantive rights. Investigatory procedures vary according to the kind and degree of alleged misconduct. Whenever charges or appeals are pending, the student charged, unless temporarily suspended, continues to have the same rights and privileges accorded other students.

However, grades or diplomas may be withheld pending final determination of the charges; a current transcript will be issued at the request of the student, but it may contain the notation "Disciplinary Charges Pending". A student suspended or expelled from one institution in the University of Wisconsin System may not enroll in another System institution unless the suspension has expired by its own terms or one year has elapsed after the suspension or expulsion.

Effective  
Fall '90 grades.  
See Vol. I  
1988-89 Catalog  
for previous criteria





### ***Rights of access to student records***

You are entitled to review any records, files, documents, and other materials defined as "education records" that are maintained by the UW Centers and are related directly to you. This is in accordance with the federal Family Educational Rights and Privacy Act of 1974. Your access and review is subject to the following conditions:

1. You must submit the appropriate request form for reviewing your records to the Student Services Office. This form will be placed in your file. The UW Centers has 45 days to comply with your request.

2. You do not have access to certain types of information excluded by the Act: (a) personal notes of UW Centers faculty and staff; (b) employment records; (c) medical and counseling records used solely for treatment; (d) records kept by the person responsible for campus security; (e) financial records of your parents; (f) confidential letters and statements of recommendation placed in your records prior to January 1, 1975; or (g) confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in your records after January 1, 1975, for which you have waived the right to inspect and review.

Education records maintained by the UW Centers include, but are not limited to, the following:

- (1) high school and college transcripts and other educational records submitted by you with your application for admission; (2) scores of placement tests and ACT or SAT scores if you requested that a copy be sent to the UW Centers; (3) records of registration and grades for each term; (4) your requests for reinstatement, special permission to withdraw after deadlines, etc., with confirmation of the action taken in response to the request; (5) other records except those to which you do not have access as outlined in #2 above.

Education records maintained by the Registrar include your official transcript and grades earned.

After reviewing your records, you may challenge any information in your education records you believe to be inaccurate, misleading, or inappropriate. This right does not extend to reviewing grades unless the grade assigned by your professor was recorded inaccurately. You also may insert in your record a statement to explain any such material from your point of view. If you wish to challenge information in your file, you must make a written request for a hearing to the UW Center dean.

If your request for a record modification is not granted, you will receive written notification of the





reasons and a copy of this notice will be placed in your file. In most cases, the decision of the dean will be final. However, you may file an appeal in writing to the Chancellor, who will review the decision only if a significant question of policy or compliance with the law appears to be raised by the case. Your appeal to the dean or to the Chancellor must be acted upon within 45 days from the date of the appeal.

You have a right to file a complaint with the Department of Education concerning alleged failures by the UW Centers to comply with the Family Educational Rights and Privacy Act. In the process of challenging your records, should you wish to have copies of any documents in your file, there will be a charge of \$1 for a copy of each document. This charge does not apply to copies of your transcript. There is a \$2 charge for each official transcript. No transcript copies (official or advising) will be furnished to a student who has a Hold on his or her records.

You should be aware that, under the Act, the UW Centers construes the following to be directory information which is available to the public: name, address, telephone number, date of birth, dates of attendance, degrees and awards received, sex, marital status, major field of study (including current classification, year-in-school, credit load, and number of credits earned toward a degree), participation in officially recognized activities and sports, weight and height of members of athletic teams, most recent previous educational agency or institution attended, and parent/spouse/guardian name and address. No other information will be released to a third party, except as provided by law, without your prior consent. In addition, you have the right to inform the UW Centers that the above information cannot be released without your prior consent. If you choose to have directory information restricted, you should file the appropriate request form in the Student Services Office.

No information from your education record will be released to an unauthorized third party, except as provided by law, without a signed release from you. If a judicial order for your education record is issued, you will be notified prior to the release of the information.

### ***Policy against sexual harassment***

The University of Wisconsin Centers believes that respect for human dignity is essential to an appropriate university environment. Thus, sexual harassment of students and employees is impermissible and unprofessional conduct and will not be tolerated. Conduct determined to fall within the definition of sexual harassment will be subject to disciplinary action in accordance with applicable due process requirements, including but not limited to, reprimand, temporary suspension, expulsion, or discharge of the harassing individual.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Your UW Center Library, Dean's Office, and Student Services Office have copies of the above policy. You may also contact the UW Centers Office of Affirmative Action at (608) 262-2578.



# Transfer

*To continue your study beyond the sophomore year, you must transfer to a university or college which grants the bachelor's degree.*

## Planning for transfer

The UW Centers encourages you to make transfer decisions early and to study catalogs and other pertinent information from the institution of your choice to determine general and specific major requirements. Consult the campus Office of Student Services for advice about transfer requirements, procedures, and plans as early as possible.

Credits earned at a UW Centers campus are University of Wisconsin credits and will be accepted as such by other universities and colleges. The UW Centers Associate of Arts and Science Degree is accepted by all University of Wisconsin institutions as fulfilling the university-wide, college, and school general education breadth requirements.

