UNIVERSITY OF WISCONSIN River Falls

Academic Forgiveness Policy

The Academic Forgiveness Policy (UWRF Faculty Senate 9.13.1) allows students who experienced prior academic difficulty at UWRF to have one opportunity to have all previous UWRF grades excluded from the cumulative grade point average (GPA). The Academic Forgiveness Policy provides the opportunity for the calculation of a new grade point average for all subsequent coursework for students being readmitted to UWRF.

9.13.2 Restrictions and Explanations

1. Students must not have been enrolled in any institution of higher learning for at least five continuous years prior to readmission to UWRF except for completion of courses that were a precondition for admission/readmission.
2. Students can apply for Academic Forgiveness at the time of reentry (Admissions- 112 South Hall).
3. To be eligible for Academic Forgiveness, a student must have a cumulative GPA of less than 2.5 at UWRF at the time of readmission.
4. The request for forgiveness must be approved by the Academic Department Chair and Dean of the College in which the student is applying.
5. If forgiveness is granted, all UWRF courses taken five or more years prior to readmission (and the grades received) will continue to appear on the student's record, but the student's cumulative GPA will be based solely on credits earned after readmission to UWRF.
6. If forgiveness is granted, all credit hours with a grade of "D" or better earned five or more years before readmission may be used to satisfy degree requirements even though they are not included in the student's cumulative GPA.
7. If forgiveness is granted, grades in courses for the major will still count towards the major GPA.
8. Forgiveness of grades earned five or more years before admission/readmission may be granted only once.
9. All other UWRF policies remain in effect and are not changed by the granting of Academic Forgiveness.
10. This policy applies to only undergraduate students seeking their first bachelor's degree.
11. This policy is effective starting fall semester, 2016-17.
12. Applicants who intend to use or apply for financial aid should contact the Financial Aid Office to identify how Academic Forgiveness may affect financial aid eligibility.

Academic Forgiveness Application
Standard Load

Undergraduate
Undergraduate student should average 15 credits of work for 8 semesters for a total of 120 credits. The maximum load for freshman students is 17 credits per semester. The maximum load for sophomore, junior, or senior students is 18 credits per semester. The maximum load for undergraduate students is 12 credits per summer session (with a credit per week ration or no more than one credit per week during the summer). The maximum load for undergraduate students is one credit per week during J-term (typically no more than 4 credits per J-term).

Full-time students are designated as being enrolled for 12 or more credits. Students in the Honors Program may carry one honors course per semester in addition to the regular course load.

Graduate

Full-time graduate students status is defined by enrollment for at least 8 credits in the fall or spring terms, and for at least 4 credits in the summer.

When graduate students complete undergraduate courses, each undergraduate credit will count as a graduate credit in calculating load.

Graduate students who are working as graduate assistants must be either currently enrolled in a graduate course or admitted to a graduate program and enrolled in a course (either graduate or undergraduate).

Excess Load

Undergraduate:
Any sophomore, junior, or senior who desires to enroll for more than 18 semester hours or a freshmen who desires to enroll for more than 17 semester hours must make an application for an excess load.

Graduate:
The normal load for full-time students is 8-15 credits during a semester and 4-9 during summer session (but no more than one credit per week without the Director's permission). You may exceed these maximums
once during your graduate program if you:

- are not on academic probation;
- have successfully completed at least 16 graduate credits; and
- have filed written approval from your advisor with the Graduate Studies Office.

If you take undergraduate courses, each three undergraduate credits will count as two graduate credits in calculating your load. Graduate assistants must take at least eight credits and no more than twelve credits.

The unit of credit is the semester hour, which is given for the satisfactory completion of a subject pursued for one semester and having one class period or two laboratory periods per week.

**There is a per-credit charge for an excess load over 18 credits.**
Academic Merit

Academic Merit before graduation is recognized by placement on the Dean's List. Superior scholarship is recognized at the completion of fall and spring terms by publication of the Dean's List. Undergraduate (Freshman-Senior) degree-seeking students are eligible to receive this honor. Students must complete a minimum of 12 credits, receive a minimum of a 3.500 term grade point average, and have no grades of F, outstanding incompletes or repeat grades during the academic term. Outstanding SP designations will not preclude students from receiving this honor. (Faculty Senate motion 2014-2015/88)

Graduating Seniors

In addition to these honors, many of the academic departments annually present awards to their student majors which recognize superior scholarship, leadership, or service to the department. Students should also be aware that many of the scholarships available at the University are designated for students with high academic achievement in specific majors or disciplines.
Academic Suspension and Probation Policy

Undergraduate Policy

Good Academic Standing

Undergraduate students are in good academic standing if they maintain a cumulative resident grade point average of 2.000 or greater.

Undergraduate Academic Probation

Academic probation indicates a level of student academic performance that is below what is required for successful progress towards the completion of a student's degree program. It is an advisory warning that a student should take action to raise his/her level of achievement to an acceptable level of performance.

Undergraduate students will be placed on academic probation if:

- They have earned a cumulative grade point average less than 2.000 at UWRF.
- They have earned a fall or spring semester GPA of less than 1.667.
- They are readmitted after having left UWRF while they were on probation or suspended for academic reasons.

Undergraduate Academic Suspension

A suspension action is taken when a student's academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. Once placed on academic suspension a student is not allowed to enroll in courses at UWRF during either fall or spring semester until he/she is readmitted to the university.

Undergraduate students will be suspended if any of the following items apply:

- Their semester and cumulative grade point average is less than 2.000 at the end of two successive semesters at UWRF.
- They have earned a fall or spring semester GPA of less than 1.000.

Undergraduate students do not need to be on probation for this suspension regulation to take effect.

Graduate Policy

Graduate students are in good academic standing if they maintain a cumulative resident grade point average of 3.00 or greater overall.

Graduate Academic Probation
Graduate students will be placed on probation:

- If they earned a cumulative grade point average less than 3.00 at UWRF.

**Graduate Academic Suspension**

Graduate students will be suspended if any of the following items apply:

- They earn less than a cumulative 2.00 average at any time
- If they are on probation and
  - They earn less than a 3.00 in the next enrollment period and are full time students
  - They earn less than a 3.00 in the next 12 attempted credits and are part-time students

**Readmission After Suspension**

An undergraduate student who has been suspended may apply for readmission to the university through the Admissions Office. The Dean of the college to which an undergraduate student seeks readmission will review the student's application for readmission and make the decision on whether readmission will be granted. Depending on the circumstances, it is the Dean's prerogative to readmit the student or not and determine the length and criteria of the suspension.

A graduate student who has been suspended may apply for readmission to the university through the Admissions Office. The director of the graduate program will review the application for readmission and make a recommendation to the Director of Graduate Studies regarding whether readmission will be granted. Depending on the circumstances, it is the Director of Graduate Studies prerogative to readmit the student or not and determine the length of the suspension.

Revision to the requirements for the Suspension and Probation policies passed by Faculty Senate, April 2011 (Motion 2010-2011/45)

The most acceptable proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 grade point average (GPA). The courses must fulfill general education, directed elective and/or major/minor requirements. Students may use the UWRF Summer/J-Term session immediately prior to reinstatement to take these courses. If these courses are taken elsewhere, students should understand that though the transfer credits usually apply toward graduation, the grades for these courses will not be calculated into their UWRF cumulative GPA. Courses cannot be retaken at another institution to raise your UWRF grade point average.

(Undergraduate Catalog)
Adding/Dropping Courses

<table>
<thead>
<tr>
<th>Fall 2018</th>
<th>16 Week Course</th>
<th>8 Week: Session A Course</th>
<th>8 Week: Session B Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Begins</td>
<td>9/5/18</td>
<td>9/5/18</td>
<td>10/24/18</td>
</tr>
<tr>
<td>Last Day to Add or Drop Without an Add/drop Card</td>
<td>9/11/18</td>
<td>9/11/18</td>
<td>10/30/18</td>
</tr>
<tr>
<td>Last Day to Drop a course Without a &quot;W&quot;</td>
<td>9/25/18</td>
<td>9/25/18</td>
<td>11/13/18</td>
</tr>
<tr>
<td>Last Day to Withdraw from all courses for the Semester Without &quot;W's&quot; being Noted on Transcript</td>
<td>10/16/18</td>
<td>10/16/18</td>
<td>11/13/18</td>
</tr>
<tr>
<td>Last Day to Drop Without a Late Drop Form</td>
<td>11/13/18</td>
<td>11/13/18</td>
<td>12/5/18</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>12/14/18</td>
<td>10/30/18</td>
<td>12/14/18</td>
</tr>
<tr>
<td>Grades Due</td>
<td>1/2/19</td>
<td>10/30/18</td>
<td>1/2/19</td>
</tr>
</tbody>
</table>

For policies on how dates are established for the drop and add policy see Faculty and Staff Handbook Ch. 9.2.10

Adding or Dropping a Course - This can be done in eSIS up through the first five University business days of the semester as long as the course is open.

- How to: Add a Course
  - Drop a Course

- An Add/Drop Card is needed when:
  - A course is full during or before the first five University business days of the semester: you only need the instructor's signature at this point
  - After the first five University business days of the semester: you need both the instructor's and your advisor's signatures to add or drop a course
  - A class may be added at any time during the semester as long as the add card has both the instructor's and your advisor's signatures

- Dropping without a "W" - a student may drop a course without receiving a "W" on their transcript if it is done within 0-15 University business days. A student will receive a "W" if they drop a course at any time after the first 15 University business days.

- Late Drop - a late drop form is needed if a student wishes to drop a course after the first 50 University business days
  - A student will receive a "W" on their transcript if they drop a course at this time
  - The student must write their reason for the late drop on the form, get their advisor's signature with their recommendations, the instructor's signature with their recommendations, and then bring the form to the Dean of the college. The Dean will review the late drop form and if they decide to allow the late drop they will sign the late drop card. The Dean's Office will keep the late drop form and the student must bring the late drop card to the Registrar's Office.
- **Semester Withdrawal** - If a student wishes to drop all of their courses and withdraw from the semester they must fill out a Withdrawal Form online. The withdrawal will be processed the day it is received in the Registrar's Office. If the withdrawal form is completed after the sixth week of the semester the withdrawal will be indicated on the student's transcript by having "W"s for all of the courses the student was taking that semester, and there will also be a note stating they withdrew from the semester.

- **First Day Attendance Drop Policy** - Student registration for a class, laboratory, or studio which has limited enrollment due to facilities, may be dropped from the course if the student is not present at the first session of the term, unless the absence was an unavoidable circumstance, including illness. If you must be absent on the first day of class, you should contact the instructor of the course. An instructor may drop you from a class if you do not attend the first class meeting. If you do not plan to take a course, drop it; do not assume that non-attendance will result in an automatic drop. Drops will not be backdated because you never attended. The official drop date is the date you turn in the add/drop card to the Registrar's Office. Add/drop cards are available at the Registrar's Office. For information on drop/add deadlines see above or the academic calendar.

- **Dropping Physical Education "Test Out" Classes** - Students not passing Physical Education 'Test Out' classes are required to drop the 'Test Out' or receive the grade earned in attempting the 'Test Out.'

- **J-Term and Summer Sessions** - Adding and dropping policies change for summer and J-term courses depending on the session the class is a part of.

  *** Only the instructor's signature is needed on an add/drop card for a summer or J-term course

How to Add a Course Video
Attendance Policy

Below is the University Attendance Policy as approved by the UWRF Faculty Senate.

Senate Motion 9.2.13 Attendance Policies

9.2.13.1 General Student Attendance Responsibilities

A student is expected to attend all class sessions, and must be registered for class before attending. Students should also be mindful of class attendance policies for each of their classes. These details are available in each class syllabus.

If, for any reason, a student is unable to attend the first meeting of any class, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend the first meeting of any class may result in an administrative drop by the instructor. For on-line classes, faculty will be monitoring whether a student has logged into and participated in the course in some way within the first 48 hours of the semester, and failure to participate may result in an administrative drop by the instructor.

If a student is absent, the student must contact all instructors directly and in a timely manner (e.g. email, telephone call, or in person). It is the student's responsibility to contact each instructor. In all cases, the student is responsible for completing all course requirements.

If a student is incapacitated, a representative should contact the Provost’s Office (phone: 715-425-3700; email: provost@uwrf.edu). That office will inform the instructors involved of the absence. This serves as notification only, not necessarily a formal excuse.

Students should consult section 9.2.17 and 9.2.18 of the Faculty and Staff Handbook for additional information related to how non-attendance affects grades.

Students should also consult the other sections of 9.2.13 of the Faculty and Staff Handbook for additional information about attendance policies.

Failure to attend class does not alter financial obligations. Registered students are obligated to pay all fees and penalties (e.g. tuition and student fees, late fee, finance charges).

9.2.13.2 Title IX Accommodations

Student retain any and all Title IX or other compliance protections related to class attendance. Title IX prohibits discrimination based on parental status. Students who are parents or who are pregnant are protected from discrimination under parental status (34.C.F.R.106.40(a), and may request the following: a larger desk, breaks; during class; a stool or chair instead of standing; temporary access to elevators; rescheduling tests or exams; housing or residential living accommodations; excused absences for pregnancy or related conditions (both male and female); submitting work after a deadline missed due to pregnancy or childbirth; allowing excused absences for parenting students (male and female) who need to take their children to a doctor’s appointment or to take care of a sick children; accommodations involving lab classes, which should be determined on a case by case basis in consultation with the academic department; or alternate
course materials if necessary. Following the foundation of ADA, which provides the basis for reasonable academic adjustments, reasonable accommodations are determined in conjunction with the students, the Manager of Ability Services, the faculty member, the Title IX Coordinator, and any appropriate medical personnel. Regardless of the need for the accommodations, the fundamental alterations to a course, the specific academic degree, or university requirements will not be approved. UWRF will work with students to accommodate pregnancy and parenting responsibilities; however, the students must be mindful of their responsibilities as a student.

9.2.13.3 Policy on Class Absence due to Military Service

Students shall not be penalized for class absence due to required military obligations, as long as such class absence does not exceed 10% of course contact hours. Special permission for additional time may be granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.

