# Policies and Procedures

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<tr>
<td>Withdrawal from the University</td>
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</table>
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

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

Campus Map
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.
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. Please include a valid email address. The $50 application fee is waived for re-entry students, so please do not pay this upon application submission.

2. Students who have attended other institutions since their last attendance at UW-River Falls must have official transcripts 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 re-entry 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 re-entry application. Once the student has applied for re-entry, the student will take the completed Academic Forgiveness Application to the Dean of their College, for the major they wish to re-enter, 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.

   Note: Application fee waivers are available for applicants with financial hardship. To request a waiver, submit the [Application Fee Waiver Form](#) to the Admissions Office for review.

3. **High School Transcript:** All transfer students must provide an official **final** high school transcript to verify graduation. The transcript may also be used for admission consideration for students with less than 24 transfer credits. If you have completed less than 12 college credits when applying, also send your ACT or SAT 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

Transcripts sent via electronic transcript service directly from institutions 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:

- Animal/Dairy Science (2.6)
- Elementary Education (3.0)
- Secondary Education (2.75)
- Social Work (2.6)
- Health and Human Performance
  - Exercise Science (2.5)
  - Health and Physical Education (3.0)

**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.
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.
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 toward 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.
An exceptional education doesn't have to break the bank
College is an investment and UW-River Falls can help make your degree more affordable.

Scholarship Guarantee
We award automatic scholarships to incoming freshmen with a history of strong academic performance.

**Outstanding Academic Achievement Award** - $4,000
25+ ACT and top 25% class rank
*A $2,000 award that is renewable for a second year

**Academic Achievement Award** - $1,000
22+ ACT and top 40% class rank

Selective Scholarships
Each year the UW-River Falls Foundation awards over $2 million scholarships that you can apply for with a single application. Awards range from $500 to full tuition. Hundreds of scholarships are also available for continuing students. Learn more about the application process here.

UW-River Falls is notified regularly of scholarships offered by local, regional, and national organizations. These are called outside scholarships. Please check back regularly to view the most current listing.

Estimated Annual Tuition and Fees

<table>
<thead>
<tr>
<th></th>
<th>Tuition &amp; Fees</th>
<th>Double Room</th>
<th>Meals (14/week)</th>
<th>Total</th>
</tr>
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# Tuition & Fees

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<td>MSEP*</td>
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<td>$2,390</td>
<td>$17,689</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>
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*The Midwest Student Exchange Program (MSEP) is a multistate tuition reciprocity program and includes Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska, North Dakota and Ohio.

†Other Non-Resident students may be eligible for an automatic $3,000 scholarship that is renewable for up to four years.

## Our total cost includes:

- Tuition for two full-time semesters
- Textbook rental
- Career services, health and counseling services, academic support, tutoring and participation in on-campus recreation and events
- Double room in a residence hall
- 14 meals each week on average

## Compare our cost!

### Estimated Annual Cost*

(before financial aid)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-River Falls</td>
<td>$14,975</td>
</tr>
<tr>
<td>UW-Eau Claire</td>
<td>$16,500</td>
</tr>
<tr>
<td>UW-Madison</td>
<td>$24,762</td>
</tr>
<tr>
<td>U of M-Twin Cities</td>
<td>$25,670</td>
</tr>
<tr>
<td>University of St. Thomas</td>
<td>$54,348</td>
</tr>
</tbody>
</table>

*The estimated annual cost includes tuition, fees, room and board at each of the individual institutions listed above. These figures were compiled spring 2018 from institutional websites and reflect the approximate average annual cost for a Wisconsin or Minnesota resident.

## Financial aid

There are many types of aid available to help finance your education, along...
with tools to help you determine your eligibility.

In order to receive financial aid, you must apply each year you are in college. Even if you don't think you qualify, try anyway. Generally, the earlier you apply, the better your chances of receiving aid.

- Types of Financial Aid
- Net Price Calculator

Need help understanding how the financial aid process works? Download our Financial Aid Process PDF.

**On-campus employment**

With 1,500+ on-campus jobs, you can make money and get valuable work experience to add to your resume.

Visit Handshake, UWRF's online job posting board, for job and internship postings.
Credit Transfer Tools

Faculty and college advisers, department chairs, and academic deans work with transfer students individually to help them best apply their credits. Prospective transfer students work with their advisers to make the pieces fit.

Transfer Resources

Please note: If your course is not listed in one of these credit transfer tools, it does not mean your credit won’t transfer — it may indicate the credit has not been evaluated yet. You will work with your adviser to transfer in credit that has not been evaluated. Credit exceptions are very common.

Transferology

- **Transferology** is an online tool where you are able to view course equivalencies, see program requirements, enter and store coursework, and even request an evaluation of transfer work against a program.