Most colleges and universities limit the number of credits which can be transferred from a freshman/sophomore school and applied toward a bachelor's degree. A maximum of 72 credits can be transferred from a UW Centers campus to a UW bachelor's degree program. Before you have earned half the credits necessary to complete a bachelor's degree, you should consult an advisor about the total number of credits you can transfer to the university of your choice.

### **UW/VTAE Uniform Policy Statement on Credit Transfer**

Students enrolled in the VTAE System who wish to continue their education in the UW System may be eligible to transfer credits toward their bachelor's degree in the following ways:

1. Students enrolled in the college parallel program at Madison Area Technical College, Milwaukee Area Technical College, or Nicolet Area Technical College may be eligible to transfer up to 72 credits toward their baccalaureate degree.
2. Students who have successfully completed an Associate of Applied Science Degree in the VTAE System may be eligible to transfer up to 15 credits of General Education coursework.



3. Students who have successfully completed an Associate of Applied Science Degree in the VTAE System may be eligible to transfer certain technical support and/or occupational credits when there is a direct relationship between a VTAE Associate Degree program and a program offered at a UW System institution.
4. Students transferring from the VTAE System may be eligible for credit by earning appropriate scores on national standardized examinations (e.g. College Level Examination Program) or examinations developed by the UW System transfer institution.

For more information about these transfer opportunities, students should consult with their VTAE advisors or the Admissions Office at a UW Centers campus.





If you plan to transfer, you will need the following information about admission, housing, and financial aid.

**Admission.** You must apply for admission to the university or college and provide official transcripts of all high school and postsecondary coursework (such as work from a UW Center) you have attempted. At some schools, the particular department or program in which you wish to enroll may require a separate application or you may be required to meet separate entrance requirements. Contact your campus Office of Student Services and the transfer university for information on specific application procedures, deadlines, and entrance requirements.

**Housing.** Arrangements for housing at a university campus are handled in various ways. Usually you are required to file a separate application for housing or you must make your own arrangements for private housing. Housing arrangements should be considered early in your transfer process.

**Financial Aid.** If you wish to receive financial aid at your transfer university, indicate this on the admission application, request information about application procedures and any separate application form the university may use, and ask your campus Office

of Student Services to provide a financial aid transcript to the transfer university.

**Transfer Problems.** If you encounter transfer credit problems or other transfer related problems, consult your campus Office of Student Services.

If you have specific questions about other University of Wisconsin System institutions, contact the Admissions Office on the specific campus or call the toll free UW-HELP number (1-800-362-3020).

**Transcript Request.** If you want your official UW Centers transcript sent to another institution, or if you want a copy for yourself, the request must be submitted in writing (telephone requests are not accepted). Request forms are available from the campus Office of Student Services or you may send a letter of request to UW Centers Office of the Registrar, 150 E. Gilman, P.O. Box 8680, Madison, WI 53708-8680. There is a \$2 charge for each transcript. No transcript will be furnished to a student who owes a UW Center a fine, money, or materials or to a student who has a delinquent account for a loan, such as an NDSL loan, obtained through the UW Centers Financial Aid Office. The UW Centers does not issue copies of official transcripts or documents that it has received from other institutions.



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# Degree Requirements

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*If you enroll in a UW Center for the first time in or after Fall Semester 1988 and wish to earn an associate degree, you must fulfill the requirements of the Associate of Arts and Science Degree (outlined below).*

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## Associate of Arts and Science Degree

If you first enrolled prior to Fall Semester 1988 and are continuing to attend a UW Center after that time, you may elect to fulfill the requirements of the Associate of Arts and Science Degree. Or, you may elect to pursue the Associate of Arts Degree or the Associate of Science Degree (outlined in this section). There are no provisions for you to receive more than one associate degree.

Transfer applicants who first matriculated in any UW institution prior to Fall 1988 may elect to earn the Associate of Arts and Science, the Associate of Arts, or the Associate of Science Degree.

### Degree requirements

1. A minimum of 60 credits is required.
2. The UW Centers General Education Requirements must be fulfilled.
3. At least 24 of the 60 credits must be completed within the UW Centers, or at least 12 of the last 24 credits must be earned within the UW Centers.
4. A student must have a cumulative grade point average (GPA) of 2.0 earned at the UW Center and 2.0 overall GPA in the credits applied to the Associate of Arts and Science Degree.
5. Students must be enrolled at a UW Center during the semester in which the degree requirements are completed or have earned 60 degree credits prior to transferring from a UW Center to a baccalaureate degree granting institution.

### General education requirements

#### I. Proficiency Requirements

Grade of C or better in or exemption from the following:

WRITING -ENG 102

MATHEMATICS -MAT 105

These courses and their prerequisites may not be used to satisfy a breadth or specific requirement.