9.2.13.4 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University-sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by sponsoring Department and the Provost and Vice Chancellor for Academic Affairs or designee. Such activities should not be scheduled during the final exam period or one week prior to final examinations. Prior written notice of the student’s absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor’s approval prior to an event for it to be determined as sanctioned. Faculty should consult the Provost’s website for details regarding the process required to obtain approval for a university sponsored off-campus activity or field trip. [FS 13/14-19]
Auditing and Pass/Fail Courses

Auditing a Course

In order to audit a course the student must register for the course as usual in eSIS. (If you are not currently enrolled contact Admissions for the appropriate steps to become a student) After this the student must pick up an audit card in the Registrar's Office, fill it out, and get it signed by the instructor of the course. They then must turn it in to the Registrar's Office on the fifth University business day of the term. The cards will be processed on a space available basis. Prior to turning in the audit card, the student should discuss the course requirements with the instructor. Any student who enrolls on an audit basis may NOT change to a credit basis during the term of enrollment.

Courses that are registered on an audit basis will appear on the students official transcript with an "audit" indicated as the grade, and there will not be any credit awarded for the course. Wisconsin residents who are 60 years of age or older by the first day of the term may audit a course without paying the credit fees. For more information on tuition and fees associated with auditing a course, please visit the Tuition and Fees section of the Student Billing page.

Pass/Fail Courses

Courses taken under the pass/fail system will be considered only as elective courses, unless it is a course offered only on a pass/fail basis, such as student teaching and cooperative internships in CAFES. These courses will not complete any specific requirements other than the overall credit requirement. A Registration for a Pass/Fail Course Form must be completed and turned into the Registrar's Office before the end of the second week of each semester. After the second week of the semester students may not change either to or from a pass/fail basis, or after the first week of a summer session. The form requires a signature from the student's advisor and the Dean of the college. There is a list of provisions on the back of the form that every student should read through and discuss with their advisor before choosing to take a course on a pass/fail basis.

Students will receive an "S" grade for passing the class which will be counted towards their total credits, but not towards their GPA. If a student does not pass the course they will receive a "U" for an unsatisfactory grade, which is treated as an "F" and does affect the students GPA in the same way.

Junior or senior students who are not on scholastic probation may take one course per semester on a pass/fail basis with a maximum of three courses or nine credits within the degree program.

Students who are undecided about a major or option should not take courses on a pass/fail basis which might later become part of their requirements. Students in pre-professional programs, including preparation for graduate study, should avoid taking courses under the pass/fail system which may be required or recommended for such study.
Commencement Participation Policy

Commencement ceremonies are held at the completion of fall and spring semesters. Information regarding graduation and applications are available from the Registrar's Office. Graduating seniors and graduate students have the option to participate in commencement the term that they are completing all degree requirements. Students who are completing their final requirements during Summer Session have the option of participating in the previous spring commencement or the following fall commencement ceremony. Although Summer Session graduates may select to participate in an earlier commencement ceremony, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Fall or spring graduates who wish to participate in an early commencement ceremony must make an application for graduation and write a letter of appeal to the registrar. Students who complete their requirement during J-term have the option to participate in commencement in either the preceding fall semester or the subsequent spring semester. Students who are requesting to participate in an early commencement must follow the published commencement participation deadline date for the term they are appealing. Appeals to participate in an early commencement will be approved only if all of the following conditions have been met:

- There is an extenuating circumstance.

- The student has nine or fewer credits to complete the degree or has only student teaching or an internship to complete degree requirements in the following semester.

The registrar will review the appeal and approve or deny the request based on the above criteria and written notification will be sent to the student.

Although students may be allowed to participate in an early commencement ceremony, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Requirements for the Commencement Participation Policy were passed by Faculty Senate in April 2002. (Motion 2001-012/17)

Graduate students must be registered for at least one credit during the term they when they participate in commencement, with the exception of the following:

- Graduate students who are enrolled during the summer and complete their requirements then may participate in either the preceding spring or the subsequent fall commencement.
Course Numbering

Course numbered in the 100s are intended for freshman, 200s for sophomores, 300s for juniors and 400s for seniors. Courses numbered below 100 do not carry credits toward a degree. Freshman may not register for 300 or 400 level courses without permission and sophomores may not register for 400 level courses without permission. This permission must come from the chair of the department offering the course. Courses in the 500s and 600s are reserved for graduate students. Slash courses are numbered with both undergraduate and graduate numbers (300/500, 400/600.) Freshman and sophomores are not permitted in 300/500 and 400/600 courses. Juniors and seniors are permitted in 300/500 and 400/600 courses. No undergraduate students may enroll in 700-level courses under any circumstances. A sophomore may petition the Dean of Graduate Studies for admission to a 300/500 course, but only under extraordinary circumstances, and with written support of the instructor and adviser.
Excess Credit Policy

Resolution 8625, University of Wisconsin Board of Regents:

- Starting in the Fall of 2004-05, Wisconsin resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level.

- The surcharge will be applied to students in the semester following the one in which they reach the 165 credit limit.

- This policy covers all Wisconsin resident undergraduate students pursuing their first bachelor’s degree, including students pursuing a double major. Minnesota residents and non-residents, graduate, and post-baccalaureate degree students are not affected.

- This policy applies to all credits earned at UW System campuses and WTCS (Wisconsin Technical College System) campuses. Retroactive, AP, military and transfer credits from outside the UW/WTCS institutions do not count towards the 165 credits.

- This policy will not prevent students from pursuing their goals, but it will be at a cost that is less subsidized by Wisconsin taxpayers. This is not a policy that UW-River Falls can decide whether or not to implement, this is a UW-System mandate.

- Each student has the right to appeal the surcharge to the Dean of his or her College. Institutions are permitted to “make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student’s control.” Instructions on how to appeal the surcharge and a printable form can be accessed at the following web sites:

  Waiver of 165 Credit Surcharge Form
Final Grade Policy for J-Term and Summer Sessions

Submission of Final Grades for J-Term/Winter Sessions and Summer Sessions
The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fifth (5th) business day following the last scheduled class for that course. The instructor is responsible for checking the accuracy of the information on each grade.
(Faculty Senate Policy 8.2.14.2, Revised April 4, 2012)
Grades, Grade Reports, and GPA

Grades

Grading System:

Student achievement at UW-RF is evaluated in letter symbols, each of which carries a value in honor points per credit hour.

A = Excellent (4 honor points per credit hour)
A- = Excellent (3.667 honor points per credit hour)
B+ = Good (3.333 honor points per credit hour)
B = Good (3 honor points per credit hour)
B- = Good (2.667 honor points per credit hour)
C+ = Average (2.333 honor points per credit hour)
C = Average (2 honor points per credit hour)
C- = Average (1.667 honor points per credit hour)
D+ = Below Average (1.333 honor points per credit hour)
D = Below Average (1 honor points per credit hour)
F = Failure (0 honor points per credit hour)
I = Incomplete (Not Computed in GPA-will need a final letter grade)
S = Satisfactory (Not Computed in GPA)
U = Unsatisfactory (Computed in GPA as a failing grade)
W = Signifies a Late Drop (Not computed in GPA)
SP = Satisfactory Progress (Not Computed in GPA-will need a final letter grade)
IP = In-Progress (Not counted as credits attempted-will need a final letter grade)
XF = Failure due to non attendance - (Computed in GPA as a failing grade)
NR = Not Reported (Not counted as credits attempted-will need a final letter grade) (Faculty Senate Motion approved 2007)

Grades of "U" or "S" are earned when a course is taken Pass/Fail.
Incomplete and Satisfactory Progress

- **Incomplete**: A grade of incomplete (I) may be given for a verifiable, non-academic reason at the instructor's discretion upon student request. If the student does not complete the coursework and an A-F grade is not given within two semesters (excluding J-term and summer terms) the course grade becomes an F. See Instructor Preference paragraph (8.2.18.4) below for exceptions to this rule. When a student completes the work, the incomplete (I) grade is replaced with the new grade (A-F). The notation for I and SP is taken off of the students' records when the course work is completed. The student is responsible for being aware of the financial aid implications of his or her grades.

- **Satisfactory Progress**: A grade of satisfactory progress (SP) may be given by the instructor when the work of the course extends logically or for pedagogical reasons beyond the end of the term. The instructor will give the SP after assessing that the work to date demonstrates progress. If the work is not completed at the conclusion of two semesters (excluding J-term and summer terms) and the instructor does not submit a grade, the course grade becomes an F. The student is responsible for being aware of the financial aid implications of his or her grades.

- **Graduation**: The student must resolve all outstanding I and SP grades before the diploma is granted.

- **Instructor Preference**: The Registrar's Office will notify instructors of all I and SP grades outstanding in the 12th week of the semester, indicating which instances will become F at the conclusion of the semester. The instructor may return by the grade deadline the list indicating students for whom he or she is extending the I or SP grades for one more semester, and after that time the I or SP becomes an F. [FS 06/07-66]

- **Not Reported**: In cases where grades are not received through SIS or other agreed-upon means by the announced deadline, all students in the course will receive a grade of NR (not reported). The department/program chair will be notified and will contact the instructor immediately to ascertain the problem. The grades should be submitted by the instructor as soon as possible. The NR will be expunged from the students' records, not appearing on either the Degree Audit Report (DAR) or the transcript once removed by the instructor. [FS 06/07-117]

**Grade Change - Faculty Only**

To change a grade simply complete the Grade Change Card and forward it to the Registrar's Office for processing. Once the Registrar's Office has received the card it will be processed that same day. All grade changes need to be approved by the Dean of the College in which the course is offered. No Grade Change Card should be allowed in the hands of any student.

**Grade Reports**

Grade Reports are only available for the previous term. To have a grade report sent to you please fill out the Grade Request Form.

**Grade Point Average**

The cumulative Grade Point Average (GPA) is computed by dividing the total number of grade points earned by the total
number of credits attempted. In the case of repeated courses the record of both the original and repeated course will be retained on the student's transcript, but for purposes of determining the student's GPA, only credits and grade points earned in the last retake of the course will be used.

Credits and grades transferred from other accredited institutions are not used in the computation of the UW-RF grade point average.

To remain in "good standing" the student's cumulative GPA must be 2.0 or above.
A student whose name has changed since last attending UW-River Falls will have his/her academic transcript issued with the name as it currently appears on the official record.

If your name has changed and you would like your official UW-River Falls academic record (and transcript) to reflect the change, you must provide the following information along with your request for the official transcript:

1. A written, signed and dated statement that requests the name change and cites both the old and new names;
2. Legible copies of the following two forms of identification that designate the new name to which you would like your record changed:
   1. photo identification (acceptable forms include a driver's license, state issued ID card, school ID card with photograph, alien registration card with photograph, or military ID card);
   2. court ordered / legal document (acceptable forms include a marriage license, social security card, birth certificate, legal passport, certification of U.S. citizenship, employment authorization documents, or Native American tribal document).

As necessary, you may be asked to provide additional documentation to support your request for a name change.
Preferred Name Policy

The University of Wisconsin-River Falls will begin implementation of the Preferred Name Policy in September 2017. The goal of the Preferred Name Policy is a consistent preferred name experience across university systems and use of one's preferred name wherever a legal name is not absolutely necessary. The university’s infrastructure is multi-faceted and complex so there are still some systems where the implementation of preferred name will be forthcoming.

Preferred First and Middle Name Background

The preferred first and/or middle name policy allows students to indicate their preferred first and/or middle name to the university community regardless of whether they have legally changed their name.

Policy

The university recognizes that many of its students may use names other than their legal names to identify themselves. It is the policy of the University of Wisconsin-River Falls that any student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person's legal name in university related systems and documents except where the use of the legal name is required by university business or legal need.

Frequently Asked Questions

**How do I set a preferred name?**

**Students:** Preferred name can be set by filling out the form below.

Preferred Name form

To request a preferred name for the online directory for employees, please visit [https://www.uwrf.edu/HumanResources/PreferredNameRequest.cfm](https://www.uwrf.edu/HumanResources/PreferredNameRequest.cfm)

**Do I have to enter a preferred name?**

No, you do not have to enter a preferred name. This is a service for people who wish to be known by something other than their legal name. If you regularly use your legal name then please do not enter a preferred name. If you enter a preferred name that matches your legal name the preferred name will not be displayed.

**Can I use my preferred name for everything at the university?**

Preferred name will only be used in cases where legal name is not absolutely necessary. Examples of where your legal
name are necessary include, but are not limited to, financial aid documents, payroll, official transcripts, and federal immigration documents. In some cases if you indicate a preferred name, it may be necessary to clarify that your preferred name is different than your legal name. Examples of this include, but are not limited to, official interactions with campus police, law enforcement, and verification of medical records.

You may be asked to validate and provide identifiers to our legal record data, please do not be offended and prepare for these interactions. One of the best suggestions is to start an interaction by providing your student ID number and stating you have both a preferred name and legal name in our system and provide one or both in your discussion while working with that university employee.

**Who has access to my legal and preferred names?**

Staff with an administrative need (e.g., police, health, and financial services; deans’ office staff) will see both legal and preferred names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

**When will my preferred name show up on my class roster?**

Changes will appear within 1-3 business days of the day the form was submitted.

**Will my preferred name appear in the UWRF Directory?**

Yes, your preferred name, once it is processed, will appear in the UWRF Directory.

**How long will it take for my preferred name to start appearing in campus systems?**

Typically, preferred name requests will be processed within 1-3 business days of submission. Once processed, the preferred name will immediately appear in eSIS, while there may be a delay of 1-3 additional business days for other campus systems.

**How many times may I change my preferred name?**

Changing your legal name in university systems to a preferred name can have ripple effects throughout your day-to-day experiences. Changing your preferred name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some university systems.
May I change my preferred name to whatever I want?

When possible, your preferred name should only include alphabetical characters (A-Z and a-z), a space, or hyphen (-). Using other symbols may prevent your name from appearing as you prefer in campus software. It is a violation of the UW-River Falls Preferred Name Policy to indicate a preferred name for the purposes of misrepresentation or fraud. Fraud and misrepresentation may also violate UWS Student Nonacademic Misconduct Chapter 17.09.09, 17.09.10, and/or 17.09.11. Once entered, a user's preferred name may take up to five business days to reach affected systems. New preferred names are reviewed by the Registrar’s Office.