UW Transfer Wizard

- The **UW Transfer Wizard** is an online tool to view how courses from another UW System campus transfer to UWRF.

Transfer Guides and Articulation Agreements

- [Articulation Agreements](#)
- [Transfer Credit from Minnesota](#)
- [Transfer Credit from Wisconsin](#)

Transferring with an Associate Degree

- 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.

**AP, CLEP, and International Baccalaureate**

Credit can be earned based on a variety of exams. 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.

**Advanced Placement**

**International Baccalaureate**

**College-Level Examination Program** (CLEP)

**Credit 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.

**Awarding of Transfer Credit**

An official transfer credit evaluation will be prepared for you by the Registrar's Office upon admission. 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 community and technical colleges. A minimum of 30 credits must be completed at UW-River Falls (with 6 credits in the major and 3 credits in the minor).

**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.
Welcome to the eSIS (electronic Student Information System) Help Page.

The new Schedule of Classes allows you to search for classes without logging into eSIS. It will also show you the current enrollment.

For best results inside eSIS, please set the eSIS as a "Trusted Site" for your browser.

eSIS is available 24/7 except for announced outages. If you are in the system at the time that the system needs to go down, you will be logged out and will lose any data you have entered since the last save.

For Student

- Adding a Class
- Applying for Graduation
- Class Search
- Class Search - Gen Education and University Requirements
- Dropping a Class
- eBilling Tutorial
- Enrollment Verification
- Fee Payment Agreement
- Granting Access to Others
- Make a Credit Card Payment
- Making an Electronic Check Online Payment
- Permission Numbers
- Refund Direct Deposit Signup
- Registration PIN Numbers
- eSIS FAQs
- eSIS Glossary
- Term Codes
- Committees and Groups
- Viewing your Unofficial Transcript

For Faculty / Advisors

- Changing an Advisor
- Changing Catalog Years
- Class Rosters
- Committees and Groups
- Canvas: Sending Grades to eSIS
- eSIS FAQs
- eSIS Glossary
- Faculty/Advisor Center Introduction
- Generating Permission Numbers
- Grade Rosters
- Plan Change
- Program Change
- Photos on Class Roster
- Photos on My Advisees
- Scheduling Academic Classes
- Term Codes
- Update Sections of a Class (change enrollment numbers)

**For Staff**

- Changing an Adviser
- Changing Catalog Years
- eSIS FAQs
- eSIS Glossary
- Generating Permission Numbers
- Plan Change
- Program Change
- Term Codes
- Update Sections of a Class
- Committees and Groups
- Scheduling Academic Classes

**For Guests**

- Schedule of Classes
Financial Aid Disbursements

Financial Aid begins disbursing approximately one week before the first day of semester. The 6th day of the semester is called the Financial Aid *census date* and is a 'snapshot' of your enrollment at the beginning of that day. Your financial aid and Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. 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 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 more information 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>
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<td>$22,113</td>
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*Non-Resident students may be eligible for an automatic $3,000 scholarship that is renewable for up to four years.

**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 view our listing 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 beginning October 1st each year and must be completed for each academic 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.

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 an email notifying you that additional information is needed, which will be noted on your eSIS To-Do-List. Please see Submit Verification Documents for more information on how you must submit tax data and the verification process. Verification must be complete before your federal financial aid will be awarded.

4. Accept or Decline Awards on eSIS

Once you have completed your FAFSA and any verification requirements, you will receive an email informing you your Financial Aid Award letter is ready to view in eSIS. Please see Types of Aid for 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 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 to your student account approximately 1 week before the beginning of the semester. The 6th day of each semester is called the Financial 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. 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. For more information on refunds, please see Refund Processing. 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 fafsa.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
- Any additional admissions requirements specific to your program

Unless otherwise indicated by the application instructions of your selected program of study, all documents are to be 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 must submit a re-entry application. If you are changing your program of study or you are now interested in pursuing a degree or certificate, please contact Graduate Admissions.
**International Graduate Students**

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

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**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.
Policies and Procedures

It's important for you to understand your responsibilities as a UW-River Falls graduate student. Please see the list below of graduate policies, procedures, and definitions that will be important to you during your graduate career at UW-River Falls. If you have concerns or additional questions, please contact the Graduate Studies Office.

Academic Program

Your Academic Program is the program of study that you have selected for your degree or certificate. You can find a list of the current graduate programs and additional information on the main Graduate Studies page.

Advising

The graduate program director will assign a graduate faculty member to be your academic adviser. Your adviser will assist you in finalizing your academic plan, selecting electives, and completing your program requirements. Your adviser will also help you prepare for the written and/or oral examinations as you near the end of your study program.

Appeal of Seven-Year Time Limit

If you are unable to complete your program of study within the seven-year time limit, you may appeal once for an extension. Acceptable reasons might include unusual health conditions, fulfillment of military obligations or similar extenuating circumstances.