#### II. Breadth Categories

A student may not count any course in more than one breadth category. A student must earn a minimum of 40 credits from the following areas:

##### Humanities and Fine Arts

A student must earn a minimum of 9 credits with at least one course designated as Fine Arts. No more than 6 credits in the Fine Arts and a total 15 credits in the Humanities and Fine Arts may be applied to the breadth requirement of 40 credits. [Note: A student who satisfies the minimal Humanities Breadth Requirement with history may not satisfy the minimal Social Sciences Breadth Requirement with history; the same principle applies to philosophy courses.]

##### Natural and Mathematical Sciences

A student must earn a minimum of 12 credits in this category. Included in this must be a minimum of 8 credits in at least two disciplines of Natural Sciences (including one laboratory science with an emphasis on scientific methodology) and a minimum of 3 credits of Mathematical Sciences. No more than 16 credits in this category can be applied to the breadth requirement of 40 credits.

##### Social Sciences

A student must earn a minimum of 9 credits with courses in at least two disciplines. No more than 15 credits in this category may be applied to the breadth requirement of 40 credits. [Note: A student who satisfies the minimal Social Sciences Breadth Requirement with history may not satisfy the minimal



Humanities Breadth Requirement with history; the same principle applies to philosophy courses.]

#### **Integrated Studies**

No more than 6 credits in this category may be applied to the breadth requirement of 40 credits.

### **III. Specific Requirements**

The following specific requirements must be met within the areas of distribution outlined in II:

- A. Content Emphasis (a course may be used to fulfill only one content emphasis)
  - 1. One course with an historical perspective
  - 2. One course with a cross-cultural perspective or a focus on cultural differences and alternatives
  - 3. One course using primary texts
- B. One two-semester sequence of courses

### **IV. Additional Requirements**

- A. Minority/ethnic studies - three credits (beginning with students who first enroll at a UW Center in fall 1990)
- B. Two courses with a writing and/or speaking emphasis in two different disciplines. ENG 101 and ENG 102 will not satisfy this requirement.

## **Associate of Arts Degree Associate of Science Degree**

Students intending to earn either the Associate of Arts or the Associate of Science Degree must complete the requirements by June 1993.

### **General requirements**

1. A minimum of 60 credits is required.
2. At least 15 of those 60 credits must be completed at a UW Center.
3. You must have a cumulative grade point average (GPA) of 2.0 earned at the campus and 2.0 overall GPA in the credits applied toward your degree.
4. You must be enrolled at the UW Center awarding the degree during the semester in which you complete your degree requirements.

Pass/Fail courses may not be used to fulfill specific degree requirements in English, mathematics, laboratory science, social science, or humanities. However, you may enroll in pass/fail courses as electives to accumulate a total of 60 credits.

Credits earned at a UW Center, transfer credits accepted by a UW Center, or credits earned by examination will be evaluated toward your degree re-





quirements. Degree credit restrictions are outlined in course descriptions in Volume II of this catalog.

Course designations for associate degree purposes are those of the UW Centers and do not necessarily coincide with designations at other universities. Contact the Office of Student Services to determine how a particular course will be treated in satisfying requirements for specific programs or a bachelor's degree at another college or university.

### **Associate of Arts Degree course requirements**

**1. English.** 3 credits in English composition at the English 102 level or above. The prerequisite for ENG 102 is ENG 101, or sufficiently high placement test scores, or consent of the campus English faculty based on demonstrated writing ability. If you are required to take ENG 101 before ENG 102, you may count the credits in ENG 101 as elective credits.

**2. Mathematics and Laboratory Science.** A minimum of 8 credits. You must enroll in a minimum of one course for credit in each area. All mathematics courses numbered 100 or higher count toward the mathematics requirement. The requirement is waived if you qualify to enter first semester calculus. If mathematics is waived, a minimum of 8 credits is still required in the mathematics and laboratory science areas.

**3. Social Sciences.** A minimum of 9 credits in courses from at least two disciplines.

**4. Humanities.** A minimum of 12 credits in courses from at least 2 disciplines. Three of these credits must be in literature. Courses listed in the catalog carrying the designation HU/LI will count toward the literature requirement.

**5. Electives.** Meeting the minimum requirements in items 1-4 above totals 32 credits. The remaining credits necessary to reach a total of 60 may be selected from additional courses in mathematics, laboratory science, social sciences, humanities, and/or courses listed in the elective area. Elective courses may be selected to satisfy foundation requirements for an intended major pre-professional field.

### **Associate of Science Degree course requirements:**

**1. English.** 3 credits in English Composition at the English 102 level or above. The prerequisite for ENG 102 is ENG 101, or sufficiently high placement test scores, or consent of the campus English faculty based on demonstrated writing ability. Students who are required to take ENG 101 before ENG 102 may count the credits in ENG 101 as elective credits.



**2. Mathematics and Laboratory Science.** A minimum of 14 credits. A minimum of one course for credit in each area. All mathematics courses numbered 105 or higher (except Mathematics 140) count toward the mathematics requirement. The mathematics requirement is waived for those students qualified to enter first semester calculus. If mathematics is waived, a 14-credit minimum is still required in the mathematics and laboratory science areas.