What happens if someone enters an inappropriate preferred name?

Any preferred names that may be deemed to be an attempt at misrepresentation, fraud, or interpreted as offensive will be denied by the Registrar’s Office.

How do I delete my preferred name?

If you have entered a preferred name and later decide that you would prefer to use your legal name everywhere on campus, simply contact the Registrar’s Office.

Why am I not allowed to indicate a preferred last name?

To ensure that instructors and other staff are able to appropriately identify you for class attendance, grading, and other university purposes, your primary/legal last name will always appear in conjunction with a preferred first and/or middle name. Last name changes can only be changed through a legal name change.

I have more questions about my preferred name and/or the Preferred Name Policy, who can I contact?

Contact the Registrar’s Office for inquiries about the Preferred Name Policy.

How do I correct or change my legal name at the university?

Students: Legal name can be changed by going to the Registrar’s Office web page and selecting the Name Change Policy under Academic Policies and Records. Complete the Name Change Form and supply two forms of documentation that reference your new name. Examples of documentation are driver’s license, birth certificate, passport, court or other legal document.
How does the preferred name policy affect my F-1 and J-1 students?

Preferred name is for use within the university community. International students may feel free to select a preferred name for on-campus use. However, this does not apply in situations where one's legal name is required to be used. For the purpose of F-1 or J-1 student visa status, the legal name must be used on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

How would university mail be affected?

University mail will use your name from the directory. The directory will use your preferred name. That does mean that any mail that is sent to your home address will use your preferred name.

Places Where Preferred Name is Used

- Unofficial Transcript
- eSIS Student Center
- U.Achieve Degree Audit Reports
- Class Rosters
- Grade Rosters
- Online Campus Directory
- Display Name for Email
- D2L

Places Where Legal First Name is Used

- Student Accounts
- Financial Aid
- Enrollment verifications (unless you have chosen FERPA Exclusion)
- Official UWRF Transcript
- School of Education teacher certification records
- Human Resources (Student Employment Documents)
- Immigration and Visa-Related Documentation
- Required State and Federal Data Submissions
- Commencement Program
- UWRF Diploma
Second Degree Policy

Students who have a Bachelor's degree but wish to pursue their education further may elect to seek a second degree.

For UW-River Falls graduates, the second degree must be different from the first degree; a student with a B.S. degree would be allowed to work towards a B.A. degree but not a second B.S. degree. Appeals of the second B.S. degree may be submitted in writing to the Dean of the college offering the second degree.

Individual students may obtain a second degree for which they are eligible by completing the following:

- Meeting all specific requirements for the second degree.
- A UWRF graduate must complete an additional 30 resident semester credits beyond the issuance of the first degree.
- Graduate of another university must successfully complete a minimum of 30 resident semester credits; meet all General Education, professional and major/minor requirements for the second degree. At least six credits of these credits must be in the major area and at least three credits must be in the minor area; additional major or minor credits may be required by individual departments.
- The final fifteen credits for the degree must be earned at UWRF unless an exception is granted by the College Dean.
Unofficial Withdrawal

Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process

Instructors indicate online any student who is not, based upon their judgement, currently attending their class and are asked to give a last known date of class attendance for those students who are not attending, if possible.

A final grade of "XF" is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Those students who have all "XF’s" are assumed to be 'unofficially withdrawn'.

Administrative Action

The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. An “XF” grade is treated as an ‘F’ for all other policy purposes.
Withdrawal from the University

Students that find it necessary to drop ALL courses for a given term and leave the university must withdraw.

Students should see their academic adviser prior to initiating the withdrawal process.

Failing grades will be issued to students that fail to follow the proper withdrawal procedure.

If the term has NOT begun:
Log in to eSIS and drop each course individually. Please contact the Student Billing Office at 715-425-3145 with questions regarding a refund.

If the term HAS begun:
Complete the online withdrawal form.
On your request to withdraw include your full name, ID Number, phone number, address, signature, and the term from which you are withdrawing.

You are responsible for all financial obligations to the university. You cannot obtain a transcript or re-enter the university until all financial obligations are cleared.

Medical Withdrawal
If you need to withdraw from the University for medical reasons follow this link for additional information.

Military Withdrawal
If you need to withdraw from the University due to a deployment, visit the Veterans Services webpage for additional information regarding your withdrawal.

RE-ENTRY:
Contact: Office of Admissions
715-425-3500 or admissions@uwrf.edu

The following offices on campus will be notified of your withdrawal.

- Financial Aid: (715) 425-3141
- Residence Life: (715) 425-4555 (B3 East Hathorn Hall)
- Textbook Services: (715) 425-3106 (33 Hagestad Hall)
- Tuition & Fees: Students who withdraw before the end of the fourth week of the semester may have a portion of their tuition and fees refunded. Contact the Student Billing Office for specific information, (715) 425-3145
- Dining Services: (715) 425-4403 (170 University Center)
Enrollment, Degree, and Voter Verification

Enrollment Verifications

Enrollment Verifications are obtained through a student's eSIS account by accessing their student self-service page. Through a student's self service page they can:

- print enrollment verifications
- view their enrollment history and enrollment verifications
- check loan deferments sent to lenders
- link to real-time information for student loans

Academic Level

Senior: 90+ credits
Junior: 60-89.0 credits
Sophomore: 30-59.9 credits
Freshman: 0-29.9 credits

To access your student self-service page:

- Log into your eSIS account
- Select "Enrollment Verification" from the drop down menu located to the left of your course schedule
- Click the blue arrows located to the right of the drop down menu
- This will bring you to a new page with access to the previously listed information
- To obtain any of these documents or information simple click on the green, underlined link under the bullet listing that information
- ***Only current students have access to this through their eSIS account***
Wisconsin Voter Verification

To obtain an enrollment verification specifically for meeting the new voting requirement for Wisconsin, a student may:

- Log into eSIS,
- Locate "Resources" at the bottom right of your home page
- Select "WI Voter Verification"
- Upon selecting the "WI Voter Verification", a PDF will generate indicating your campus or mailing address and your enrollment status.

Sample WI Voter Enrollment Verification

For additional information, please visit the Voter ID FAQ page
Degree Verification
The University of Wisconsin-River Falls has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at:

www.degreeverify.org

OR

National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA  20171

How to Order Degree and Enrollment Verifications:

- Go to www.degreeverify.org
- Click the "Verify Now" button
- Select what you would like verified
- Once you select the type of verifications you desire, a box will appear to enter the school, type in "University of Wisconsin River Falls," and the University's name will appear in a drop down menu that you can then click on
- Enter the students name, and birthdate (birthdate is not required)
- Click "Submit"
- Pay for the verification on the following page
Residency For Tuition Purposes

Upon admission students are classified as residents or non-residents. Residency for tuition purposes is based upon standards set forth in Wisconsin Statutes 36.27(2), which govern resident status for tuition purposes. These standards are different from other standards used to determine residency for voting, paying taxes, and other purposes. Therefore, it is important that you understand the Wisconsin statute governing resident status for tuition purposes and how it may apply to you.

Resident Status Review Form

Residence Frequently Asked Questions

| General Residency for Tuition Purposes Information |

Initial residency determinations for tuition purposes at the University of Wisconsin-River Falls are made by the Registrar's Office, based on the provisions of Wisconsin Statutes 36.27(2) which governs residency status for tuition purposes. In general, you must be a bona fide resident of Wisconsin for at least 12 months prior to enrollment to be eligible for in-state tuition.

Please be aware that there has been a change to Wisconsin Statutes 36.27(2). Section (cr), the provision that provided an exemption from non-resident tuition for a "person who is a citizen of a country other than the United States," has been repealed, effective July 1, 2011. Therefore, the exemption from non-resident tuition based on Section (cr) is no longer available to any student.

If you do not qualify as a Wisconsin resident, you will be assessed non-resident tuition. In determining residency status for tuition purposes, different standards are used than those which may be used for voting, paying taxes, etc. Individuals who come to Wisconsin primarily for educational purposes do not automatically qualify as Wisconsin residents for tuition purposes, even after living in Wisconsin 12 months or more.

Please note: if you have been classified as a non-resident because you a) did not claim residency or b) did not submit all information requested by our office, your non-resident tuition status will remain in effect and you will be assessed the non-resident tuition fees. If the documentation necessary to re-evaluate your non-resident tuition status is not submitted to our office by the last class day of the term...
for which you are requesting exemption from non-resident tuition, your residency status will not be re-evaluated for that term. After the term in question is over, you cannot submit documentation to change your residency status for that term.

Further, if you are classified as a resident for tuition purposes and are notified that your resident tuition classification will NOT be finalized until our office receives additional information in the future (such as tax documentation), and if you do not submit the requested documentation by the given deadline, your status will be changed to non-resident, and you will be retroactively assessed the non-resident tuition rate for the term in question and for any subsequent terms.

Remember: it is your responsibility to read and respond to all official correspondence from the University of Wisconsin-River Falls, whether it is sent electronically or hard copy.

For additional information beyond what is outlined here, please email registrar@uwrf.edu.

What if I'm a graduate from a Wisconsin High School and I have parents who reside permanently in Wisconsin?

See Section c of Wisconsin Statutes 36.27(2)

If you graduated from a Wisconsin high school and one or both of your parents have lived continuously as bona fide residents in Wisconsin for at least the twelve months prior to the beginning of any term for which you enroll at University of Wisconsin-River Falls, or your last surviving parent was a bona fide resident of the State for the year before death, your classification is resident under Section (c) of Wisconsin Statutes 36.27(2). There is no age limitation on claiming residence under this section of the Statute.

To claim legal Wisconsin residence for tuition purposes under the provisions of Section (c) of the Statute, you should check "yes" for the question on the application asking whether you claim Wisconsin residence, then complete the information requested regarding your high school, city, state and date of graduation, as well as the information about your parents’ residence. Your residence status will
What if I am a minor?

See Section (a)(4) of Wisconsin Statutes 36.27(2)

If you are a minor and have resided substantially in Wisconsin during your years of minority (while under the age of 18), and at least the full year before your enrollment, you will be classified as a resident student for tuition purposes. The Registrar's Office may contact you for further information regarding your residence.

What if I am a minor under guardianship in this state?

See (a)(5) of Wisconsin Statutes 36.27(2)

According to the Statute governing residence for tuition purposes, a minor who is under guardianship in Wisconsin pursuant to ch. 48 or 880, Wisconsin Statutes, is entitled to exemption from nonresident tuition, provided the guardian has been officially appointed by a Judge of a Wisconsin court of record and has been a bona fide resident of Wisconsin for at least 12 months immediately prior to the minor's registration at the University.

If you are under guardianship of a Wisconsin resident and meet the criteria above, the Registrar's Office will contact you and your guardian to request further documentation.

In order for you to remain eligible for exemption from nonresident tuition, you need to demonstrate your intention to become a bona fide resident of Wisconsin when you become an adult.

What if I am claimed as a tax dependent of a parent
and have a parent who resides in Wisconsin?

See Section (a)(3) of Wisconsin Statutes 36.27(2)

You may qualify as a resident in accordance with Section (a)(3) of the Statute if:

1. One of your parents is a bona fide resident of Wisconsin for at least the twelve months prior to the beginning of any semester, and

2. You are claimed as a tax dependent for Federal income tax purposes by one of your parents, and

3. You will continue to be claimed as a dependent by one of your parents.

On your application to University of Wisconsin-River Falls, you should claim legal Wisconsin residence. The Registrar's Office will contact you to obtain additional information.

If you have a parent who moved to Wisconsin because of their employment and you are a tax dependent of that parent, you may meet the qualifications for residency under Section (cm) of Wisconsin Statutes 36.27(2). For further information and requirements go to the next question.

What if I or my parents or my spouse recently moved to Wisconsin because of employment?

See Section (cm) of Wisconsin Statutes 36.27(2)

If you have moved to Wisconsin to engage in full-time employment, you and your spouse at the University of Wisconsin-River Falls and dependents may be exempt from nonresident tuition in the University of Wisconsin System.

Section (cm) of Wisconsin Statutes 36.27(2) allows the following persons--and their spouses and dependents--to qualify for exemption from nonresident tuition immediately upon moving to
Wisconsin, without having to wait a twelve month period to be eligible to be classified as a resident:

1. Individuals who have been relocated to Wisconsin for employment purposes by their current employer and who remain continuously employed full-time by that employer.

2. Individuals who accepted their current full-time employment with a new employer before moving to Wisconsin and before filing an application for admission to the University of Wisconsin-River Falls. In addition, such individuals must have moved to Wisconsin for employment purposes and must have remained continuously employed full-time by that same employer since their arrival in order to continue to qualify under this section of the Statute.

If you are not a United States citizen, you must be on a visa which permits indefinite residence in the United States by the time you enroll at University of Wisconsin-River Falls to qualify for residence under Section 36.27(2)(cm).

When the Registrar's Office receives your application for admission from your admitting office, indicating you are claiming residence, you will be asked to provide additional documentation.

**What if I am not a citizen of the United States?**

See Section (e) of Wisconsin Statutes 36.27(2)

If you are not a U.S. citizen, in general, you need to be in possession of a visa that permits indefinite residence in the United States, or have been approved as a Permanent Resident of the United States for the twelve months immediately prior to the beginning of your intended term of enrollment and qualify for residency under some part of Wisconsin Statutes 36.27(2) in order to be classified as a resident for tuition purposes at the UW-River Falls. See the Statute for categories where the durational twelve months is not required.
Visas which allow individuals to be considered for residence for tuition purposes include the H-1 and related H-4, E, K, and certain L visas as well as asylees. A student on one of these visas is not required to affirm a domicile in his/her country of origin.

A student who holds a visa such as the F, J, M, TN, TD and B, has as a condition of the visa, a requirement to affirm a permanent and unrelinquishable domicile in another country, and is not eligible to be classified as a resident for tuition purposes at the University.