To make an appeal, complete the form to appeal the seven-year time limit, available here.

The Director of Graduate Studies will review the request and notify the student and the adviser of the decision.

Applying for Graduation

You must apply for graduation through your eSIS account. Click here for instructions on how to apply for graduation in eSIS. See the Registrar's Commencement Information for deadlines, application fees and regalia information.

College Credit

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.
Commencement and Enrollment Policies

Graduate students must be registered for at least one credit during the term 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 subsequent fall commencement as per 9.2.25 above.
- Graduate students who complete their requirements during J-term have the option to participate in commencement in either the preceding fall semester or the subsequent spring semester.

Comprehensive Examination

During the final enrollment period of your graduate program leading to the master's degree, your program may require you to complete a written and/or oral comprehensive examination prepared and administered by a graduate committee (also see "Graduate Committee," below). If you are uncertain about whether or not you must complete a comprehensive examination, be sure to contact your adviser.

The purposes of the examination include but are not limited to the following:

- To provide an additional basis for determining your qualifications for degree
- To help you synthesize the graduate experience
- To aid you in making plans for the future
- To collect information about the effectiveness of the graduate program

If you are unsuccessful in the comprehensive examination, you may, upon approval of both the Graduate Program Director and the UWRF Director of Graduate Studies, reschedule the examination after a delay of six months. If you receive an incomplete on the comprehensive examination, you must make up the deficiencies identified by the chair of the committee.

Course-Load Rules

- 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).

• Full-time graduate students may not exceed 15 credits per term during the fall or spring, or 12 credits during the summer with a credit per week ratio of no more than one credit, unless they have written approval from their adviser, program chair, and the director of graduate studies. To be granted this exception, a student must have successfully completed at least 8 graduate credits and must not be on academic probation at the time.

Credits Applied to Plan

The UWRF is committed to having courses that have content and rigor appropriate for graduate-level instruction. At least half of the credits required for graduate degrees must be earned from courses at the 700 level. No more than nine credits from courses at the 500 level may be applied towards graduate degree requirements. Credits earned for a graduate program cannot be more than seven years old, unless subjected to a successful appeal (see "Appeal of Seven-Year Time Limit" above).

Excess Course-Load Requests

See Course Load Rules, above, to determine whether or not you will exceed the course load limits for a particular term. To request an exception, you will need to complete the Excess Course Load on this page, and obtain signatures from your adviser and the Director of Graduate Studies. In some cases a copy of your transcript may be required. It is your responsibility to submit the completed form to the Registrar's Office before the end of the first week of classes for the term that you are requesting an exception.

Good Academic Standing

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

Grade Disputes

Grading disputes should first be discussed with your course instructor. If you are unable to resolve differences, you may appeal your grade by following the procedure described in the UWRF Faculty and Academic Staff Handbook, Section 9.2.20.
Grading System

The following grades are used for graduate courses:

A = 4.000 grade points per credit
A- = 3.667 grade points per credit
B+ = 3.333 grade points per credit
B = 3.000 grade points per credit
B- = 2.667 grade points per credit
C+ = 2.333 grade points per credit
C = 2.000 grade points per credit
F = Unsatisfactory, 0.000 grade points per credit
S = Satisfactory
I = Incomplete (Given when students fail to complete a course through no fault of their own)
Pass/Fail (used in practicum courses)
SP = Satisfactory Progress (may be used in field-based work or research-oriented classes where the nature of the work involved requires more calendar time than is available during the term wherein the student is registered for the course)

Graduate Committee

A graduate committee, typically comprised of three graduate faculty members, will conduct a review of thesis, research paper, or capstone experiences, depending on the requirements of the student's degree plan. The committee consists of the committee chair, a member from the student's program, and a third committee member, who may be from an outside program. In some cases, individual programs will require a fourth committee member. The program director assigns the committee chair and the second committee member. Committee chairs either assign the third member or may contact the Office of Graduate Studies to obtain a third committee member. Requests for third committee members should be made as soon as possible, but no later than one semester prior to scheduling the examination. This is necessary to confirm the third committee member's participation, to allow time for the committee chair to communicate appropriate information regarding the student's project and timeline with the third committee member, and to allow the third committee member's schedule to be taken into consideration when scheduling the examination. Consult your adviser if you have questions about whether or not you need a committee and its composition.

Graduate Executive Council
This council is comprised of program directors for each of the university graduate programs, as well as individuals who support the delivery of graduate programs. The Council provides leadership in matters relating to graduate recruitment, retention, program planning and student services. More information is available here.