**3. Social Sciences.** A minimum of 6 credits.

**4. Humanities.** A minimum of 9 credits from at least 2 disciplines. Three of these credits must be in literature. Courses carrying the designation HU/LI will be counted toward the satisfaction of the literature requirement.

**5. Electives.** Meeting the minimum requirements in items 1-4, above, totals 32 credits. The remaining credits necessary to reach a total of 60 may be selected from additional courses in mathematics, laboratory science, social sciences, humanities, and/or courses listed in the elective area. Elective courses may be selected to satisfy foundation requirements for an intended major or pre-professional field.





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## **University of Wisconsin Center**

# **Baraboo/Sauk County**

### **Location**

The University of Wisconsin Center-Baraboo/Sauk County campus is located on 68 hillside acres on the northwest side of Baraboo.

### **Student body**

In fall 1989, 545 students were enrolled, 266 men and 279 women. The majority of students are commuters from Sauk, Columbia, Dane, Juneau, and Adams counties but an increasing number become Baraboo residents for the academic year.

### **Facilities**

Three buildings make up the campus physical plant. The Administration/Classroom Building houses classroom, administration and faculty offices, computer and natural science laboratories, art studios, and greenhouse. The Student Center is the site of student recreational facilities, student government offices, Student Services, bookstore, cafeteria, theater, and music rooms. The Library-Learning Resources Center contains a 34,000-volume library, quiet study areas, and additional classroom and faculty office space. Basketball and tennis courts, fitness and cross country ski trails, and softball and soccer fields provide outdoor recreational opportunities.

### **Special programs**

**Academic:** In addition to the freshman/sophomore liberal arts and pre-professional academic programs, the campus offers: Honors Program, nursing degree program, associate degree program at Oxford Correctional Institution, and graduate credit courses in education in cooperation with UW-La Crosse.

**Scholarships:** Friends of the Campus, Inc. Scholarship Program.

**Extracurricular:** Intramural and varsity sports; cross country, tennis, softball, volleyball, bowling, campus singers, Jazz Band, and Student Association.

**Community interest programs:** Wide range of Continuing Education courses, Elderhostel, College for Kids, Music Clinic, Campus-Community Theater Program, Civic Chorus, Community Band, Brass Ensemble, Duplicate Bridge Club, and Baraboo Area Stamp Club.





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## **University of Wisconsin Center**

# **Barron County**

### **Location**

The University of Wisconsin Center-Barron County is located on 135 acres of land south of the city of Rice Lake.

### **Student body**

In fall 1989, 482 students were enrolled, 231 men and 251 women. Students at UWC-Barron come from all over northwest Wisconsin. Many come from towns such as Barron, Cumberland, Rice Lake, Spooner, and Chetek.

### **Facilities**

The seven buildings on campus are nestled on partially wooded land along the winding Red Cedar River. The main facilities are classrooms in Ritzinger Hall, a Fine Arts Building, Library, Gymnasium, Student Center, Administration Building, and the Physical Plant Building. Other educational and recreational facilities include the Observatory, Amphitheatre, exercise course, tennis courts, a three-hole golf course, baseball diamonds, and a soccer field.

### **Special programs**

**Academic:** Observatory, educational trips to Grand Canyon and to France, tutoring services, Humanities Day, and Ritzinger Math-Science Day.

**Scholarships:** A scholarship program sponsored by Barron County Campus Foundation.

**Extracurricular:** Intramural and varsity sports, newspaper, forensics, Student Government Association, Math-Science Club, Phi Theta Kappa national honors fraternity, French Club, Foreign Born Students, and Encore for non-traditional students.

**Community Interest Programs:** Continuing Education courses, Summer Kids' College, Fine Arts programs sponsored by Barron County Campus Foundation, theater, Communiversy Band, Swing Singers, and art gallery exhibits.





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## **University of Wisconsin Center**

# **Fond du Lac**

### **Location**

The University of Wisconsin Center-Fond du Lac is located on 183 acres on the northeast side of Fond du Lac, north of East Johnson Street (Hwy. 23).

### **Student body**

In fall 1989, 756 students were enrolled, 396 men and 360 women. Students attend on a full-time and part-time basis. Their ages vary, and 25 percent are over age 24.

### **Facilities**

The six campus buildings are grouped around the shore of a two acre lake. Facilities include classroom, science, and library-administration buildings; a student center; a physical education/music facility; and a heating plant. Outdoor education, physical education, and recreation facilities include a botanical laboratory, softball diamonds, an all-weather quarter-mile track, and a soccer field.

### **Special programs**

**Academic:** Day and evening credit courses, Honors Program, and UW Centers Library Processing Center. The UWC-Fond du Lac and the Postsecondary Re-Entry Education Program (PREP) offers associate degree programs at Kettle Moraine and Taycheedah Correctional Institutions.