Providing you are on a visa which allows indefinite residence in the United States, your residence for tuition purposes will be determined in accordance with Wisconsin Statutes 36.27(2).

What if I moved to Wisconsin as a refugee?

An exception to residing in Wisconsin for twelve months prior to enrollment applies if you are a student on refugee status as defined under 8 USC 1101(a)(42); you moved to Wisconsin immediately upon arrival in the United States; and you have resided in this State continuously since moving here. If you are in this situation, you need to demonstrate intent to establish and maintain a permanent home in Wisconsin according to the criteria under Section (e) of Wisconsin Statutes 36.27(2).

You will be asked to provide additional documentation regarding your refugee status after the Registrar’s Office receives your application for admission from your admitting office.

What if I am a member of the military?

See Section (b) of Wisconsin Statutes 36.27(2)

Under Section (b)1 of the Statute, you may be exempt from the non-resident portion of tuition at University of Wisconsin-River Falls if you are a member of the Armed Forces stationed in Wisconsin on active
duty, or if you are the spouse or child of a person in the military under those conditions. If you believe you can qualify for exemption from nonresident tuition under Section (b)1, upon notification of admission to this University, please submit a set of official orders verifying that you, your spouse, or your parent is stationed in Wisconsin at the present time to: Registrar's Office 105 North Hall. A determination of prospective eligibility for the tuition exemption will be made and you will be notified of your status. If it appears that you can qualify, you will be advised of the procedures you should follow, prior to your payment of fees, to have your fee assessment adjusted to reflect resident rates.

Under Section (b)2 of the Statute, you may be able to pay tuition at the resident rate even though your legal classification will remain nonresident at University of Wisconsin-River Falls, if you are a member of the Armed Forces stationed on active duty within 90 miles of the borders of this state, but are residing in Wisconsin, or if you are the spouse or child of a person in the military under those conditions. If you believe you can qualify for exemption from nonresident tuition under Section (b)2, upon notification of admission to this University, please submit a set of official orders verifying that you, a spouse or parent is stationed in Wisconsin at the present time to: Registrar's Office 105 North Hall. A determination of prospective eligibility for the tuition exemption will be made and you will be notified of your status. If it appears that you can qualify, you will be advised of the procedures you should follow, prior to your payment of fees, to have your fee assessment adjusted to reflect resident rates.

Under Section (b)3 of the Statute, you may be able to pay tuition at the resident rate if you were a member of the Armed Forces for at least 10 years, honorably discharged from such service within 4 years before application to the University, and filed Wisconsin state income tax returns for at least 8 of the last 10 years of active duty, or you are the spouse or child of a person under those conditions.

Under Section (b)4 of the Statute, you may be able to pay tuition at the resident rate if you were a resident of this state at the time of entry into active duty, and are a resident when registering, and are a veteran as defined in s. 45.01(12).

Qualification for Wisconsin State veteran benefits is determined by
the Wisconsin Department of Veterans Affairs (WDVA). If you feel you may qualify for exemption from nonresident tuition under this law, you must apply to the Wisconsin Department of Veterans Affairs (WDVA, 30 West Mifflin Street, Madison or 608-266-1311) for determination of eligibility for veteran benefits, or you can apply through your County Veterans Service Office.

What about Minnesota-Wisconsin Reciprocity?

A tuition reciprocity agreement exists between Wisconsin and Minnesota. This agreement stipulates that residents of Minnesota can attend Wisconsin institutions in approved programs and be assessed the approved reciprocity tuition rate, plus segregated fees assessed all students. Students in the professional programs of the Schools of Medicine and Veterinary Medicine, however, are not covered under the reciprocity program.

Minnesota residents must apply to the Minnesota Office of Higher Education (MOHE) for verification of their eligibility for reciprocity. The deadline for filing an application in Minnesota is the last day of classes at University of Wisconsin-River Falls in the term for which you wish to receive reciprocity status. A certification year runs from the beginning of the fall Term and extends through the end of the following summer term. Reciprocity will be automatically renewed for a subsequent academic year for students who met the following conditions during the spring term of the previous academic year: enrolled for credit courses at University of Wisconsin-River Falls, remained enrolled beyond the 100% adjustment period, and paid reciprocity tuition. Students need to reapply for reciprocity if they were not enrolled at all during an academic year, or were enrolled but did not take advantage of reciprocity tuition because of an assistantship or third party payment contract.

At University of Wisconsin-River Falls, students not certified prior to the date tuition is due must either pay at the nonresident rate and receive an appropriate refund upon certification by MOHE, or delay payment until certification is issued and pay an appropriate late payment fee.
Minnesota residents who wish to take advantage of the Minnesota-Wisconsin Tuition Reciprocity Agreement should apply for certification as a Minnesota resident to:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567 or 1-800-657-3866
https://www.ohe.state.mn.us/ssl/reciprocity/apply1.cfm

Wisconsin residents who wish to take advantage of the Minnesota-Wisconsin Tuition Reciprocity Agreement should apply for certification as a Wisconsin resident to:

Wisconsin Higher Educational Aids Board Reciprocity Program
P.O. Box 7885
Madison, WI 53707-7885
(608)267-2209
http://heab.state.wi.us

**What if I or my family leaves Wisconsin?**

If you are a minor and your parents move out of the state during the 12 months prior to your enrollment at University of Wisconsin-River Falls, you will be classified as a nonresident unless you have lived in Wisconsin during a substantial portion of your life and for the full year before enrollment. If your parents move out of the state, you are 18 or older, and you are living in the state of Wisconsin and maintaining your legal ties, you can retain your resident status for tuition purposes in your own right.

If you are 18 or older and move out of the state with your parents, you generally will be considered a nonresident.

If you are enrolled at University of Wisconsin-River Falls and you are in such a situation, come to the Registrar's Office 105 North Hall and ask to file an affidavit declaring your intent to retain Wisconsin.
residence. This documentation will be placed in your permanent file.

If you are a student at University of Wisconsin-River Falls participating in a Year Abroad Program, or will be temporarily employed outside of the state for a period of time, and you choose to retain your residency, please contact the Registrar's Office regarding how you may maintain bona fide residence in Wisconsin while being temporarily out of the state. You may contact the Registrar's Office: 715-425-3342; 105 North Hall, 410 S. 3rd Street, River Falls WI 54022; registrar@uwrf.edu

What if I am a nonresident and take a year off of school?

See Sections (a)1 and (e) of Wisconsin Statutes 36.27(2)

If you are a nonresident student you may discontinue enrollment for a twelve-month period to establish bona fide residence in Wisconsin for tuition purposes, and you must fulfill the criteria in Section (e) of Wisconsin Statutes 36.27(2), including timely filing of a Wisconsin income tax return of a type only a full-year Wisconsin resident may file, voter registration, motor vehicle registration, possession of a Wisconsin operator's license, place of employment, self-support, involvement in community activities, and physical presence in Wisconsin for at least 12 months before classes begin. Also, if you are not a U.S. citizen, you must be in possession of a visa that permits indefinite residence in the United States.

When you submit an application for readmission to the University of Wisconsin-River Falls, check the "Yes" box regarding residency, even if the 12 months has not passed when you reapply. This will alert the Registrar's Office of your intent, and they will write for further information.

What if I am a nonresident - will I ever become a resident?

If you enter and remain in Wisconsin principally to attend an educational institution during the twelve months you are attempting to
establish bona fide residence in Wisconsin, you are presumed to continue to reside outside the state. This presumption remains in effect until you are able to demonstrate you have overcome the presumption with clear and convincing evidence of bona fide residence in the state for the year next preceding a term for which you wish to enroll at the University of Wisconsin-River Falls. Wisconsin Statutes 36.27.(2) Section (e).

Generally, a student who enters Wisconsin to attend any educational institution will continue in the nonresident status until the student's reason for being in Wisconsin is clearly shown to be non-educational. Twelve months after the change in the student's reason for being in Wisconsin, the student may wish to inquire about appealing their nonresident status.

**How do I appeal my nonresident status?**

Initial residence determinations for tuition purposes at the University of Wisconsin-River Falls are made by the Admissions Office based on the provisions of Wisconsin Statutes 36.27(2) which governs residence status for tuition purposes. In general, you must be a bona fide resident of Wisconsin for at least 12 months prior to enrollment to be eligible for in-state tuition.

If you still have questions about your residence classification after reading the extract of Wisconsin Statutes 36.27(2), or you feel that your classification is incorrect or that you have important extenuating or mitigating factors, you may contact the Registrar's Office and/or submit an Residence Status Review Form by the appropriate deadline.

It is our goal to make students residents whenever possible in accordance with the State law. While every student has the right to submit an appeal, a consultation with the Registrar's Office can help you determine whether moving forward with an appeal is a prudent decision. The office will provide guidance and will give a professional opinion about the likelihood of a successful appeal based on the circumstances of your situation. Having a clear understanding of the law and the appeals process could save you a good deal of time and
Fall Appeal Deadline - August 1

Spring Appeal Deadline - January 1

**What happens after I submit an appeal?**

Once the Registrar's Office receives your completed Residence Status Review Form, your enrollment for the term of your appeal will be verified and the Residency Appeals Committee will conduct a hearing.

The Residency Appeals Committee is the hearing body which considers the appeals for exemption from nonresident tuition. The Committee meets on call of the chair to hear and deliberate the appeals submitted in accordance with the provisions of Ch. 20 UWS Administrative Code. The evidentiary portions of the hearings are open to the public unless the appellant requests a closed session. Deliberations of the Committee are always in closed session. Notice to the appellant will be in accordance with Chapter 227, Wisconsin Statutes. Students who appeal may rely on the written appeal affidavit and appropriate supporting documents as the basis for the Committee's review.

At the University of Wisconsin-River Falls, the Residency Appeals Committee is the final hearing agent for appeals for exemption from nonresident tuition. Cases will not be reheard following the Committee's decision unless there is a material error of fact or law, or significant evidence which could not have been discovered by due diligence on your part prior to the hearing and which could change the Committee's decision. You can, however, contact the Registrar's Office to request a redetermination of your tuition status for any subsequent school term for which you register at the University of Wisconsin-River Falls.

**What if my domestic partner came to Wisconsin to work at UW-River Falls?**

An individual who moves to Wisconsin as a result of their domestic partner's full-time employment at the UW-River Falls, or an individual
who is a dependent of someone who moved to Wisconsin as a result of their domestic partner's full-time employment at the UW-River Falls, may be eligible for up to a one-year remission of non-resident tuition. After one year of residence within the state of Wisconsin and after it is determined that the individual did not move here for educational purposes, the individual would be eligible to apply for in-state tuition under Wisconsin Statute 36.27(2).
If you are a current student or a campus faculty/staff member...
please use the class search in eSIS to access the most current, up-to-the-minute class schedule. This is the same search students will use to access available course in which to enroll.

For tips on searching available classes please visit the eSIS Tutorial.

Log on to eSIS

If you are a visitor, previous student, or do not possess an eSIS id...
you may access class schedules by utilizing the class search on the campus page linked below.

Class Schedule lookup

Building Name Abbreviations
- AEA - Agricultural Engineering Addition
- AGS - Agricultural Science
- CSH - Centennial Science Hall
- DL - Chalmer Davee Library
- ENB - Emogene Nelson Building
- FC - Falcon Center
- FSA - Food Science Addition
- GH - Greenhouse
- HAT - Hathorn Hall
- HC - Hudson Center
- HSC - Hagestad Hall
- ICE - Hunt Arena
- ILF - Indoor Livestock Facility
- KC - Karges Center
- KFA - Kleinpell Fine Arts
- KNO - Knowles Physical Education Building
- NH - North Hall
- PAV - Pavilion (Campus Lab Farm)
- ROD - Rodli Hall
- SH - South Hall
- UC - University Center
- WEB - Wyman Education Building

Campus Map
Order a Diploma

DUPLICATE DIPLOMAS

Duplicate diplomas may be ordered through the Registrar's Office. To have a duplicate diploma ordered, submit the Duplicate Diploma Order Form or send the Registrar's Office the following information:

- How your name should be printed on the diploma.
- The date you received your degree.
- The address you would like the diploma sent to.
- Email address.
- Phone number.

There is a $20 fee (check, money order or cash) payable to UWRF. Rush orders are available at an additional fee of $50 within the United States and $100 outside the United States.

Contact Information
Phone: 715-425-3342
Email: registrar@uwrf.edu

APOSTILLE DIPLOMAS

Apostilles are a function of the Secretary of State for the State of Wisconsin. Additional information about apostilles and how to request that particular form of authentication is available at http://www.sos.state.wi.us/apostilles.htm. To apostille a diploma, refer to the guidelines, "A document signed by or issued by a Wisconsin School Officer".

To apostille the diploma, you will need to submit either your original diploma or a certified copy of your diploma (along with the completed Authentication/Apostille Order Form and check) to the Secretary of State for the State of Wisconsin.
Tuition/Fees

Use the links in the left hand navigation to see the tuition and fee information based on your residency.

Residency Options

- Wisconsin
- Minnesota: Reciprocity approved.
- Non-resident: This includes Minnesota students who have not been approved for reciprocity.
- Midwest Student Exchange (MSE): This includes qualifying residents of Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska, North Dakota and Ohio. Please refer to the Midwest Student Exchange webpage for additional information.
- Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information, visit the Return to Wisconsin webpage.

Programs with Special Costs

The following programs at UW-River Falls have special pricing and fees associated with them. Regardless of your residency, if you are enrolled in one of the following programs, your tuition and fees are listed separately.

- Adult Degree Completion
- Agricultural Engineering
- Applied Computing
- Early Childhood Education
- Geographic Information Science, Bachelor of Applied Science
- Health and Wellness Management
- Sustainable Management
- Master of Business Administration
- Master of Science in Clinical Exercise Physiology
- Master of Science in Communication Sciences and Disorders
- Master of Science in Computer Science
- Master of Science in Education and Initial Teaching Certification
- Master of Science in Health and Wellness Management
- Master of Science in Education Degree Mathematics (MSE)
- Montessori Teacher Education Program
- Master of Science in Education-Professional Development Principal Licensure/Director of Instruction Certification
- Professional Development Learning Community
- Reading
- School Psychology
- STEMteach
- Teaching English to Speakers of Other Languages (TESOL)
- Auditing Classes

Additional Costs
There may be additional costs for attendance depending on the courses you are taking. They can be in the form of special course fees or online fees.
Reentry

Students who have voluntarily interrupted their university work and who were in good academic standing at the time of last attendance may apply for re-entry. Any financial obligations must be settled prior to registering for any classes.