**Graduate Plans**

- **A Thesis Plan** includes a minimum of 30 semester credits of graduate course work and a master’s thesis for which you may receive no more than four graduate credits in your area of specialization. The thesis is directed at original research that should provide a new contribution to knowledge. You will also complete either an oral and/or written comprehensive examination. Both a hard copy and an electronic copy will be made available through the UWRF library.

- **A Research Paper Plan** includes a minimum of 30 semester credits of graduate course work and a research paper. The research paper is directed towards the use of primary and/or secondary sources, and may also include action research and/or a literature review. The expectation is that the paper should be significantly greater in scope and/or of significantly higher quality than a paper produced in a typical graduate seminar. You will also complete either an oral and/or written comprehensive examination. Both a hard copy and an electronic copy will be made available through the UWRF library.

- **A Capstone Experience Plan** includes a minimum of 30 semester credits of graduate course work (note: this might be 34 credits depending on the option chosen below). In addition to the options to complete either a thesis or research paper, some graduate programs offer alternative paths towards completion of a master’s degree that might include one or a combination of the following (Note: materials produced through the Capstone Experience option are not required to be made available through the UWRF library):
  - Completion of a minimum of 34 semester credits of graduate course work
  - Capstone course
  - Comprehensive oral and/or written examination
  - Internship
  - Manuscript
  - Portfolio
  - Published book
  - Special project
Ongoing Enrollment Policy

In order to provide resources and services to graduate students throughout their academic career, graduate students must be enrolled in a graduate-level course of at least one credit during each term (fall, spring or summer) in which the student requires access to these services, including the term in which the student intends to graduate.

For more information, consult the UWRF Administrative Policy Handbook, AP-01-213.

Probation

Graduate students will be placed on probation if they earn a cumulative grade point average less than 3.000 at UWRF.

Re-entry Requirements and Process

You will remain in active status up to two years after your last enrolled course. After two years, if you wish to take courses again at UWRF and you are in good academic standing, you may complete a submit the UW System application to be considered for re-entry. Students who wish to change their program of study or status from temporary student to pursue a degree or certificate will need to complete the full graduate admission process. See Apply Online.

Repeating Courses

Graduate students may repeat a course in which a grade of 'C-', 'D+', 'F', 'XF', 'U', or 'W' was earned. Graduate students may request to repeat course in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's advisor, the chair of the department offering the course, and the Director of Graduate studies BEFORE the end of the first day of classes for that term. If the form is not completed and submitted to the Registrar's office by the end of the first day of classes for that term, the student will be automatically dropped from the roster.

Scheduling Comprehensive Examinations

Oral examinations are scheduled for two hours. To schedule your oral examination, coordinate the date, time and location with your assigned graduate committee members. After you have scheduled your
examination, send an email with the names of the committee members, date, time, location, topic, and the name of your graduate program to the Graduate Studies Office at least two weeks before the examination date and no later than four weeks before the end of your final term.

- If your final term happens to be during the summer, you must make your scheduling arrangements during the previous spring term.
- If your degree plan requires you to complete a written comprehensive examination you must schedule this examination with your department.
- All thesis candidates will complete an oral examination. This might be in addition to a written examination, if required by your department. Research paper or capstone experience candidates will take a written and/or oral examination if required by their program.
- Students are responsible for communicating with all members of graduate committees before examinations to discuss how to prepare for written and/or oral examinations. Always check your academic plan for your program’s requirements.

Slash Courses

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 Director of Graduate Studies for admission to a 300/500 course, but only under extraordinary circumstances, and with written support of the instructor and adviser.

Suspension

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

- They earn less than a cumulative 2.000 average at any time.
- If they are on probation and
  - They earn less than a 3.000 average in the next enrollment period and are full-time students.
  - They earn less than a 3.000 average in the next 12 attempted credits and are part-time students.

Temporary Graduate Student Status

This status is for persons who have a bachelor’s degree from an
accredited institution who want to take graduate-level courses for professional development and who do not plan to obtain a graduate degree or seek admission to a graduate and/or certificate/certification program. Please note that some graduate courses are not open to temporary graduate students.

If a student completes courses in this temporary status and then chooses to apply to a graduate degree and/or certificate/certification program at UWRF a maximum of nine graduate credits from either the UWRF or another graduate institution can be applied toward the graduate degree program.

**Theses and Research Papers**

Because each member of a graduate committee must approve completed theses or research papers, you must inform all three members of the committee about the development of the topic, research progress, and results, as well as the writing of the research. Theses and research papers are defended in an oral examination. After your paper has been approved by your graduate committee, you will submit it for binding.

For theses, one copy must be bound including the cover page with the signatures of all committee members. To have a thesis bound a $30 per copy fee will need to be paid (i.e. $30 for the required copy plus $30 for each additional copy for personal use). Bring both the thesis and the cover page with the signatures of all committee members to the Graduate Studies Office in 104 North Hall. After the payment is made, the copies will be sent out for binding. One bound copy will be submitted to the UWRF Library academic depository and you will be notified when any additional bound copies are ready for pickup if purchased.

