

REGISTRATION

Schedule of Classes

Graduate courses are offered at a variety of times, both on-campus and online. The schedule of classes is usually available online in March for the fall semester, October for the winter session and spring semester, and in November for the summer session.

Registration in Courses

Students admitted to a particular graduate program are eligible to register early in the priority registration period. Students who are otherwise qualified but have not been admitted may also register early as graduate special students during priority registration.

Dates of registration and detailed instructions for registering are available on the Registrar's website (<https://www.uwec.edu/blugold-central/academic-planning/academic-registration-calendars/>) in advance of the beginning of each registration period.

Repetition of Courses

Graduate students may repeat no more than two courses previously taken for graduate credit, with the exception of "repeatable" courses. Any repetition including repetition of courses from which students withdrew with a mark of W must have approval of the student's adviser, and the Program Director and College Dean of the program in which the student is enrolled. A given course may be repeated no more than once, with the exception of "repeatable" courses. The grade earned in the repetition of the course replaces the grade earned initially.

In order to repeat a course, approval must be obtained from the College Dean's office before the time of registration. Students who have taken a course at the 300 or 400 level may not include that course at the 500 or 600 level in a graduate program, except in the case of special topic courses when the topic is not the same as that taken at the undergraduate level, or at the discretion of the program adviser.

Satisfactory/Unsatisfactory (S/U) Registration

In graduate course work, Satisfactory or Unsatisfactory (S/U) registration is allowed only for courses that explicitly require S/U registration in the UW-Eau Claire graduate catalog. S/U registration is not permitted for any non-clinical, non-practicum, or non-project based graduate courses.

S/U Grades

The grade of S is equivalent to at least a B or above in the standard grading system; it denotes that the student's work was satisfactory and that credit is granted for the course. The grade of S is not computed into the student's semester and resident GPAs.

The grade of U is equivalent to a B- or below in the standard grading system. No credit is granted. The grade of U is not computed into the student's semester and resident GPAs.

Withdrawal from the University

Students intending to terminate their study during a semester when they are registered for courses must officially withdraw from the University (<https://www.uwec.edu/blugold-central/academic-planning/registration-changes/>

[withdraw-from-university/](#)). Withdrawal from all courses in which a student is registered, even if only one course, constitutes withdrawal from the University.

Withdrawal from Courses

Forms for withdrawal from a course are available through Blugold Central (VLL 1108). Withdrawals from full-semester courses during the first two weeks of classes of spring or fall semesters will not be entered on the record. Withdrawals from classes through the tenth week of classes will yield a record of W. The student may not withdraw from classes after the beginning of the eleventh week of classes. If there are unusual circumstances beyond the student's control which force withdrawal, the student may request permission for late withdrawal from the Associate Dean for their College.

A student who stops attending a course and fails to withdraw officially will receive a grade of XF from the instructor, which indicates an unofficial withdrawal and appears as an F on the academic record.

Similar deadlines apply to eight-week courses in the summer session: no record for withdrawals the first week of classes; W for withdrawals during the second to fifth week; and no withdrawals after the fifth week. These deadlines are prorated for short courses and workshops.

The dates of these deadlines are displayed on students' CampS Student Center.

Enrollment of Undergraduates

Upon the recommendation of the student's adviser, course instructor, and chair of the department offering the course, a University of Wisconsin-Eau Claire undergraduate student may be allowed to enroll in a limited number of graduate courses, provided he or she has a 3.00 undergraduate GPA and has the approval of the College Dean. Qualified students may take up to, but not exceed, a total of nine credits of graduate-level course work, unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component. The graduate credits cannot be used to satisfy requirements for the bachelor's degree, unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component. Application forms for enrollment in graduate courses as an undergraduate may be obtained from Blugold Central.

Accelerated Graduate Degrees

A student who has been approved for participation in an approved accelerated graduate degree pathway may earn a maximum of 50% of the credits required for their graduate degree while enrolled as an undergraduate student. To receive confirming graduate credit, a student must earn a grade of C or better in the accelerated course UNLESS the graduate program requires a higher minimum grade. A student will be awarded confirming credits only after being admitted and completing their first term in the graduate program. These policies align with HLC's assumed practices, which states, "An institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers."

Enrollment of Graduate Students in Undergraduate Coursework

Upon the recommendation of the graduate program director or the chair of the department, a graduate student may enroll in undergraduate coursework for a specific semester. Upon receipt of the recommendation from the student's graduate program, the Registrar will verify the student is accepted to a graduate degree program and is currently enrolled in at least one graduate course. Once the Registrar's Office has created the undergraduate career for a

specific semester, the graduate student may add the undergraduate course(s) to their schedule, assuming they are a) enrolled in at least one graduate course that term, 2) there is an open seat in the undergraduate course, and 3) the student meets all prerequisite requirements for the undergraduate course.

Graduate students should be aware that they cannot apply undergraduate credits toward their graduate degree requirements (unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component), they will be charged graduate tuition and fees for all coursework (including undergraduate credits). Academic load is determined by graduate credit enrollment only. Financial aid may be available in the form of additional Unsubsidized Direct Loan if the student provides documentation from their graduate advisor that the undergraduate coursework is required for the graduate degree or is a pre-requisite. Please contact Blugold Central for questions.