Apply

1. Submit the UW System application to be considered for re-entry.

2. Students who have attended other institutions since their last attendance at UW-River Falls must have an official transcript sent to the Admissions Office (112 South Hall, River Falls, WI 54022).

3. To be readmitted to UWRF, students must be in good standing and eligible to return to the institution(s) last attended.

Suspended Students

Undergraduate students who were suspended from the University and are now seeking to be considered for re-entry must complete the re-entry application no later than August 15 for the fall semester or 10 days prior to the start of the spring semester. Re-entry applications for undergraduate students who were previously suspended will be reviewed on an individual basis to determine each student's eligibility for re-entry.

Academic Forgiveness Policy

Students may apply for Academic Forgiveness at the time of reentry if they have not been enrolled in ANY institution of higher learning for at least five continuous years prior to readmission. Through the Academic Forgiveness Policy, UW-River Falls provides an opportunity for the calculation of a new grade point average for all subsequent coursework. To be considered, the student must first complete the reentry application. Once the student has applied for reentry, the student will take the completed Academic Forgiveness Application to the Dean of their College, for the major they wish to reenter, for consideration. If approved, the Dean will forward the application to the Registrar's Office.
How to Apply

Application Process
To apply for admission, you will need to send the following:

1. **Online Application**: Please complete the [UW System Application](#).

2. **Application Fee**: There is a non-refundable fee of $50. The fee can be paid online through the UW System application or to the Admissions Office. This is not required if your last college was a two-year [UW College](#).

3. **High School Transcript**: An official final high school transcript is required to verify graduation but may also be used for admission consideration for students with less than 24 transfer credits. If you have completed less than 12 credits when applying, also send official ACT scores.

4. **College Transcripts**: Official transcripts from all previous colleges attended should be sent directly to the Admissions Office. Send your transcripts as soon as possible even if you have courses listed as “in-progress.”

When requesting your official transcripts, please have them sent directly to:

UWRF Admissions
112 South Hall
410 S. 3rd St.
River Falls, WI 54022

Electronic transcripts emailed from the institution may be sent to [admissions@uwrf.edu](mailto:admissions@uwrf.edu).

Admission Requirements
Transfer students must have a 2.0 or higher overall GPA from previous institutions. Applicants are given a comprehensive review. Programs below may require a higher GPA:

- Accounting (2.6)
- Animal/Dairy Science (2.6)
- Business Administration (2.6)
- Computer Science & Information Systems (2.6)
- Economics (2.6)
- Elementary Education (3.0)
- Health and Human Performance
  - Exercise Science (2.5)
  - Health and Physical Education (3.0)
- Secondary Education (2.75)
- Social Work (2.6)

**Music Program Note:** Students admitted to UWRF as music majors must also complete an audition through the Music Department. For more details, visit the Music Department’s audition information web page.
Consortium Agreement Policy

The purpose of a consortium agreement is to allow the university from which a student is seeking a degree (home institution) to consider enrollment and corresponding costs of attendance at another university (host institution) for either some or all semester credits that will count towards the degree or certificate at the home school. The home institution then awards and disburses financial aid for credits at both institutions. The consortium agreement further prohibits the host institution from processing financial aid for UW-River Falls students for that semester. A student can only receive Federal Student Aid for courses that are applicable to the student's certificate or degree program.

The host institution must be an approved Title IV school, meaning they have a federal Title IV code and can process federal financial aid. We will not approve a consortium if it is offered through a broker or agency who does not work through a Title IV school.

You need to open and print this Consortium Agreement, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office. Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

Studying Abroad Through Another Institution
Consortium agreements from UW-River Falls students pursuing a study abroad program through another institution must secure approval of the program through the UW-River Falls Global Connections Office prior to completing the consortium agreement form.
Cost & Financial Aid

Cost of Attendance
An education at River Falls is a great value. Expect small class sizes, personal attention and top-notch academics.

- Cost of Attendance
- Tuition and Fees (per credit)
- Compare our Cost

Financial Aid
As you prepare for college, it's especially important to understand that there are many types of aid available to help finance your education. There are tools available to help you determine your aid eligibility.

In order to receive financial aid, you must apply each year you are in college. If you don't think you qualify, try anyway. You may have more options than you think. Generally, the earlier you apply, the better your chances of receiving aid.

- Types of Financial Aid
- Net Price Calculator
- Financial Aid Application Process

Scholarships
UW-River Falls awards over $2 million each year to high-achieving students. Automatic scholarships are available, as well as scholarships that require an application.

- Incoming Freshmen and Transfer Scholarships
- Outside Scholarships
- Scholarship Application Process

Virtual Tour
Take a sneak peek of the UW-River Falls campus.
Credit Transfer and Advising Tools

Maximize your previous credits and degrees at UW-River Falls

Where faculty and college advisors, department chairs, and academic deans work with transfer students individually to help them best apply their credits:

- **The Minnesota Transfer Curriculum (MnTC) will grant a waiver of General Education requirements** (except for a 1-credit Health and Fitness for Life course). Specific college, degree, licensure, and prerequisite requirements still must be completed with individual courses.

- **Associates of Arts (AA) degrees from Wisconsin and Minnesota will grant a waiver of University Requirements AND General Education requirements.** Specific degree, licensure, and prerequisite requirements still must be completed with individual courses. AA degrees from other states are reviewed individually to see if they qualify for a similar waiver.

- **Technical classes and Technical Degrees** (AS - Associate of Science & AAS Associate of Applied Science) are reviewed by faculty advisors for course-by-course transfer.

- **Credit is commonly awarded from accredited 2-year & 4-year institutions** for courses that are non-remedial.

**Transfer Credit from Minnesota**
Learn more about transferring from Minnesota

**Transfer Credit from Wisconsin**
Learn more about transferring from Wisconsin

**AP, CLEP, and International Baccalaureate**
Credit can be earned based on a variety of exams, including Advanced Placement, International Baccalaureate, and the College-Level Examination Program (CLEP). UWRF does not award credit for these exams that have been recorded on a previous institution’s transcript. The student should have the scores sent directly from the testing agency to River Falls.

**Credit & Support for Military Experience**
Military Credit is typically accepted for General Education requirements (Personal Health and Wellness area is often waived for Basic
Training completion & Global Perspectives area may be waived for service overseas and other baccalaureate courses. In order to award credit we must have an official transcript sent using the links below:

Air Force

Army, Coast Guard, Navy, and Marine Corps

The Veteran Services Office at UW-River Falls provides proactive and individualized support for incoming veterans and family members.

Awarding of Transfer Credit

Credit from non-accredited institutions may be reviewed by the appropriate department to determine appropriate application of transfer credits. A maximum of 72 credits can be accepted from two-year colleges. A minimum of 30 credits must be complete at UW-River Falls (with 6 credits in the major and 3 credits in the minor). Articulation Agreements are archived in the Provost's Office.

Transfer Credit Policy [PDF]

Prior Learning Policy [PDF]
Registration Information

Viewing Your Enrollment Date

- Log-in to your eSIS account
- Locate the "Enrollment Dates" box along the right side of your home page
- It will say "Enrollment Appointment" in the box, click "Details" in the bottom right of the box
- You will be brought to a new page that shows your enrollment date and time

*** Enroll for your classes as soon after this time as you possibly can in order to ensure you have the best available class selection

Holds

If you cannot register due to a hold on your account, you can check for holds in your eSIS account. If you log-in to your eSIS account, on the top right of the home page there will be a box that says "Holds." In this box it will list any holds on your account you may have. If you do not know how to take care of a hold, you should contact the department or office the hold is dealing with.

Academic Level

Senior: 90+ credits
Junior: 60 - 89.0 credits
Sophomore: 30 - 59.9 credits
Freshman: 0 - 29.9 credits

*** Your current credit load will NOT be included in your total credits to determine your academic level

Class Time Breakdown

Lecture: 1 hour/week = 1 credit
Lab: 2 or 3 hours/week = 1 credit
Discussion: 1 hour/week = 1 credit
Online: 14 hours/semester = 1 credit

Student contact hours for a 100 percent face to face section requires 740 minutes of class time for each credit, plus a minimum of 1480 minutes of out-of-class work or the equivalent amount of work over a different amount of time. Equivalent work can be defined as any other activities established by UWRF including: distance/online education, mixed face to face/hybrid, studios, co-op experiences, internships, laboratory work, education abroad, directed independent work or any other academic work leading to the awarding of credit hours. The full policy regarding student contact hours please see Chapter 9.2.2 of the Faculty Senate Handbook.

List of Section Numbers

15 - GIS certificate
30+ - Mixed Instruction Mode
39 - Test Out (Modern Language and Math)
40 - ITV
45 - Wisconsin in Scotland
50 - English Test Out
50's - Outreach Book Study (TED 695)
55 - Experience China
65 - Hudson Center
70 - Study Tour Abroad
75 - International Traveling Classroom
76 - International Traveling Classroom
80 - Brazil courses
90+ - Online
95 - Alliance

**Academic Term Code Definitions**
Electronic Billing Policy

As of November 28, 2007, electronic billing became the official billing method used by the University of Wisconsin–River Falls. After this date, all currently enrolled students will receive their billing statements electronically. UWRF email accounts are the official means of notification for student account and billing information.

Students are responsible for checking their UWRF e-mail and eSIS account for notification of electronic bills and paying bills on time. Notifications of bill availability is sent to your uwrf.edu email address. Tuition and fee charges are generally available for viewing from your online account about 30 days before the term begins.

All currently enrolled students will receive electronic bills only. Students requiring paper bills for medical or other qualified reasons may submit the attached appeal form. Paper Billing Exception Form Current students will only receive paper bills if an exception request is approved.
Financial aid disbursements
Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a 'snapshot' of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

Sign up for Direct Deposit for refunds
Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards. For directions on how to sign up for Direct Deposit please see the Student Billing Refunds page.

Estimate Your Semester Bill
Tuition and Fees

Estimated Undergraduate Expenses for 2018-2019

The tuition and fees below includes tuition for two full-time semesters, textbook rental, student activity fee, a double room, 14 meals each week, career services, health and counseling services, academic support and participation in on-campus recreation. Please note that some undergraduate programs have different tuition rates.

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Double Room</th>
<th>Meals (14 week)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisconsin Resident</td>
<td>$8,014</td>
<td>$4,136</td>
<td>$2,390</td>
<td>$14,540</td>
</tr>
<tr>
<td>Minnesota Resident</td>
<td>$8,884</td>
<td>$4,136</td>
<td>$2,390</td>
<td>$15,410</td>
</tr>
<tr>
<td>Midwest Student</td>
<td>$11,163</td>
<td>$4,136</td>
<td>$2,390</td>
<td>$17,689</td>
</tr>
<tr>
<td>Exchange Program</td>
<td>Return to Wisconsin</td>
<td>$12,119</td>
<td>$4,136</td>
<td>$2,390</td>
</tr>
<tr>
<td>Other Non-Resident</td>
<td>$15,587</td>
<td>$4,136</td>
<td>$2,390</td>
<td>$22,113</td>
</tr>
</tbody>
</table>

*ADDITIONAL NOTES:

- During their first semester at UW-River Falls, students are also billed a one-time New Student Registration fee of approximately $214.
- In considering total expenses for an academic year, you should budget what will be needed for expenses beyond room, board and tuition/fees. Currently, the financial aid office estimates the average student will need approximately $2,400 for personal expenses, $1,215 - $2,430 for transportation, and $370 for educational supplies and additional books. Whether you will need this additional amount would be governed by your individual needs and spending habits.

Estimated Graduate Expenses for 2018-19

Tuition, as the largest share of the cost for attending graduate school, will depend on your residency and your program of study. To determine your tuition rate, consult the tables on the Student Billing web page. If your program of study does not appear on the list of Graduate Programs with Special Tuition Rates, you can reference the standard Graduate Program tuition rates by residency.

Please note that you may also incur additional expenses for textbooks, travel and, in some cases, lodging.
Application Process

1. Apply for scholarships

Once you have been admitted to the University, you will be able to apply online for scholarships. You can apply online using the UW-River Falls Scholarship System. The deadline may vary each academic year, so if you have questions, you can email scholarships@uwrf.edu. If you have been chosen as a recipient, the scholarship will be listed with your financial aid. You can also view our compilation of outside scholarships and visit your local library to find organizations offering scholarships. If you are a current high school student, your guidance counselor is also an excellent resource for finding scholarship opportunities.

2. Complete FAFSA online

If you are interested in receiving federal and state financial aid, you must complete a FAFSA application. The FAFSA is available after January 1st each year. Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available. You must complete a FAFSA on an annual basis.

For faster processing, apply for a FSA ID to electronically "sign" the FAFSA. As a result of filing the FAFSA, you will receive a Student Aid Report (SAR) from the federal processor. If you provide an email address on the FAFSA, you will receive the SAR via email. Retain this document for your records. Do NOT submit the SAR to the UW-River Falls Financial Aid Office, unless specially requested to do so.

Prospective students: If you would like to get an early estimate of your financial aid eligibility, complete our Net Price Calculator. Remember, this is purely an estimate, and your real financial aid awards may differ from your calculator results.

3. Submit verification forms if requested by the UW-River Falls Financial Aid Office

By federal regulation, the US Department of Education can select your FAFSA to go through a verification process. If your application is selected, the Financial Aid Office will send you a Verification Worksheet with a request for you to submit tax data to our office. Our Submit Verification Documents page explains how you must submit tax data to us. Verification must be complete before your federal financial aid will be awarded. You can also see if your application has been selected for verification in your To-Do List in eSIS.