For research papers, a final copy of your paper, with a cover sheet signed by your adviser, and the original MINDS approval form (plus 1 copy of the form) must be submitted to the Graduate Office located in 104 North Hall.

It is your responsibility to check the manuscripts for proper pagination and deliver them to the Graduate Office. Acceptable margins are either one-inch margin on all sides or a wider margin on the left to accommodate the binding. The cover sheet for the thesis must be signed by your adviser and your Graduate Committee.

The final paper must adhere to guidelines for mandatory submission to the university's academic repository at MINDS@UW-River Falls. The
checklist and submission form can be found at [MINDS Submission Information](#).

**Transfer Credits**

If allowed by the graduate program you may be able to transfer as many as nine credits from other institutions or from within our university. Any exceptions need to be approved by the Director of Graduate Studies, upon recommendation from a program chair. If a student has credits earned at UWRF toward a prior graduate degree, they are treated as if they are transfer credits. In addition to meeting the requirement in 9.2.34 graduate credits must meet the following conditions:

- Be from courses with an earned grade of “B” or higher:
- Be from a regionally accredited institution and an acceptable graduate program:
- Be listed on an official transcript received by the UWRF Registrar’s Office:
- Be approved by the graduate program director:
- Have been earned within seven years from the projected date of completion for a UWRF degree.

Once an internal evaluation had been completed, accepted transfer credits and grades will be recorded on the students UWRF record as they appear on the transcript from the host institution or according to the MOU/articulation agreement or as provided by the transcript evaluation service. Transfer grades will not be used in calculating the cumulative GPA.

**Undergraduate Student Enrollment in Graduate Courses**

A UWRF junior, senior or post-baccalaureate student may enroll in graduate courses while completing an undergraduate degree under the following conditions:

- On space-available basis only;
- For courses below the 700-level only;
- Students must receive approval from their adviser, the instructor of the graduate course, and the director of the graduate program; and
- While under provisional enrollment, an undergraduate may take no more than nine graduate credits nor more than 15 credits total during the term.
Undergraduate students will be charged graduate tuition rates for graduate credits (as per UWRF Administrative Policy AP-02-106).
### 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.

2019 J-Term Aid Application will be available in Mid-October.

### 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

To apply for the Wisconsin Resident Education Abroad Grant, please complete the Application Grant Form.

In order to be eligible for the grant you must meet the following criteria:

- Resident of Wisconsin
- Degree seeking student
- Demonstrate financial need based on your current year FAFSA
- Enrolling in a Study Abroad program for Academic Credit

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

- **IIE Passport 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**
What is the Midwest Student Exchange Program?
The Midwest Student Exchange Program (MSEP) is a tuition reduction program that makes attending out-of-state colleges and universities more affordable for non-resident students. If you are a qualifying resident of a participating state, and not in Undergraduate Programs with Special Tuition Rates, you will receive a reduced tuition rate at UW-River Falls.

How does it work?
Through the MSEP, public institutions agree to charge non-resident students no more than 150% of the in-state resident tuition rate. You must be in a qualifying program of study to be eligible.

What states participate in MSEP?
Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska, North Dakota, and Ohio participate in MSEP.

Minnesota residents: Minnesota residents have a separate tuition reciprocity agreement and should apply online to pay a tuition rate comparable to a state university in Minnesota.

How do I enroll in MSEP?
A student's residency status is determined upon admission and UWRF uses that status to qualify students for the Midwest Student Exchange Program, therefore enrollment in the MSEP is automatic, so long as a student enrolls as a degree-seeking student in a qualifying program.

Status in the MSEP program is renewed automatically for students who maintain good standing and continuous (fall and spring) full-time enrollment.

About MSEP

UW-River Falls MSEP information
Estimated Cost of Attendance

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.

2019-20 Undergraduate Students: Living On-Campus

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
<th>Return to WI</th>
<th>Midwest Student Exchange</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$8,040</td>
<td>$8,908</td>
<td>$12,146</td>
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<tr>
<td>Books and Supplies</td>
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2019-20 Undergraduate Students: Living Off-Campus

<table>
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<th>Return to WI</th>
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</thead>
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2019-20 Undergraduate Students: Living with Parents/Relatives

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<td></td>
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46 of 85
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<th>Resident</th>
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<td>$11,190</td>
<td>$15,614</td>
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<td>$90</td>
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<tr>
<td>Travel</td>
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<td>$2,460</td>
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2019-20 Graduate Students: Living On-Campus