**Scholarships:** UW Center Fond du Lac Foundation offers many academic scholarships, including a valedictorian scholarship, guaranteed scholarships to those graduating in the top 10 percent, scholarships for new freshmen and adult students, and fine-arts talentships.

**Extracurricular:** Phi Theta Kappa national community college honorary society, intramural and varsity sports, student government, social activities, radio station, newspaper, informal personal and career seminars, and interest clubs.

**Community interest programs:** Continuing Education courses, lectures and symposiums, Fine arts performances, annual Madrigal Dinner, Center for Personal Development, High School Quiz Bowl, and corporate training facilities.





## **University of Wisconsin Center**

# **Fox Valley**

### **Location**

The University of Wisconsin Center-Fox Valley is located on a 33-acre campus between Neenah and Appleton, three miles from the north shore of Lake Winnebago.

### **Student body**

In fall 1989, 1,430 students were enrolled, 634 men and 796 women. There is a mix of full-time and part-time students.

### **Facilities**

The Center's two large multi-purpose buildings contain classrooms, cafeteria, library, planetarium, gymnasium, laboratories, radio station, television studio, lecture hall, child care center, fine arts theater, art gallery, and quiet study areas. The campus also has a soccer field and tennis courts.

### **Special programs**

**Academic:** Honors Program, evening courses, off-campus courses, planetarium, child care center, and career exploration courses.

**Scholarships:** The UW Fox Cities Foundation annually awards 50 scholarships worth approximately \$25,000.

**Extracurricular:** Student government, intramural and varsity sports, radio station, literary magazine, interest clubs, and newspaper.

**Community interest programs:** Continuing Education courses, Aaron Bohrod Fine Arts Gallery, community theater, lecture and fine arts series, and faculty and guest lecture series.

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## **University of Wisconsin Center**

# **Manitowoc County**

### **Location**

The University of Wisconsin Center-Manitowoc County is located on the southeastern edge of Manitowoc. The 40-acre campus is bound by Lake Michigan on the east and a 78-acre wooded park on the south.

### **Student body**

In fall 1989, 503 students were enrolled, 244 men and 259 women. Both full-time and part-time students are enrolled.

### **Facilities**

Two large multi-purpose buildings connected by an enclosed second floor walkway make up the campus. East Hall houses classrooms, a lecture hall, fine arts room, art gallery, library, bookstore, science labs, weight room, greenhouse, cafeteria-lounge, and offices. West Hall includes a physical education facility, computer lab, geography/geology lab, music rehearsal rooms, child care service, classrooms, and faculty offices. The grounds include a soccer field and weather station.

### **Special programs**

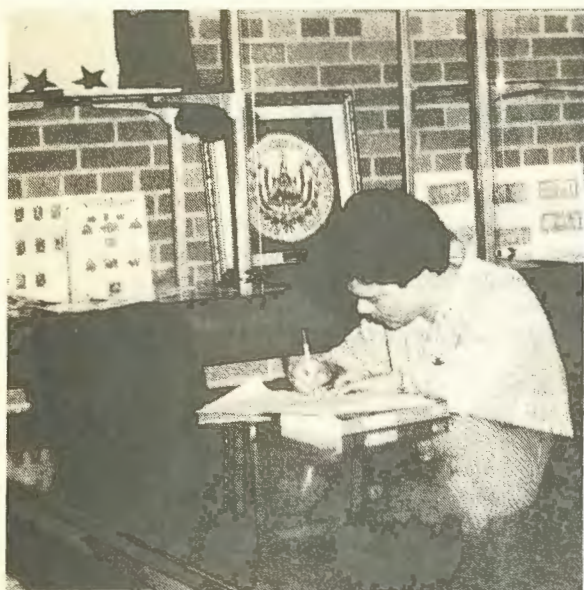
**Academic:** Evening associate degree program, remedial mathematics, student tutoring service, and on-campus business outreach program with UW-Green Bay.

**Scholarships:** Numerous community and UWC-Manitowoc County Foundation scholarships are available for new and returning students.

**Extracurricular:** Newspaper, student senate, UWC-Manitowoc County Ambassadors, non-traditional student association, business club, outdoors club, and intramural and varsity sports.

**Community interest programs:** Continuing Education courses, chorus, campus/community band and theater, jazz band, art gallery, lecture and fine arts series, and a speakers bureau.





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## **University of Wisconsin Center**

# **Marathon County**

### **Location**

The University of Wisconsin Center-Marathon County has a six-and-one-half acre campus in Wausau, adjacent to Marathon Park. Wausau is in north central Wisconsin, about 140 miles north of Madison.

### **Student body**

In fall 1989, 1,189 students were enrolled, 504 men and 685 women. The Center draws most of its students from Marathon, Lincoln, Shawano, Langlade, and Clark counties.

### **Facilities**

UWC-Marathon County has a residence hall which houses 162 students. Other buildings include a science hall with extensive lab facilities; an art studio; a fieldhouse with a racquetball court, weight room, swimming pool, and gymnasium; and a classroom-office complex with a theater, a computerized library, student center, bookstore, planetarium, greenhouse, cafeteria, and computer laboratory.

