Date: September 12, 2014

To: Dr. Jean Pratt, Chair
Academic Policies Committee

Fr: Dr. Michael Carney
Associate Vice Chancellor for Undergraduate Curriculum, Internationalization and Immersion

Re: Recommended changes to the Special Student policy and the associated catalog text

The Associate Deans Committee, comprised of Associate Deans and Associate Directors from both Academic and Student Affairs, recommends the following updates and modifications to our Special Student policy. The notes throughout the content are intended to outline the rationale for the changes.

Please feel free to contact me with any questions you might have regarding this document. Tessa Perchinsky will be available to provide any required clarification or background information when APC formally considers these recommended changes.

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EARLY ADMISSION OF HIGH SCHOOL STUDENTS
The University offers admission to exceptionally qualified high school students who will have completed the 10th grade by the time they will enroll at UW-Eau Claire. Such students must provide evidence of academic ability, motivation, and self-discipline necessary to engage in university-level study.

Admission requirements:
- Rank in the top 10 percent of their high school class or have a cumulative high school GPA of 3.75 or higher
- ACT composite score of 28 or higher with 25 or higher in all subscores (or equivalent scores from the SAT)
- Permission of parent(s) or guardian(s)

Applicants for early admission must provide the following:
- A standard UW System application form
- An official high school transcript showing current rank-in-class and official transcripts for all University work completed
- Two letters of recommendation. At least one should be from a current teacher. The other may be from any adult (preferably from the principal, assistant principal, or guidance counselor) in a position to assess the applicant’s skills and readiness for University study.
- Permission statement signed by parent(s) or guardian(s)
- On-campus interview with the Admissions Office or Academic Advising Office

Commented [PTA1]: Policy change. We are requesting the following policy be removed. This policy has not been utilized for several years and other policies/practices have accommodated high school students needs rather than this particular policy.
ADMISSION AS A SPECIAL STUDENT

Persons who have graduated from a recognized high school, or have the educational equivalent and demonstrate ability to succeed in college level work, but who are not interested in seeking a degree, may attend the University as special students. Admission criteria for special students are more flexible than for degree seeking students, and no formal admission is required prior to special student registration. Each case will be considered on its own merits. Students interested in taking classes as a special student should inquire and apply in apply online at apply.wisconsin.edu. Questions can be directed to Records and Registration. Registration Services.

Special students may enroll for a maximum of six twelve credits (or two courses if credits exceed six) per semester, and must meet the academic standards of the University (see Academic Standing and Progress). Once an individual has earned 29 credits as a special student (including any transfer credit), he or she should make application for admission to the University. If enrollment management targets allow, the Director of Admissions may make exceptions to the maximum credits allowed. Special students are not eligible for financial aid, but may be eligible for veterans benefits.

ADMISSION AS A HIGH SCHOOL SPECIAL/YOUTH OPTIONS STUDENT

High School Special/Youth Options Program

High school juniors and seniors who rank in the top 25 percent of their class or who rank in the 50th to 74th percentile with an ACT composite of 24 or greater (or equivalent scores on SAT/PSAT/PACT) may enroll as special students at the University. Gifted Students gifted in a specific subject area who do not meet these criteria may be considered on an exception basis if they are able to provide documentation.

Students may enroll in courses with contents that are not available in the high school curriculum and for which they have the necessary prerequisites. For specific guidelines, contact the Admissions office.

The student must submit a Youth Options/High School Special form (available from the Admissions office or from local high school guidance counselors) and an official high school transcript showing current rank-in-class and test scores. All documents should be submitted to the Admission office by August July 1 for fall semester, December 1 for spring semester, and May 1 for Summer Session.

Once admitted, Youth Options/High School Special students and other special students will be directed to the office of Advising and Academic Testing New Student Initiatives to meet with an adviser. Placement tests may be required before meeting with an adviser. All special students, including high school special students, Youth Options/High School Special students are limited to twelve credits or two courses per semester and must meet the academic standards of the University (see Academic Standing and Progress).

Youth Option/High School Special students register during special student registration on a space available basis.

ADMISSION OF VETERANS

ADMISSION FOR RESIDENTS OF U.S. TERRITORIES

ADMISSION OF NONRESIDENT ALIENS

ADMISSION FOR INTERNATIONAL STUDENTS
ANUDITING OF CLASSES BY SPECIAL STUDENTS

An auditor registers to attend a course and participate in class activities without earning credit (see Auditing Courses). Basic required textbooks for use in undergraduate courses are furnished from the Instructional Resource Rental Department of the University Bookstore.

