

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Last 12 Credits May Include Study Away Credits (number AP1205)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 4/17/12 (approved by Faculty Senate); 5/2/12 (approved by the Chancellor)

I. Background and Purpose

- 1.1 We are finding more of our students are choosing to participate in Study Away (study abroad and National Student Exchange) programs during their last term of enrollment at UW-Superior. This requires them to submit a petition form because their last 12 credits are not from UW-Superior (as the policy requires).

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 Study Away = classes taken through Study Abroad (outside the US) and through National Student Exchange (NSE) (inside the US).

IV. Policy Statements

- 4.1 The last 12 credits of the degree must be earned at UW-Superior, or through University approved Study Abroad or National Student Exchange.

V. Policy Procedures

- 5.1 Student submits Study Away form (with all required signatures) prior to leaving for Study Away experience.
- 5.2 Registrar's Office registers the student in placeholder Study Away course.
- 5.3 Student submits official transcript from Study Away institution to the Registrar's Office.
- 5.4 Registrar's office removes the placeholder course and adds the Study Away courses to the student's official transcript.
- 5.5 Both courses and grade points are added to the students UW-Superior official transcript.

VI. Compliance

- 6.1 Approved by UAAC (4/10/12), Faculty Senate (4/17/12) and Chancellor Wachter (5/2/12)
- 6.2 Student's UW-Superior cumulative GPA will change with the Study Away courses are added.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 None