### **Special programs**

**Academic:** Honors program for academic achievers, basic skills courses, tutoring, English as a second language, Learning Lab services, and cooperative programs for nursing degree completion and extended degree.

**Scholarships:** Annually, more than \$80,000 worth of scholarships are awarded on the basis of academic achievement or potential.

**Extracurricular:** Lecture and Fine Arts Series, intercollegiate and intramural sports, show choir, jazz ensemble, concert band, concert choir, theater productions, Student Government Association (SGA), Ambassador Program, Activities Programming Board, and a variety of clubs and special-interest organizations.

**Community interest programs:** A wide range of personal enrichment and professional advancement classes, College of the Emeriti for those age 50 and over, College for Kids, and international study/tours.





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## **University of Wisconsin Center**

# **Marinette County**

### **Location**

The 36-acre University of Wisconsin Center-Marquette County campus is located on the shores of Lake Michigan's Green Bay. Downtown Marinette and downtown Menominee, Michigan, are both within a five-minute drive of campus.

### **Student body**

In fall 1989, 447 students were enrolled, 165 men and 282 women. Students attend the campus on a full-time and part-time basis.

Almost one third of the students are Michigan residents who, because of a reciprocal tuition agreement, pay Wisconsin resident tuition rates.

### **Facilities**

The hub of student life is the student union-lounge-cafeteria wing of the administration-science building. A second wing contains a student center and classrooms. Art facilities include a 394-seat theater, gallery, visual arts studios, and photographic laboratories. The library overlooks the bay. Completing the four-building complex is the Max E. Peterson Field House.

### **Special programs**

**Academic:** Evening Associate Degree Program, college skills laboratory, off-campus courses, interdisciplinary computer assisted instructional programs, and open computer laboratory.

**Scholarships:** Talentship Grants based on academic potential and leadership sponsored by UW-Marquette Foundation.

**Extracurricular:** Phi Theta Kappa-national junior college honorary, intramural and varsity sports, returning adult students' club, ski club, newspaper, and winter carnival.

**Community interest programs:** Theatre on the Bay productions (including summer series), faculty lecture series, and cross-cultural development activities.





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## **University of Wisconsin Center**

# **Marshfield/Wood County**

### **Location**

The University of Wisconsin Center-Marshfield/Wood County is located on 96 acres in the city of Marshfield.

### **Student body**

In fall 1989, 626 students were enrolled, 227 men and 399 women. Students attend on both a full-time and part-time basis.

### **Facilities**

Major buildings at the Center include the W.W. Clark Administration Building; Aldo Leopold Science Building; A.G. Felker Student Center; Fine Arts Building complex with the Learning Resource Center, Lecture-Performance Hall, music rehearsal rooms, and art studios; the Gymnasium; and University Apartments for student housing.

Outdoor recreational facilities include lighted tennis courts, soccer fields, football field, baseball diamond, golf green, and the university arboretum.

### **Special programs**

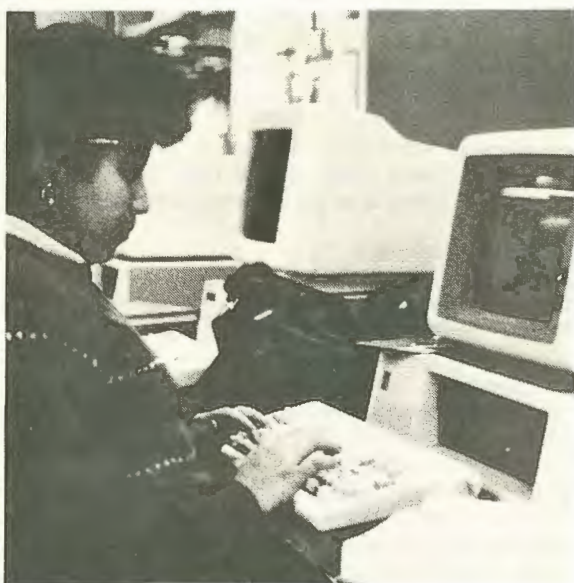
**Academic:** Evening Associate Degree Program, Outreach Program courses offered in Wisconsin Rapids, and freshman/sophomore program leading to a nursing degree.

**Scholarships:** Scholarships based on academic and leadership qualities, returning adult student incentive scholarships, and Ambassador Program scholarships for student representatives.

**Extracurricular:** Student Senate, intramural and varsity sports, Jazz Ensemble, Band, Choir, drama, student newspaper, Business Club, Chess Club, Computer Club, Inter-Varsity Christian Fellowship Club, and Nursing Association.

**Community interest programs:** Continuing Education Program, Campus-Community Players theater group, Marshfield/Wood County Symphony Orchestra, Central Chamber Chorale, Performing Arts Series events, Visiting Artist Series, special topic lectures by faculty and visiting lecturers, and cultural field trips.