In all University courses, students registering for credit must be given priority over auditors, but a wide variety of alternatives is available to the auditor each semester. There are no formal requirements concerning previous education. Audit enrollment is not permitted in some courses. (see current Class Schedule for restrictions).

Board of Regents policy makes it possible for students to audit courses at reduced costs, as follows: Wisconsin residents under age 60 may audit classes by paying only 30 percent of the normal per credit academic fee, and nonresidents may audit by paying 50 percent of the nonresident academic fee. Residents of Wisconsin who are 60 years of age or older or who meet certain disability requirements may audit courses on a space-available basis at no charge for tuition. In all cases any special course fees or materials are additional. Individuals may audit a maximum of twelve credits for two courses, if credits exceed six each semester. Students may take a combination of audit and credit coursework during the same semester as long as combination does not exceed the twelve credit maximum, or may take one course for credit (at the normal per credit resident or nonresident fee) and another as an auditor during the same semester. Individuals meeting disability requirements should contact an advisor in Old Library 2136 for information on Services for Students with Disabilities for accommodations. (see also Auditing Courses)

CONTINUING EDUCATION AND EXTENSION

The "Wisconsin Idea" of the University of Wisconsin System holds that the function of a university is not only to educate full-time students on its home campus, but also to extend educational opportunities and services to all citizens of the state. The Wisconsin Idea is incorporated into the general mission of the University of Wisconsin System and into the particular missions of the various institutions.

The University of Wisconsin-Eau Claire has long supported the Wisconsin Idea and the related idea of education as a process continuing throughout the lifetime of an individual. The University welcomes to the campus members of the community who wish to attend credit and non-credit courses for personal or professional reasons. Many campus resources and services are also available to community members.

Further information may be obtained from the Educational Opportunity Center (Old Library 2134), or Advising and Academic Testing (Shofield 226), or from the office of Continuing Education located at 210 Water Street, Eau Claire.
Special Students are individuals who take classes for credit but are not pursuing a degree. For this reason no formal admission is required prior to Special Student Registration (see Admission as a Special Student). Because of the demand for some courses and limitations on enrollment, degree-seeking students will be given priority over Special Students. Special Students may take up to six credits (or two courses, if credits exceed six) per semester.

Auditing of Classes by Special Students

An auditor registers to attend a course and participate in class activities without earning credit (see Auditing Courses). Basic required textbooks for use in undergraduate courses are furnished from the Instructional Resource Rental Department of the University Bookstore.

In all University courses, students registering for credit must be given priority over auditors, but a wide variety of alternatives is available to the auditor each semester. There are no formal requirements concerning previous education. Audit enrollment is not permitted in some courses (see current Class Schedule for restrictions).

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ACADEMIC POLICIES AND REGULATIONS

CLASSIFICATION OF STUDENTS

Full-Time Students. For fall and spring semesters an undergraduate enrolled for 12 or more credits (excluding audits) is considered a full-time student; and must be enrolled in a minimum of six credits to be considered at least half-time. A graduate student enrolled for nine or more credits is classified as full-time and must be enrolled in a minimum of five credits to be considered at least half-time. In the Summer Session, an undergraduate enrolled for 12 credits is considered full-time (six is the minimum for half-time); and a graduate student must be enrolled in seven or more credits to be considered full-time (four is the minimum for half-time). In the Winterim Session, enrollment in two credits is considered full-time and one credit is considered half-time for all students.

Full-time Equivalent Enrollment Status. The following definitions apply to the full-time equivalency (FTE) enrollment status.

Undergraduate Students

Students may enroll in a course/internship that is the equivalent of 36 hours per week for 15 weeks (36 hours per week for 11 weeks in the Summer term) to be considered a full-time equivalent for enrollment purposes.

Graduate Students

Students may enroll in a course/internship that is the equivalent of 27 hours per week for 15 weeks (24 hours per week for 11 weeks in the Summer term) to be considered a full-time equivalent for enrollment purposes.
**Special Students.** Students who are not formally admitted to the University are classified as special students. Registration as an undergraduate special student and Youth Option/High School special students is limited to six twelve credits or two courses per semester (if credits exceed six) during fall and spring semesters. During the Summer and Winterim Sessions, all specials may take a maximum of as many credits as the number of weeks they are attending.

**Class Level.** Students attain class level according to the number of semester credits earned:
- Freshman: fewer than 30 semester credits.
- Sophomore: 30-59 semester credits.
- Junior: 60-89 semester credits.
- Senior: 90 or more semester credits.