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<th>MN Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
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<tr>
<td>Books and Supplies</td>
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<td>$1,060</td>
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<tr>
<td>Room and Board</td>
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<td>Personal</td>
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<tr>
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2019-20 Graduate Students: Living Off-Campus

<table>
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<td>Books and Supplies</td>
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2019-20 Graduate Students: Living with Parents/Relatives

<table>
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<th>MN Resident</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$8,240</td>
<td>$10,020</td>
<td>$16,356</td>
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<tr>
<td>Books and Supplies</td>
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<td>$1,060</td>
<td>$1,060</td>
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<td>Room and Board</td>
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<tr>
<td>Personal</td>
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<td>$2,760</td>
<td>$2,760</td>
</tr>
<tr>
<td>Loan Fee</td>
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<td>$206</td>
<td>$206</td>
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<tr>
<td>Travel</td>
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<td>$2,460</td>
<td>$2,460</td>
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<td>TOTAL</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.

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>492.09</td>
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<td>2</td>
<td>627.82</td>
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<td>3,316.02</td>
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<td>3,629.93</td>
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<td>3,943.84</td>
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<td>11</td>
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<td>12-18</td>
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<td>4,571.66</td>
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$313.91 per credit charge over 18 credits
### Fees for J-Term 2018/2019

<table>
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<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>66.54</td>
<td>370.50</td>
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<tr>
<td>2</td>
<td>607.92</td>
<td>110.92</td>
<td>718.84</td>
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<tr>
<td>3</td>
<td>911.88</td>
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<tr>
<td>4</td>
<td>1,215.84</td>
<td>199.64</td>
<td>1,415.48</td>
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$303.96 per credit charge over 4 credits

### Fees for Summer 2019

<table>
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<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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</thead>
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</table>

$303.96 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 2019/2020

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
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</tr>
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### Fees for J-Term 2018/2019

<table>
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<tr>
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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.

### Fees for Summer 2019

<table>
<thead>
<tr>
<th>Credits</th>
<th>MN Reciprocity Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
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<tbody>
<tr>
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<td>632.46</td>
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</table>

$535.76 per credit charge over 9 credits

### OTHER FEE INFORMATION

- **Special Course Fees**
- **Online Fees**
- **General Fee Payment Information**
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.
Non-resident Tuition Waiver

Non-resident domestic students enrolled beginning Fall 2016 and later:

All U.S. students, other than those who qualify under the following programs, may be eligible for the Study in Wisconsin - non-resident tuition waiver program:

- Wisconsin state resident rate;
- Return to Wisconsin tuition discount;
- Minnesota state reciprocity tuition rate; or
- Midwest Student Exchange tuition rate (students who are residents of Illinois, Indiana, Kansas, Michigan, Missouri, Nebraska or North Dakota).

Additionally, students who are admitted and enrolled in an undergraduate or graduate special pricing program (e.g. Early Childhood Degree completion, MBA, etc.) do not qualify for the Study in Wisconsin - non-resident tuition waiver.

Undergraduate students must be pursuing a first bachelor's degree to qualify for this program. Graduate students must be pursuing a first master's degree or must not have received a doctoral or first professional degree considered equal to or higher than a master's degree.

Study in Wisconsin - non-resident tuition waiver amounts:

- **First Year of Enrollment**: $2,000 ($1,000 per semester) for a full-time student.
- **Years 2 through 5 with a cumulative grade point average of 3.25 or better**: $4,000 ($2,000 per semester) for a full-time student.
- **Years 2 through 5 with a cumulative grade point average greater than or equal to 2.0 (3.0 for graduate students) but less than 3.25**: $2,000 ($1,000 per semester) for a full-time student.

A Full-Time student is defined as:

- Undergraduate: Enroll in and successfully complete a minimum of 12 credit hours per semester.
- Graduate: Enroll in and successfully complete a minimum of 8 credit hours per semester.

An eligible student may receive no more than 10 semesters of the Study in Wisconsin - non-resident tuition waiver.

**Qualifying non-resident students enrolled prior to Fall of 2016**

The University of Wisconsin-River Falls awards $2500 annual partial tuition waivers to all eligible out-of-state domestic and international students on a first-come-first-served basis until the state allotment expires.

**Eligibility Requirements for all international and out-of-state domestic students, other than those utilizing MN reciprocity, Return to Wisconsin, or Midwest Higher Education Compact Student Exchange:**

- Admitted in good academic standing to an undergraduate or graduate degree, certificate or ELT program.
- Admitted to a program that is assessed non-resident tuition.
• All International Students must demonstrate: F-1 status, OR current F-1 status applicant (outside the U.S.), OR U.S. citizen whose place of legal residence is outside the United States.