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John Poole, Student Services Director

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## **University of Wisconsin Center**

# **Richland**

### **Location**

The University of Wisconsin Center-Richland campus is located in the southwestern Wisconsin city of Richland Center, midway between LaCrosse and Madison, on U.S. Highway 14.

### **Student body**

In fall 1989, 398 students were enrolled, 184 men and 214 women. There is a mix of full-time and part-time students. There also is a mix of ages in the student body. The campus draws students primarily from Richland, Sauk, Grant, Iowa, Vernon, and Juneau counties.

### **Facilities**

The 135-acre campus has six main buildings including the Miller Memorial Library, Wallace Student Center, General Classroom Building, Science Building, the Roadrunner Gymnasium, and the Administration Building. Also located on campus is the John & Edith Symons Recreation Complex which houses a heated swimming pool, whirlpool, two racquetball courts, and a multi-purpose room.

Directly adjacent to the campus are two student apartment buildings, Edith Rice Symons Hall and Dean's Hall, providing housing for approximately 60 students.

Outdoor facilities include an athletic field, tennis and basketball courts, a demanding cross-country course, and an area for winter recreational activities.

### **Special programs**

**Academic:** Tutoring services, study skills workshop, and Central American Scholarship Program.

**Scholarships:** Over 70 scholarships ranging from \$200-\$1000 are available through the Richland Campus Foundation Scholarship Program.

**Extracurricular:** Varsity intramural sports, cross country ski course, newspaper, Burlap Olympics, and Springfest.

**Community interest programs:** Continuing Education Office courses for all ages, campus-community theater, lecture series, and fine art programs.

**Central American Scholarship Program (CASP):** Through this program, established in 1985, students from Central America come to UWC-Richland to study for two years, adding an international flavor to the campus atmosphere.





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## **University of Wisconsin Center**

# **Rock County**

### **Location**

The University of Wisconsin Center-Rock County is located in Janesville, 40 miles south of Madison and 80 miles southwest of Milwaukee.

### **Student body**

In fall 1989, 990 students were enrolled, 421 men and 569 women. There is a mix of full-time and part-time students.

### **Facilities**

The 50-acre commuter campus includes Hyatt-Smith Hall, which houses the administration offices, cafeteria, student lounge, backstage lounge, business assistance center, and videoconference center; Andrews and Williams Halls, large classroom buildings which house the science laboratories, Skills Development Center, computer lab, and the 65,000 volume library; and Wells Cultural Center, with a 350-seat theater, a gymnasium, art gallery, and the art, music and drama departments.

### **Special programs**

**Academic:** Daytime and evening Associate Degree Program; Skills Development Center including tutoring, college orientation workshop for pre-college students or interested adults, bachelor's and master's degrees in business in cooperation with UW-Extension and UW-Whitewater, and extensive film library.

**Scholarships:** New and continuing students planning to enroll for six or more credits are eligible to apply for a variety of scholarships. Selection is based on academic achievement and leadership ability.

**Extracurricular:** Special support group for adult students, intercollegiate sports, student newspaper, student government, theater groups, various clubs, jazz ensemble, band, mixed chorus, and madrigal singers.

**Community interest programs:** Lecture & Fine Arts programming, community band, theater events, Career Center, Business Assistance Center, videoconferencing, College for Kids, and non-credit courses offered through the Continuing Education Office.





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## **University of Wisconsin Center**

# **Sheboygan County**

### **Location**

The University of Wisconsin Center-Sheboygan County is located on a 73.5-acre site on the western edge of the city of Sheboygan.

### **Student body**

In fall 1989, 688 students were enrolled, 330 men and 358 women. Both full-time and part-time students are enrolled.

### **Facilities**

The campus includes a main building, learning-resources center, fine arts building with a theater, observatory, and gymnasium. The grounds include tennis courts, areas for field sports, and a natural terrain for cross-country track and skiing.

### **Special programs**

**Academic:** Evening Associate Degree Program, evening academic/career counseling, tutoring, and Phi Theta Kappa scholastic honorary society.

**Scholarships:** UW-Sheboygan County Foundation Talent Grants and other scholarships ranging from \$100 to \$750.

**Extracurricular:** Campus newspaper, intramural and varsity sports, literary magazine, and special interest groups.

**Community interest programs:** Continuing Education courses and programs, University Players drama productions, wind ensemble concerts, Campus Singers and choir appearances and concerts, lecture and fine arts events, classic film series, and Pot-pourri musical variety show.





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## **University of Wisconsin Center**

# **Washington County**

### **Location**

The University of Wisconsin Center/Washington County is located on 87 glacier-sculpted acres on the southwest side of West Bend.

### **Student body**

In fall 1989, 794 students were enrolled, 359 men and 435 women. Both full-time and part-time students are enrolled.

Although the campus draws students from over 30 Kettle Moraine communities, most students commute 10 miles or less to campus.