4. Accept or Decline Awards on eSIS

Once you have completed a FAFSA (and have verified your information, if requested), you will receive a Financial Aid Award Letter by email listing the financial aid you are eligible to receive. Go to Types of Aid to get detailed information on each award listed. In general, grants are gift-aid that do not need to be repaid and are accepted on your behalf, while Work Study and loans are self-help aid which you need to accept if you decide you want these awards. Your aid package is likely to include a loan. If it does, carefully consider the amount of loan you wish to accept. You can accept less than the amount listed, or you can decline the loan entirely if you can finance your education without it. Carefully review the Understanding Your Award guide and complete all required actions in order to receive your awards.

Accept or decline your awards:

1. From your eSIS home page (your Student Center), click on View Financial Aid.
2. Choose the correct aid year.
3. View your award information for the year and read through the information provided.
4. Click on Accept/Decline Awards. You need to accept, decrease, or decline the amount of any Work Study and/or loan awards on this page. Click on the "Accept" box next to an award if you want the full amount.
To decrease an amount, click on the "Accept" box and enter your desired lesser amount. Click on the "Decline" box to fully decline the award.

5. Click Submit when finished. Once you have accepted or declined an award online, the amount cannot be changed without contacting the UW-River Falls Financial Aid Office.

5. Review your enrollment status
The number of credits you are enrolled in is your "enrollment status". If you are NOT yet registered for classes at this time, your financial aid is based on full-time enrollment status by default. If you plan to be less than full-time, contact our office. Your award amounts are not final and will not disburse until your aid is based on your actual enrollment status. It is your responsibility to verify that your class schedule is correct by the 5th day of class each semester because your financial aid will not be re-evaluated after the 5th day if you add or drop a class.

6. Apply for Minnesota Tuition Reciprocity
Wisconsin and Minnesota have an agreement to provide in-state tuition to students. If you are a Minnesota resident, you can apply for reciprocity online. It can take up to 6 weeks for the Minnesota Office of Higher Education to process this application, so early submission is recommended.

7. Report all anticipated resources
Federal regulations require that we consider all outside resources you may receive to finance your education. Your federal and state financial aid eligibility may change if you receive any outside scholarships, grants, DVR assistance, etc. Promptly notify us of any such outside resources so any necessary adjustments can be made to your award as soon as possible. Send an email to scholarships@uwrf.edu and list the following: name of scholarship/resource, amount to be received, and which semester you anticipate the organization will send the money.

8. Federal Stafford/Perkins Loan Processing
If you are borrowing a Federal Stafford and/or Perkins Loan for the first time at UW-River Falls, you must complete additional steps online before your loan(s) will be processed and disbursed to the UW-River Falls Accounts Receivable Office. You must complete Loan Entrance Counseling and sign the Master Promissory Note. Visit our Processing Your Loans page to complete these additional steps.

9. Apply for additional loans if needed
If additional aid is needed above and beyond federal and state financial aid, parent PLUS loans, SELF loans for Minnesota residents, and alternative loans can be considered. For information on each of these loans and instructions on applying, visit our Loans page.

10. Financial Aid Disbursements
Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a 'snapshot' of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

11. Sign up for Direct Deposit for refunds
Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards:

1. Log into your eSIS account at https://esis.uwrf.edu with your Falcon Account username and password.
2. From your eSIS home page (your Student Center), click the Make Online Payment Here button (under the Finances section). You may need to unblock pop-ups for this new window to appear.
3. Select Direct Deposit on the left and enter your bank account information.
   Parent PLUS Loan recipients will receive letters explaining PLUS Loan refunds.
4. Contact the Student Billing Office at 715.425.3145 if you do not have a bank account available for direct deposit of refunds.

12. Transfer Students
Transfer students who have already completed a FAFSA for the current academic year do not need to complete it again. Instead, log in at www.fafsa.ed.gov, and select the "Add or Delete a School Code" link. Add UW-River Falls’ school code: 003923. Financial aid will not automatically transfer from one school to the next.

13. Retaining eligibility for financial aid
To maintain eligibility for federal financial aid, you must make Satisfactory Academic Progress.
Financial Aid Deadlines

January
Bill statements for spring semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early February
Spring financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

March - May
If you are planning on taking summer classes, fill out a summer financial aid application.

April 15
Tax deadline with the IRS.

Summer
If you are borrowing a Federal Perkins Loan and/or Federal Stafford Loan for the first time next fall, you must complete the online Entrance Counseling and Master Promissory Note (MPN): Processing Your Loans

August
Bill statements for fall semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early September
Fall financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

October
Complete the UW-River Falls Scholarship Application.

Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available

Late December
Satisfactory Academic Progress is evaluated for financial aid recipients. By federal regulations, you must be making progress to continue to receive federal and state financial aid.
Policies and Procedures

How might withdrawing from all my classes during a semester affect my financial aid?
Return of Title IV Funds Policy

What if I never officially withdraw from UW-River Falls?
Unofficial Withdrawal Policy

How does not making satisfactory academic progress affect my financial aid?
Satisfactory Academic Progress Policy

What if I am taking classes at another university while seeking my degree at UW-River Falls at the same time?
Consortium Agreement Policy
Admissions Standards

Your application to graduate school starts by selecting your program of study. While the information below pertains to most graduate programs, there may be additional admission requirements and application instructions for your selected program of study.

General Admission Requirements
In general, the requirements to be admitted include:

- An earned baccalaureate degree from an accredited institution;
- An overall undergraduate grade point average of at least 2.75 (on a four-point scale) or an average of at least 2.90 based on the last 64 semester credits (90 quarter credits) of the undergraduate program;
- Completed application received with $56 processing fee; and
- Any additional admissions requirements specific to your program

Unless otherwise indicated by the application instructions of your selected program of study, all documents are submitted to the Graduate Admissions Office, 112 South Hall, 410 S. 3rd Street, River Falls, WI 54022 or by email to graduateadmissions@uwrf.edu.

Application Checklist
Follow this checklist to ensure that your application is complete:

Choose your program of study by reviewing the Graduate Catalog or contact the Graduate Studies office for assistance.

Apply online with the electronic UW System application form. Note that some programs have admissions deadlines or start during specific terms.

Pay the $56 application fee either by credit card or check. (Only required if you are pursuing a degree or certificate).

Send in any additional admissions materials, if required for your program. Requirements will be described for each program of study at Graduate Programs.

Request transcripts from your past colleges or universities. These official documents must be sent directly from the institution to Graduate Admissions, 112 South
Hall, 410 S. 3rd Street, River Falls, WI 54022 or by email to graduateadmissions@uwrf.edu unless otherwise directed by your program application instructions. If you are a currently enrolled UWRF student, send an email to the UWRF Registrar Office for instructions.

**Find out your financial aid options** by visiting the Financial Aid web page or contacting the Financial Aid office.

When you’ve been admitted, you’ll be sent instructions on how to register for classes and other information necessary to begin your course of study.

**Admission Process and Requirements by Student Type**

View special admission requirements or processes by selecting a student type below:

### Non-degree or Temporary Graduate Students

As a temporary graduate student, you may enroll in courses without being admitted into a degree or certificate program at UW-River Falls. You will need a bachelor’s degree from an accredited institution to take graduate-level courses. The application fee is waived.

In the application, indicate that your reason for applying is to take courses for personal or professional enrichment.

If you decide to pursue a degree or certificate in the future, you will need to notify us in writing and meet any additional admission requirements, including payment of the application fee.

### Returning Graduate Students

If you are a returning graduate student, you may complete a re-entry request form instead of an application unless you are changing your program of study or you are now interested in pursuing a degree or certificate. In these cases, you should contact the Admissions staff for assistance.
International Graduate Students

For more information about applying as an international student, refer to Admissions for International Students.

Transfer Graduate Students

Because of the unique nature of the program coursework, some of our graduate programs will not accept any transferred credits. For others, you are limited to transferring nine graduate credits and these credits must be approved by your advisor and the Director of Graduate Studies. Check with the program coordinator for specific information on transferring graduate credits.

To accept transfer credits, we must receive an official transcript from the institution listing the course taken. Transferring credits will not affect your probationary status. Distance-learning credits are eligible for transfer only if the course is accepted for a graduate degree program at the institution giving the credit.

New Teacher Graduate Students

If you seeking an initial teaching certification, you will need to pass the PRAXIS Subject Assessment exam and apply for certification through the College of Education and Professional Studies, Teacher Education Department. Go to the college Web site for more details.

Graduate Students Admitted on Probation

If your undergraduate grade point average was between 2.25 and 2.75, you may be admitted under probationary status.

Probationary status is available if you have earned six or more graduate credits, with a grade of "B" or better from an accredited graduate school outside of the University of Wisconsin System and you meet all other admissions requirements. You will remain on probation until you have completed nine graduate credits at UW-River Falls with grades of "B" or better.
J-Term, Summer, and Study Abroad

J-Term Financial Aid

J-Term applicants must have completed a FAFSA for the current year and be enrolled during the previous fall semester. The amount of J-Term aid depends on the amount of financial aid eligibility you have remaining for the year. You must be within satisfactory academic progress standards to receive aid. You will receive an email once your aid eligibility has been reviewed.

2018 J-Term Aid Application will be available in Fall 2018, once you are able to register for J-Term classes.

Summer Financial Aid

Summer semester is considered an "add-on" session to the preceding academic year, and you must have completed a FAFSA for the academic year preceding the summer semester. Financial aid for summer depends on the availability of funds and the amount of aid you have already used during the previous academic year. You must be within satisfactory academic progress standards to receive aid.

Summer Aid Application - Please register for your summer courses prior to submitting this form. *Federal loan eligibility requires half-time enrollment (at least 6 credits for undergraduates and 4 credits for graduates).

Study Abroad Financial Aid

If you apply for financial aid for an International Study trip, you must have completed a FAFSA for that academic year. The FAFSA should be completed at least three months prior to the semester in which you plan to study abroad.

The next step for applying for financial aid for an international study trip is completing the Additional Expense Form for Study Abroad. The amount of financial aid you are eligible to receive cannot exceed the study abroad program's standard costs. Increased financial aid eligibility for study abroad programs is usually limited to student or parent loans. A state Study Abroad Grant is available for Wisconsin resident students who have financial need, and while funding is limited, Global Connections makes every attempt to award every student that is eligible. Submitting the Additional Expense Form does not mean that you will receive additional financial aid for studying abroad.

As with any regular semester, you must be enrolled at least half-time (which is six credits for undergraduates and four credits for graduates) to be eligible to receive most financial aid. J-Term credits are combined with fall credits to determine enrollment for financial aid purposes.

Note: Federal Regulations prohibit releasing any financial aid funds before the semester for which you have been awarded. So if you need to pay a trip deposit early, for example, you must plan ahead. UW-River Falls financial aid counselors are here to assist you as you arrange funding for going abroad. Please make an individual appointment with a financial aid counselor as soon as you begin planning for studying abroad.
If you are attending another college for your International Study trip, you may encounter additional hurdles in the financial aid process. Financial aid is only available to "degree-seeking" students, so if you are only visiting another college for the purpose of an international study, that college cannot offer you aid. You can only get financial aid from the college at which you intend to complete your degree, called the "home institution." UW-River Falls, as the home institution, may be able to offer financial aid for your study abroad through another college with a Financial Aid Consortium Agreement. (You need to open and print the agreement from this link, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office.) Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

International Study Scholarships Available through UW-River Falls
Based on your major, you may be eligible to apply for an International Studies scholarship through your College. To apply for an International Studies Scholarship, you will need to complete the UWRF Scholarship Application. Once you have submitted your online General Application, you will be able to search under the "Opportunities" dropdown for "Study Abroad". Find your appropriate College and Term you will be completing your International Study, and select Apply. You must answer all of the Supplemental Questions in order to be considered for the scholarship(s).

The College of Arts & Sciences (CAS) Stipend for International Study Abroad is available to students with at least one full semester with a declared major in the College of Arts & Sciences (or Secondary Education majors) who have completed 45 credits by the time of application, and have a minimum GPA 2.75. The award may be up to $500. An essay and letter of support are required with the application.

The College of Business & Economics (CBE) International Studies Scholarship is awarded to students in the College of Business and Economics at the discretion of the college. Students must have a College of Business and Economics major and be continuing students in good academic standing (overall GPA above or equal to 2.0 and CBE major GPA above or equal to 2.25) to be eligible to receive this scholarship.

The College of Education & Professional Studies (CEPS) International Scholarship is awarded to students in the College of Education and Professional Studies at the discretion of the college who will be participating in an International Studies Program

Award Process
International Study scholarship recipients will be selected by the Colleges. The College will notify the Financial Aid Office of the awards. The scholarships will be applied to the student's UWRF account in the term which the study abroad experience occurs. Therefore, if you need to pay a trip deposit early, you must plan ahead.

As stated above, UW-River Falls financial aid counselors are here to assist you as you arrange funding for going abroad. Please make an individual appointment with a financial aid counselor as soon as you begin planning for studying abroad.

Outside Study Abroad Scholarships

- IIEPassport Study Abroad Funding
• **Institute of International Education** (includes the Benjamin A Gilman International scholarship and the David L. Boren Scholarship among others)

• **Rotary International**

• **International Education Financial Aid**

• **Fund For Education Abroad**

• **Go Overseas**
Midwest Student Exchange Program

The Midwest Student Exchange Program (MSEP) is an agreement between Midwestern states that allows non-resident students to enroll at no more than 150% of the in-state resident tuition rate for specific programs.

- MSEP details
- UW-River Falls MSEP information
The estimated Cost of Attendance (COA) is an estimated budget for the academic year, which includes budgeted amounts for non-billed education expenses (living expenses and transportation to campus) as well as billed expenses (tuition, room, meals). This allows you to utilize financial aid to help cover your expenses beyond your semester bill. The COA is only used when packaging financial aid awards, and does not necessarily reflect actual charges.

Actual tuition/fees charges can be found at the Student Billing website. Actual residence hall charges can be found at the Housing website. Actual meal plan charges can be found at the Dining Services website.

The estimates below are based upon the following:

Your residency for tuition purposes is determined by Registrar's Office. Minnesota costs are based on a student receiving reciprocity. Room based on standard room with single/suite room. Meals charges based on the 19 meal plan.