**Awarding:**

• All out-of-state domestic students must fill out a FAFSA (even if they have no financial need) in order to be awarded this waiver.
• All international students will see the waiver credited on the financial statement at the time of admissions.
• The $2500 is an academic year annual award, and will be divided in half and applied to each semester accordingly.
• Waivers are automatically renewable subject to funding availability and student eligibility requirements: Students must maintain continuous full-time enrollment with a minimum cumulative 2.0 GPA each semester and domestic students must fill out the FAFSA each aid year.
• Eligible international students may receive an additional tuition waiver if they take 6 or more credits in a summer term and if funds are available. The flat award amount will be determined by the appropriate offices, depending on the remaining state allotment amount.
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.
Order a Diploma

DUPLICATE DIPLOMAS

Duplicate diplomas may be ordered online through Credentials. Duplicate diploma orders will go to our printing company after each term and are sent via standard delivery. There is a rush option and the diploma will be ordered immediately and sent by FedEx.

Duplicate Diploma Fee

$ 25.00  Paper Diploma - Standard Delivery  
$ 70.00  Paper Diploma - Rush Delivery within the United States  
$120.00  Paper Diploma - Rush Delivery outside of the United States

Questions regarding ordering diplomas? Please call Credentials Inc at: 847-716-3005.

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.
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](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](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.

CANCELLATION BENEFITS
Cancellation 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)
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**
Your are entitled to have up to 70% of the Perkins loan cancelled if you are a volunteer for either the Peace Corps or and 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
• 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 exceeds 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>
</tr>
<tr>
<td>8-11 weeks</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5-7 weeks</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3-4 weeks</td>
<td>100%</td>
<td>25%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2 weeks</td>
<td>100%</td>
<td>None</td>
<td>None</td>
<td>None</td>
</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.
Satisfactory Academic Progress Policy

Financial Aid Appeal Form

To receive grant, scholarship, waiver or student loan funds, and to remain eligible to work on campus, your academic performance must meet or exceed certain minimum standards each semester. These academic progress standards (listed below) are stricter than what is required to remain eligible to re-enroll for courses each semester. (See Academic Suspension and Probation policy.) You may be allowed to enroll and attend classes even though you are not eligible for the financial aid you need to pay for them! If you are receiving financial aid take extra care to plan your classes to give you the best opportunity to meet or exceed these academic progress standards.

The following is a summary of the Financial Aid Satisfactory Academic Progress policy. Find the full policy statement here.

Academic Progress Standards

At the end of each semester (Fall, Spring and Summer semesters) associate's or first bachelor's degree-seeking students must:

1. Have a grade point average over all semesters ("cumulative") of 2.0 or better.
2. Have a grade point average for the most recent semester ("current") of 1.0 or better.
3. Have a credit-hour completion rate percentage (earned credit hours divided by attempted credit hours and multiplied by 100) which meets or exceeds:
   - 50% - for students with 36 or fewer attempted credit hours.
   - 67% - for students with more than 36 attempted credit hours.

In addition, associate's and first bachelor's degree seeking students must:

1. Earn a baccalaureate degree within the first 180 attempted credit hours (including transfer credits and credits by exam).
2. Have a cumulative GPA of 2.0 or better at the end of the student's fourth semester of enrollment (including attendance during summer semester).

The minimum academic progress standards for second and subsequent bachelor's degree students are the same as those for first bachelor's degree students except for:

1. Credit hour completion rate: Minimum rate is 67%.
2. Maximum attempted credit hours: 90, not including transfer credits and credits by exam.

The minimum academic progress standards for master's degree and graduate certificate program students are the same as those for first bachelor's degree students except for:

1. Cumulative Grade Point Average: Minimum of 3.0 required.
2. Current Grade Point Average: Minimum of 2.0 required.
3. Maximum attempted credit hours: **no more than 150%** of the credit hours normally required to earn the degree or degree with license as stated by the graduate program (does not include credit hours earned towards a prior degree.)

**Consequences of failing to meet one or more of these standards**

Financial Aid Warning: A student on financial aid warning status is eligible to receive financial aid for one additional semester of enrollment. The student must be meeting the academic progress standards by the end of the warning semester.

Financial Aid Suspension: A student on financial aid suspension is no longer eligible to receive financial aid. To receive financial aid again a student must return to meeting all academic progress standards or must submit an appeal and be approved to receive additional financial aid by the Financial Aid Appeals Committee.