### **Facilities**

The campus includes classrooms, science laboratories and a greenhouse, an observatory, a 296-seat theater, gymnasium and athletic field, ceramic and art studios, music ensemble and practice rooms, a piano lab, a new state-of-the-art 24-unit word-processing laboratory, a photography darkroom, a ski area, food co-op, bookstore, student recreational areas, and faculty and administrative offices. An adjoining library contains an extensive collection of books, periodicals, and records as well as computer terminals and a reading/writing lab.

### **Special programs**

**Academic:** Evening courses, special topics and lecture series, student support services in peer counseling, and basic skills programs.

**Scholarships:** Thirty-four students received \$37,100 in scholarships and awards in 1989.

**Extracurricular:** Varsity and intramural sports, Phi Theta Kappa national junior college honorary society, weekly newspaper, literary magazine, Writers Club, Business Club, International Club, and other special interest groups.

**Community interest programs:** Continuing Education courses, campus-community performance groups in music and theater, lecture and fine arts events and residencies, film series, noon-on-stage programs, tours and trips, vocal and choral ensembles, jazz groups, Moraine Chorus, and Moraine Symphony Orchestra.





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## **University of Wisconsin Center**

# **Waukesha County**

### **Location**

At approximately the geographic center of Waukesha County, the University of Wisconsin Center-Waukesha County is located on the western edge of the city of Waukesha on 86 acres of land. It is one mile south of Interstate 94 at the Hwy T exit.

### **Student body**

In fall 1989, 2,160 students were enrolled, 1,023 men and 1,137 women. There is a mix of full-time and part-time students. There also is an age mix among the students.

### **Facilities**

Campus buildings are grouped to form a central mall. Northview Hall, the Administration Building, the Library, and the Commons are joined and define the northeast corner of the mall. The Field House, Southview Hall, and the Fine Arts Center create the southern border of the mall, which is open on the west. Across University Drive, on the east side of the street, is the athletic field. UWC-Waukesha County also operates a field station 10 miles southwest of the campus on Hwy I8 at Waterville.

### **Special programs**

**Academic:** Evening associate degree program, Learning Laboratory, off-campus courses, Honors program, Pre-college Hispanic program, cooperative nursing program with Milwaukee County Hospital School of Nursing, and Community Outreach.

**Scholarships:** Friends & Alumni Foundation Scholarship Program.

**Extracurricular:** Intramural and varsity sports, special interest clubs, student government, campus student radio station and newspaper, Adult Student Alliance, Fallfest, Winter Carnival, and Spring Carnival.

**Community interest programs:** Fifty Minutes Lecture Series, Wilderness University lecture series, foreign film series, holiday Madrigal dinners and performances, Lunt-Fontanne Ensemble (theater), Jazz Ensemble, Symphonic Band, Swing Choir, and cooperative UW-Extension programs.



## 1990-91 Academic Year Calendar

### Semester I

Regist./Fac. Report	August 27-31
Labor Day	September 3
First Day of Classes	September 4
Thanksgiving Recess	November 22-25
Last Day of Classes	December 14
Study and Examination Period	December 17-22

### Semester II

Regist./Fac. Report	January 9-11, 14-15
First Day of Classes	January 16
Martin Luther King's Birthday	January 21
Spring Vacation	March 23-31
Easter	March 31
Last Day of Classes	May 10
Study and Examination Period	May 13-18

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## UNIVERSITY OF WISCONSIN CENTERS 1991-92 Academic Calendar

### Semester I

First Day of Contract Year	August 25, 1991
Registration	August 26-30, 1991
Labor Day Holiday	September 2, 1991
First Day of Classes	September 3, 1991
Thanksgiving Recess	November 28-December 1, 1991
Last Day of Classes	December 17, 1991
Study Day	December 18, 1991
Examinations	December 19-23, 1991

Total Class Days Semester I	74 (14 weeks, 4 days)
M-F Instructionally Related Days	85 (17 weeks)

### Semester II

Registration	January 13-17, 1992
Martin Luther King Holiday	January 20, 1992
First Day of Classes	January 21, 1992
Spring Vacation	April 13-17, 1992
Last Day of Classes	May 15, 1992
Study Days (Saturday/Sunday)	May 16, 17, 1992
Examinations	May 18-22 (M-F), 1992
Last Day of Contract Year	May 23, 1992

Total Class Days Semester II	79 (15 weeks, 4 days)
M-F Instructionally Related Days	89 (17 weeks, 4 days)

### Academic Year Totals

Total Class Days	153 (30 weeks, 3 days)
M-F Instructionally Related Days	174 (34 weeks, 4 days)
Contract Period	(39 weeks)

The University of Wisconsin on the basis of age, race, gender, sexual orientation, national origin, ancestry, marital status, or record in employment in its educational programs and activities as required by state and federal laws and regulations. Inquiries concerning the application of AA/EEO procedures may be directed to the Affirmative Action Office, 150 E. Gilman Street, Madison, WI 53703, (608)262-2578.

this catalog is to provide students with information on course listings, requirements and regulations in effect at the time of publication.



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