### 2018-19 Undergraduate Students: Living On-Campus

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
<th>Midwest Student Exchange</th>
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<tbody>
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<td>Books and Supplies</td>
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### 2018-19 Undergraduate Students: Living Off-Campus

<table>
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<th>Midwest Student Exchange</th>
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### 2018-19 Undergraduate Students: Living with Parents/Relatives

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<td>TOTAL</td>
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2018-19 Graduate Students: Living Off-Campus

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<tr>
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<td>$29,386</td>
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2018-19 Graduate Students: Living with Parents/Relatives

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</thead>
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<tr>
<td>Books and Supplies</td>
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Undergraduate Students

These rates apply to an Undergraduate Minnesota Residents approved for Reciprocity not in Undergraduate Programs with Special Tuition Rates.

### Fees for Fall and Spring 2018/2019

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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<td>303.96</td>
<td>177.39</td>
<td>481.35</td>
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<td>607.92</td>
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$303.96 per credit charge over 18 credits
### Fees for J-Term 2017/2018

<table>
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<th>Segregated Fees</th>
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$304.11 per credit charge over 4 credits

### Fees for Summer 2018

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$304.11 per credit charge over 9 credits

**Graduate Students**
These rates apply to a Graduate Minnesota Residents approved for Reciprocity not in Graduate Programs with Special Tuition Rates.

### Fees for Fall and Spring 2018/2019

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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### Fees for J-Term 2017/2018

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Online Class Fee Note:
Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $50 per credit online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $120.00 per credit online fee.

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
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</thead>
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$515.70 per credit charge over 9 credits

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</table>

$515.70 per credit charge over 4 credits
Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS, ECON, FINC, MKTG, MNGT, MSL

Archive of Tuition/Fee Schedules
Differential Tuition Information
Segregated Fees Information
MN Reciprocity

Apply for Tuition Reciprocity (MN Residents)

If you are a Minnesota resident, be sure to apply for reciprocity. This will allow you to pay a tuition rate comparable to what is charged at a similar Minnesota school.

Apply Online here

Your reciprocity benefits will be automatically renewed each year if you continue to attend UW-River Falls and can claim Minnesota residency. If you have not taken any classes in the past year, you will need to reapply.
Online Fees

Online course fees
The University applies a per credit fee for courses designated as online. Online courses do not require any physical meetings on the University campus. The revenue generated by this fee funds the delivery of online courses and support services. Examples of services funded by this fee include the following.

- Academic support service and test proctoring services
- Development and production of online courses
- Technology support services

All online courses have an online class fee of $50.00 per credit in addition to tuition and other mandatory fees.

Online courses in the College of Business and Economics (CBE) (ACCT, BLAW, CBE, CSIS, ECON, FINC, MKTG, MNGT, MSL) also have a $70.00 per credit fee in addition to the $50.00 online class fee as well as tuition and other mandatory fees.
Perkins Loan Rules and Regulations

A Federal Perkins Loan is a low-interest (5 percent) loan for undergraduate students with financial need. UWRF is the
lender. The loan is made with government funds with a share contributed by UWRF. The borrower must repay this loan to
UWRF. The principal and interest that is repaid is deposited back into the loan fund to lend out again to current and future
students.

The first time a Federal Perkins loan is awarded and then accepted by the student, a Master Promissory Note (MPN) is
created for the student to sign. Please allow 24 to 36 hours after accepting the award for UWRF to have the promissory
note prepared for signing. 2017-2018 Master Promissory Note (MPN) and entrance counseling will be available after
July 1, 2017. Usually the student needs to sign the legal document only once while attending UWRF. UWRF now uses an
electronic MPN which requires an electronic signature. (See Process my Perkins Loan link)

UWRF has contracted with Heartland Educational Computer Systems Incorporated (Heartland ECSI) to service their
Federal Perkins loan program, creating and maintaining the promissory note through the billing processes. Heartland ECSI
has been in the business of servicing student loans for over 30 years. With Heartland ECSI, you may access your account
at any time over the Internet at http://www.ecsi.net. Also Heartland ECSI has Customer Service Representatives available
Monday through Friday, 6:30 a.m. through 6:30 p.m. Questions about the Perkins loans may be directed to Heartland ECSI.

Heartland Educational Computer Systems, Incorporated
P.O. Box 718
Wexford, PA 15090
888-549-3274
http://www.ecsi.net

If Heartland ECSI is unable to answer your questions, you may contact the school at:
Student Billing
215 North Hall
River Falls, WI 54022
715-425-3805

GENERAL TERMS
The following information is a summary from a Master Promissory Note. It is the legal document governing the relation of
UWRF and the borrower.

CHANGE OF STATUS
The Borrower (student) has the responsibility to notify Heartland ECSI when they stop attending the University as at least
a half-time student. They should also update their addresses and telephone numbers in eSIS (Falcon Account). The
borrower should also provide the same information to Heartland ECSI. Until the borrower changes any of the information
with Heartland ECSI, they will use the original information as provided with the Master Promissory Note.

EXIT INTERVIEW
Exit interviews inform the borrower of their Rights and Responsibilities regarding their Perkins loan. This is a separate and different exit procedure than the Stafford loans. Once a student's attendance at UWRF falls below at least a half-time status, they should contact Heartland ECSI to set up an Exit Interview. Heartland ECSI will provide information as to where to go on-line for the interview (through www.ecsi.net). Until the borrower completes their interview, a hold will be on their records. Once the interview is completed, the hold on your record shall be removed within a week.

**REPAYMENT TERMS**

There is a ten year repayment period. For loans totaling less than $3700, the minimal monthly payment will be $40. For larger loans, the monthly payment will be set at the amount needed to pay the account within the ten year time limit. The borrower may pay the account in full at any time without penalty.

The repayment period begins ten months from the date the borrower ceases to be at least a half-time student. The initial grace period is nine months during which no principal or interest accrues and no payment is due. Interest begins to accrue at the end of the nine month grace period. The interest rate is locked at five percent (5%).

Payments should be sent to ECSI and may be made through the mail, over the Internet, or over the telephone. Remittances should be payable to UWRF c/o ECSI.

Mail:

UWRF c/o Heartland ECSI
P.O. Box 718
Wexford, PA 15090

Internet:

http://www.ecsi.net

The borrower logs into their account and follows the instructions.

Telephone:

888-549-3274

Customer Service Representatives are available Monday through Friday, from 6:30 AM to 6:30 PM (Central Time).

Payments are due the first of each month. If payment or reason for not making payment (deferment or cancellation requests) are not submitted by the first of the month, the account would be subject to a late charge. Filing deferment/cancellation requests and paying in a timely manner are the borrower's responsibilities.

**ACCELERATION OF REPAYMENT**

The borrower may accelerate repayment of the loan (pay loan off early) without penalty. By paying the account down, less interest is charged. So if the borrower sends an early or extra payment they should indicate whether it is to be applied as a regular scheduled payment or to be applied as an accelerated payment. Payments received without any notation are
treated as an accelerated payment.

**ACCELERATION OF NOTE & COLLECTION COSTS**

At any time, the University has the option of accelerating the note, which is to declare the entire amount of the loan due immediately. However it usually is only done when the borrower does not make payments or file proper deferment requests. Accelerated loans are ineligible for deferments provisions and cancellation benefits.

If satisfactory payments are not being made and additional collection effort is taken, the cost of that effort will be added to the borrower's account.

**CREDIT REPORTING**

Information about the Federal Perkins loan is reported to a National Credit Bureau on a monthly basis.

Federal Perkins loan information is also reported to the National Student Loan Data System (NSLDS) monthly. NSLDS is a database of all Federal Student Loans. Borrowers may check on their Federal loans by accessing the NSLDS at: http://www.nslds.ed.gov/nslds_SA/ and using their FAFSA PIN.

**DEFERMENT OF REPAYMENT**

Deferment Request forms need to be completed by the borrower and then certified by an authorized official before being sent to Heartland ECSI for processing. They are available through the Heartland ECSI's web site at: http://www.ecsi.net/bwr/forms/index.html

No interest accrues and no payment is due during a period of valid deferment - unless there was an amount that came due prior to the deferment period.

There is no time limit on the following deferments:

- Enrolled and attending as at least a half-time undergraduate student at an eligible institution.*
- Enrolled and attending as a regular student in a course of study that is part of an approved graduate fellowship program.*
- Enrolled and attending a course of study that is part of a rehabilitation training program for disabled individuals.*
- Engaged in graduate or post-graduate approved fellowship supported study outside the United States.*
- For any period of time while providing services as described in the Cancellation section.*

There is a maximum of three (3) years for the following deferments:

- Military service when the borrower is on active duty during a war or other military operation, or national emergency, or performing qualifying National Guard duty.
- Seeking but unable to find full time employment.
- To avoid economic hardship as determined by UWRF Perkins Receivable Office.*

*EXCEPTION: A borrower is ineligible for these deferments when serving a medical internship or residency.
CANCELATION BENEFITS

Cancellation Request forms need to be completed by the borrower and then certified by an authorized official before being sent to Heatland ECSI for processing. They are available through the Heartland ECSI's web site at: (http://www.ecsi.net/bwr/forms/index.html)

Cancellation benefits are available to Perkins Loan borrowers who work full-time in an eligible position for a full year (or equivalent). Unless identified otherwise, the cancellation rates are:

- First year, 15%
- Second year, 15%
- Third year, 20%
- Fourth year, 20%
- Fifth year, 30%

Teacher Cancellations

For teachers, the borrower must be employed full-time at a public or a non-profit school (or an approved program) and also able to apply at least one of the following criteria:

- Teaching in a school that is listed by Department of Education as having a high concentration of low income families
- Teaching handicapped infants, toddlers, children, and/or youth
- Teaching mathematics, sciences, foreign languages, bilingual education, or any other field of expertise as determined by the state educational agencies to have a shortage of qualified teachers.
- Full-time Head Start teaching staff members are able to access a cancellation benefit of 15% per year so long as
  - It is operated for a period comparable to a full academic year, and
  - The salary paid is less than a comparable employee in the locality.

Early Intervention Services Cancellations

For professionals from Early Intervention Services who work with preschool children.

Law Enforcement or Corrections Cancellation

Cancellations for a full-time law enforcement officer - or - a full-time corrections officer for a local, State or Federal agency.

Health Care Service Cancellation

Cancellations due to being a full-time nurse or medical technician providing primary health care service.

Service to High Risk Children/Families Cancellation

Full-time employee of a child or family agency that is providing or supervising the provision of services to high risk children and their families from low income communities.

Volunteer Service Cancellation

You are entitled to have up to 70% of the Perkins loan cancelled if you are a volunteer for either the Peace Corps or an organization created under the Domestic Volunteer Service Act of 1973. This provision uses the same cancellation rate schedule, however only for the first four years.
Military Cancellation
For each year of full-time active duty in the Armed Forces of the United States serving in an area of defined hostilities (Section 310 of Title 37 of the United States Code), you may cancel up to 50% of your loan at the rate of 12.5% per year.

Death and Disability Cancellation
If the borrower dies or becomes permanently and totally disabled, the entire amount of this loan plus the interest will be cancelled.
Tuition/Fees

Use the links in the left hand navigation to see the tuition and fee information based on your residency.

Residency Options

- Wisconsin
- Minnesota: Reciprocity approved.
- Non-resident: This includes Minnesota students who have not been approved for reciprocity.
- Midwest Student Exchange (MSE): This includes qualifying residents of Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska, North Dakota and Ohio. Please refer to the Midwest Student Exchange webpage for additional information.
- Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information, visit the Return to Wisconsin webpage.

Programs with Special Costs

The following programs at UW-River Falls have special pricing and fees associated with them. Regardless of your residency, if you are enrolled in one of the following programs, your tuition and fees are listed separately.

- Adult Degree Completion
- Agricultural Engineering
- Applied Computing
- Early Childhood Education
- Geographic Information Science, Bachelor of Applied Science
- Health and Wellness Management
- Sustainable Management
- Master of Business Administration
- Master of Science in Clinical Exercise Physiology
- Master of Science in Communication Sciences and Disorders
- Master of Science in Computer Science
- Master of Science in Education and Initial Teaching Certification
- Master of Science in Health and Wellness Management
- Master of Science in Education Degree Mathematics (MSE)
- Montessori Teacher Education Program
- Master of Science in Education-Professional Development Principal Licensure/Director of Instruction Certification

Fee Information

Special Course Fees

Online Fees

Tuition/Fee Archive

Differential Tuition

Segregated Fees
• Professional Development Learning Community
• Reading
• School Psychology
• STEMteach
• Teaching English to Speakers of Other Languages (TESOL)
• Auditing Classes

**Additional Costs**
There may be additional costs for attendance depending on the courses you are taking. They can be in the form of special course fees or online fees.
Refunds

Refund Processing
Credit balances occur when payments and/or financial aid exceed tuition and fee charges. UWRF requires students to sign up for direct deposit to ensure refund payments are received timely. All students eligible to enroll will receive an e-mail from cservice@ecsi.net on or since May 15, 2017 with direct deposit sign up information including your Heartland Key. UWRF has partnered with ECSI to provide refunding services.

Students can access the ECSI website to sign up for direct deposit two ways.

1. Click on the link in the email from cservice@ecsi.net in your UW-River Falls email account.
2. Click on Direct Deposit Signup under Refund in the Finance section from your eSIS Student Center.

- Either way will bring you to a third party vendor (Heartland ECSI) that handles refunds for UWRF.
- You will be requested to create a profile to set up your account for refunds, which will include a username and password in the registration field.
- Additionally, you will need to enter personal information, including your birthdate and security questions for verification.
- It is recommended that you open another internet tab and open your UWRF email account. You should have received an email with a Heartland Key that was provided to you on or since May 15, 2017 in a "Welcome" email from cservice@ecsi.net sent to your UWRF email account.
- Select "Connect an Account"
- Enter your Heartland Key and your UWRF Student W number, and then click on "Connect"
- Select "Refund Disbursements", and then select "Info & Settings"
- Select your delivery method as Direct Deposit, and fill in your banking information

UWRF requires all students to sign up for Direct Deposit of Refunds. Your refund will be significantly delayed if you do not sign up for Direct Deposit of Refunds. Direct Deposit of Refunds is the fastest, most efficient way to receive a UWRF refund.