The following table shows the consequences for each academic progress standard:

<table>
<thead>
<tr>
<th>Academic Progress Standard</th>
<th>Financial Aid Warning</th>
<th>Financial Aid Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative Grade Point Average</td>
<td>After first semester of not meeting standard</td>
<td>After two consecutive semesters of not meeting standard</td>
</tr>
<tr>
<td>Minimum Cumulative Grade Point Average after 4th semester of enrollment</td>
<td>After first semester of not meeting standard</td>
<td>Immediately after first semester of not meeting standard</td>
</tr>
<tr>
<td>Minimum Credit Hour Completion Percentage</td>
<td>After first semester of not meeting standard</td>
<td>After two consecutive semesters of not meeting standard</td>
</tr>
<tr>
<td>Minimum Semester Grade Point Average</td>
<td>Approximately 1 - 2 semesters prior to reaching maximum allowed attempted credits</td>
<td>Immediately after first semester of not meeting standard</td>
</tr>
<tr>
<td>Maximum Number of Attempted Credit Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appealing a Financial Aid Suspension**

A student who has been suspended from receiving financial aid may appeal to have the decision reviewed by the Financial Aid Appeals Committee. If the committee finds that the student's failure to meet the published academic standards was due to circumstances beyond the student's control that negatively affected the student's ability to succeed at UWRF and that the student has taken steps to change the situation, then the committee may restore the student's financial aid eligibility with conditions. A student granted reinstatement of financial aid eligibility by the committee will be placed on Financial Aid...
Probation.

To appeal the suspension of financial aid eligibility a student must fully answer all questions on the Financial Aid Appeal Form and provide independent third-party documentation which supports the student's description of the circumstances encountered.

Decisions by the Financial Aid Appeals committee are final.

Receiving Financial Aid While on Financial Aid Probation

When the Financial Aid Appeals committee reinstates a student's financial aid eligibility by placing the student on Financial Aid Probation, the committee will set conditions on the student's financial aid eligibility. The student on probation is expected to meet those conditions at the end of the next semester. The conditions set by the committee will supersede the academic progress standards. A student who is meeting the conditions set by the committee will remain eligible for financial aid probation, for up to a maximum of three consecutive semesters, even though the student is not meeting one or more of the academic progress standards. A student can remain on Financial Aid Probation until:

- The student again meets all academic progress standards, after which the Probation status is removed, and the student regains full eligibility for financial aid; or
- The student fails to meet the conditions set by the committee and is not still meeting all of the academic progress standards. The student in this situation is again suspended from further financial aid eligibility.

Example of a successful appeal:

Student A experienced a lengthy illness over the last half of Fall and the beginning of Spring semester which affected the student's grades and ability to successfully complete classes. The student has a cumulative grade point average of 1.20 and has earned only 40% of the credit hours attempted. The Financial Aid Appeals committee reviews the student's appeal explaining the situation and the student's third party documents which consist of a note from the student's doctor and hospital statements showing the periods during which the student was hospitalized. The committee approves the student's appeal and places the student on Financial Aid Probation. The committee requires the student to earn a semester grade point average of 2.66, complete all attempted credits and retake a previously failed class until the student's cumulative grade point average and credit-hour completion rate return to meeting the academic progress standards.

Resuming Financial Aid Eligibility

Students who have their eligibility for financial aid suspended can regain eligibility for financial aid by bringing their grade point average or credit hour completion rate back above the minimum academic progress standards. A student who is found to be back in good academic standing at the end of a semester resumes eligibility for financial aid for the following semester.

Notification of Financial Aid Eligibility Status

Shortly after all grades are due for a semester, the Financial Aid Office will review the academic progress of all students who remained enrolled in at least one class after the 6th date of the semester. Students who are found to not be meeting at least one of the academic progress standards will be sent an email to their official UWRF email account notifying them that they
have been placed either on Financial Aid Warning or Financial Aid Suspension Status. Students who were suspended or on Probation status and who have resumed good academic standing will be notified that they have returned to good academic standing for financial aid purposes.

Students who continue to meet the academic progress standards will not receive any notification from the Financial Aid Office.
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.
# 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.

### Fees for Fall and Spring 2019/2020

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident Tuition</th>
<th>Segregated Fees</th>
<th>Total</th>
</tr>
</thead>
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$262.43 per credit charge over 18 credits
### Fees for J-Term 2018/2019

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<th>Segregated Fees</th>
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$262.43 per credit charge over 4 credits

### Fees for Summer 2019

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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 2019/2020

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<thead>
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<th>Credits</th>
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### Fees for J-Term 2018/2019

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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.

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>Resident Tuition</th>
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<th>Total</th>
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</table>

$424.47 per credit charge over 9 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
Mass Archive

**Note:** this process will hit the web server once for each URL and rapid succession. Only run it if you have to (but it's not that bad).

**Populate Page of URL Content**

https://www.uwrf.edu/Catalog/DegreeRequirements/ACCT.cfm
https://www.uwrf.edu/Catalog/DegreeRequirements/ADPEMinor.cfm
https://www.uwrf.edu/Catalog/DegreeRequirements/AGEC.cfm
https://www.uwrf.edu/Catalog/DegreeRequirements/AGECMinor.cfm
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