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