Notify billing@uwrf.edu if you are unable to obtain a bank account to use for direct deposit of refunds.

Refunds are processed once per week, generally on Wednesdays by the student billing office. Please allow 3 to 4 business days for the refund to be in your bank account after it has been processed by the student billing office.

Refund Schedule for Academic Fees for Drops and Withdrawals
The refund schedule below can be used for calculating the refund of tuition, segregated fees, and online fee charges based on the session length and time point in the period when the withdrawal or drop occurred. The amount owed or the refund due is based on the total charges rather than the amount paid to date. Classes dropped after the 100% refund period are included in the credits attempted for the term and used for determining tuition for the term.

*** Changing classes may result in additional charges on your account.

*Refunds are based on total FEES CHARGED rather than amount paid, and are calculated from the beginning of
the class session start date, which may differ from the class meeting start date.

<table>
<thead>
<tr>
<th>Session Length</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks &amp; up</td>
<td>100%</td>
<td>100%</td>
<td>50%</td>
<td>50%</td>
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</tr>
<tr>
<td>1 week</td>
<td>100%</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

*Only for the first two days

Please note that in addition to the adjustment to tuition and fee charges explained above Financial Aid may be **recalculated** for students withdrawing from the University. The University is required to calculate if any Federal Financial Aid, also known as Title IV Aid, needs to be returned for withdrawn students. Title IV Aid is prorated on a daily basis.

Students are not eligible for 100% of Title IV Funds until the student has completed at least 60% of the term. Withdrawing prior to that time may mean that the student will have to repay a portion of the Title IV Funds, which may impact the refund amount or amount due to the University.

**Refund of Other Fees**

Room and meal plan refunds are pro-rated by the Housing and Dining Offices. Please call Residence Life at 715-425-4555 with room charge questions or Dining Services at 715-425-4403 with meal plan questions.

Special Course Fees are refunded 100% through the first week of the course. Special course fees are non-refundable after this time. Special refund policies may apply for access codes for online resources. Appeals of special course fees should be directed to the department charging the Special Course Fee.
Return to Wisconsin

UW System Return to Wisconsin Program

General Description
The Board of Regents of the University of Wisconsin System has authorized a program offering discounted tuition to the nonresident children and grandchildren of eligible alumni who have received a degree from the University of Wisconsin-River Falls. Participants in the program will pay a lower tuition rate which represents a 25% reduction from the regular, non-resident undergraduate academic fee rate. The reduction does not apply to tuition differentials, segregated fees, special course fees, housing and/or food service plans or any other fees. The program offers no preferential treatment with respect to admissions.

Eligibility

Qualifying Alumni
The program is open to students whose parent or grandparent graduated (with associates, bachelors, masters or doctoral degree) from the institution the student will be attending. For purposes of this program, parents include biological, adoptive, step or legal parents and/or legal guardians. Grandparents are defined as the biological or adoptive parent of a person who has a biological or adopted child.

Qualifying Student
Eligible Non-resident students include those from states other than Wisconsin and Minnesota as well as residents of US territories and foreign countries.

The program is open to all new and continuing non-resident students.

Documentation of Eligibility
Participating students will be asked to submit a signed and notarized certification attesting to their relationship to an eligible alumnus.

Application and Documentation of Eligibility
The form should be sent to: Admissions Office, 410 S. 3rd St. River Falls, WI 54022.

Relevant Fees
The 25 percent discount under this program applies to the total non-
resident academic fees normally assessed to non-resident students. It does not apply to differential tuitions, segregated fees, housing, food service or other fees which may be assessed to these students.

**Limits on Benefit**

There are no limits as to the duration and/or cumulative benefit which may accrue to students under this program as long as the student remains in good standing and makes satisfactory academic progress as defined by the institution under US Department of Education guidelines for federal Financial Aid programs.

The program does not apply to graduate program tuition and fees.

**Note:**

This program cannot displace resident students at the institution. Enrollments will be considered outside the institution's enrollment management target.

The program offers no preference with respect to admissions. All participants are subject to the same admission criteria as other students seeking to attend the institution.

The program discount applies only to the regular non-resident tuition rates. All other applicable fees, charges and expenses are not to be discounted.
Federal regulations mandate that all institutions of higher education establish Satisfactory Academic Progress (SAP) standards for students receiving financial aid. {Note: Financial Aid SAP policy criteria differs from the University's Academic Standards Suspension and Probation Policy criteria. Students who receive financial aid must understand and meet both standards.}

In order to receive financial aid ongoing, students must meet the following **three** SAP standards:

1. **Grade Point Average:**
   - Undergraduate students must maintain a cumulative GPA of 2.0 or above.
   - Graduate students must maintain a cumulative GPA of 3.0 or above.

2. **Minimum Credits Completed:**
   - Students must successfully complete 67% of total attempted credits. That means:
     - Credits attempted include all courses that are part of the student's official record, regardless of the grade earned. All grades of A, B, C, D, or S denote satisfactory course completion. A grade of F, XF, W, U, SP, or I denotes unsatisfactory course completion.
     - Repeated courses will count as credits attempted each time the course is taken. *note: regulations dictate that students cannot use financial aid to pay for a course with a passing grade more than twice (i.e., taken initially and repeated once).*
     - Audit courses are not counted when calculating SAP.
     - The 67% is calculated by taking the number of earned credits divided by the number of attempted credits (for example, 120 divided by 180 is a pace of 67%).
     - As a student earns 67% of credits attempted in each semester, the student should complete an academic program within the maximum timeframe (below).

3. **Maximum Timeframe:**
   - A student can receive financial aid for no more than 150% of the published number of credits required for the current academic program. Most UW-River Falls undergraduate programs require 120 credits, so students can receive financial aid up to 180 credits even if they have not yet graduated.
   - If a student is pursuing a second degree, the 180-credit maximum may be exceeded only through the appeal process, evaluated on a case-by-case basis.
   - Most graduate programs require 34 credits, so a student could receive financial aid up to 51 credits even if they have not yet graduated.

**Financial Aid Suspension**

After grades have been submitted and the Registrar’s office has calculated Academic Suspension following each fall semester, the financial aid office evaluates SAP on all students. Accordingly, a student's financial aid eligibility is suspended for subsequent semesters if the student presents any of the following:

- an undergraduate cumulative GPA less than 2.0 (3.0 for graduate students)
- a completion rate less than 67% of total attempted credits (see Minimum Credits Completed above)
• a credit total exceeding the maximum time frame (explained above)
• Academic Suspension (If a student is suspended academically after any semester, that student is automatically be placed on financial aid suspension as well.)

Financial Aid Reinstatement Appeal
If a financial aid recipient is placed on Financial Aid Suspension, that student may appeal for a Financial Aid Probation semester using the appropriate form:

Satisfactory Academic Progress (SAP) Appeal - GPA/Completion Status
Satisfactory Academic Progress (SAP) Appeal - Max Time Form

Appeals will result in either financial aid reinstatement (Financial Aid Probation) or financial aid denial (Financial Aid Suspension).
The student can receive financial aid during the Financial Aid Probation semester if:

• the student's appeal is approved and
• it is possible for the student to meet the SAP standards at the end of the Probation semester by either:
  o meeting the terms of probation in the letter from the Financial Aid Office and/or
  o meeting the criteria of an academic plan developed with the student's academic advisor
    In either case, if the terms are followed, this will ensure that the student is able to meet the SAP standards by a future established and agreed upon date/semester.

The appeal must be submitted and approved before the end of the semester for which the student is appealing to received financial aid.

Students will be notified if their appeals are approved; this email will explain Financial Aid Probation and outline the specifics of their academic plans.

Regaining Continued Eligibility
All students who are on Financial Aid Probation will be reevaluated for SAP progress at the end of the Probation semester, and manually monitored following each term as long as they remain on probation or an academic plan:

• If the student meets the SAP progress criteria after the Probation semester, financial aid eligibility will be reinstated.
• If the student does not meet the SAP requirements after the Probation semester but meets other specific criteria in the academic plan, the student will be placed on Financial Aid Probation again for the subsequent semester. The student will again be eligible for financial aid during the Financial Aid Probation semester and will be reviewed for SAP at the end of that semester. The student will be notified with results and instructions.
• Any student who meets neither the Probation semester SAP progress criteria nor the specifics of the academic plan will be placed on Financial Aid Suspension, lose financial aid eligibility, and will be notified accordingly.
  While on Financial Aid Suspension, students can apply for private or alternative loans that do not require Satisfactory Academic Progress while attending school.

Additional Information for Students Returning From Studying Abroad:

UWRF Study Abroad Program
If a student has participated in a UWRF study abroad program and receives an I (incomplete) grade, the Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until the I is updated to an official grade, the student must notify the UW-River Falls Financial Aid Office to have SAP re-evaluated.

**Non-UWRF Study Abroad Program**
Grades for credits attempted through a non-UWRF study abroad program are historically slow in being reported to the UWRF Registrar’s Office. The Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until an official transcript from the other school is received and evaluated by the UWRF Registrar’s Office. This situation may result in a financial aid reinstatement. The Financial Aid Office will be notified by the Registrar’s Office once the official transcript had been evaluated and the Financial Aid Office will then re-evaluate SAP.
Tuition Bills

Electronic Billing and Notification
The University does not generate paper bills for students. The student's bill is available on their eSIS approximately 1 month prior to the start of the term. An e-mail will be automatically generated when charges appear and sent to the student's UWRF e-mail account. A student not receiving/accessing an e-mail is not excused from not paying their bill on the posted due date this is because the bill is available on their eSIS account.

Using Financial Aid
If a student is using financial assistance to pay all or part of their bill it is their responsibility to check their eSIS account to find the amount of pending aid and deduct that from their total balance. The balance remaining is treated the same as a student not using financial aid.

Partial Payments
The University offers a partial payment plan for Fall and Spring term only. Student are automatically entered into a partial payment plan if they pay at least 1/3 of their balance due by the first posted due date for the fall and spring term. (1/3 of the balance remaining after subtracting the pending financial aid). The student can make two more payments of at least 1/3 of the remaining balance by the 2nd and 3rd due date. To avoid all finance charges the account must be paid in full by the second due date of the fall and spring term.

There is no payment plan options available for J-Term or Summer Term. Tuition is due in full by the first due date for J-Term and Summer Term to avoid a finance charge. Finance charges will be assessed every month on any balances left unpaid after the payment due date for J-Term and Summer Term.

Late Fees and Finance Charges
There is a $75 late fee assessed to every account that does not have at least 1/3 of the bill paid by the first due date of fall and spring term. A 1.25% finance charge is assessed every month on any balances left unpaid starting after the 2nd payment due date posted for fall and spring term.

Tuition and Fee Appeals
Please see the Tuition and Fee Appeals for Policy and Procedures.

Registration
If a student has not paid in full by the final due date of the term, a hold is placed on their account. This hold will prevent them from registering for future terms at UWRF until their account has been paid in full. Even if the student makes arrangements to get payment to us, the hold will stay on their account until there is a $0 balance.
Types of Aid

UW-River Falls Scholarships
In general, scholarships through UW-River Falls may be based on academic performance, financial need, program of study, year in school, or many other factors.

Outside Scholarships
Scholarships are available to students from organizations outside of UW-River Falls. Visit this page to see a listing of some outside scholarships.

Grants
Grants are need based and are considered gift aid that does not have to be repaid. You are considered for all federal and state grants when applying for financial aid.

Loans
Several loan programs are available to students. Some loan programs are based on need and are federally funded. Others are available regardless of need.

Student Employment
We offer two kinds of on-campus student employment at UW-River Falls:

Federal Work Study:
If you demonstrate financial need according to the FAFSA, you may be eligible for these federally-funded positions.

Student Assistance:
Regardless of financial need, you are eligible for these university-funded, non-federal on-campus positions.
Unofficial Withdrawal Policy

Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process
A final grade of "XF" is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Those students who have all "XF's" are assumed to be 'unofficially withdrawn'.

Administrative Action
The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. An “XF” grade is treated as an 'F' for all other policy purposes.
The fee payment agreement must be electronically signed on your eSIS account.

The following link of the fee payment agreement is to view only.

View fee payment agreement

Access to a tutorial on how to electronically sign the Fee Payment Agreement
Wisconsin Residents

Undergraduate Students

These rates apply to Undergraduate Wisconsin Residents not in Undergraduate Programs with Special Tuition Rates.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>267.85</td>
<td>177.39</td>
<td>445.24</td>
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<tr>
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$262.43 per credit charge over 18 credits
### Fees for J-Term 2017/2018

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<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>267.85</td>
<td>66.19</td>
<td>334.04</td>
</tr>
<tr>
<td>2</td>
<td>535.70</td>
<td>110.22</td>
<td>645.92</td>
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<td>3</td>
<td>803.55</td>
<td>154.25</td>
<td>957.80</td>
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<td>1,269.67</td>
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</table>

$262.43 per credit charge over 4 credits

### Fees for Summer 2018

<table>
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<th>Credits</th>
<th>Resident Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>267.85</td>
<td>103.01</td>
<td>370.86</td>
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<tr>
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<td>535.70</td>
<td>161.70</td>
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<td>1607.10</td>
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$262.43 per credit charge over 9 credits

### Graduate Students
These rates apply to Graduate Wisconsin Residents not in Graduate Programs with Special Tuition Rates.

### Fees for Fall and Spring 2018/2019

<table>
<thead>
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<th>Credits</th>
<th>Resident Tuition</th>
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### Fees for J-Term 2017/2018

<table>
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<th>Credits</th>
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Online Class Fee Note:
Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $50 per credit online fee.

### Fees for Summer 2018

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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<tbody>
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</table>

$424.47 per credit charge over 9 credits
CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $120.00 per credit online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

General Fee Payment Information
Archive of Tuition/Fee Schedules
Differential Tuition Information
Segregated Fees Information