Print-Based Course Policies
Standard Term Enrollment

Note: All policies are subject to change. Please bookmark the link to this document as a reference to the most recent information: campus.uwplatt.edu/files/distance-education/PDF/pbcoursepolicy_standardterm.pdf

COURSE LENGTH AND COMPLETION
If you are utilizing financial aid for your print-based courses you must enroll in the standard term. There are no extensions at the end of the term. In order to remain under the degree requirements that are in effect at the time of your first enrollment, you must make academic progress. This means that you must complete at least one UW-Platteville course every two years. If you do not make academic progress, your student status will be discontinued and you must re-apply to the program and abide by the catalog requirements in effect at the time of the new application/enrollment.

COURSE ATTENDANCE REQUIREMENT
Federal legislation requires UW-Platteville to verify that students who receive financial aid begin participating in courses by the census date of each semester. Please be aware that if you have financial aid for your print-based courses with UW-Platteville (OR are enrolled in the Standard Term), you MUST participate in an academically related activity in each course by the census date of the semester of enrollment. The Center for Distance Learning must RECEIVE this assignment by the census date for each course in which you are enrolled or you WILL BE DROPPED from your course(s) and, therefore, lose financial aid eligibility for the semester. Any financial aid funds disbursed to your student account or refunded to you must be returned by the University to the U.S. Department of Education. You will be responsible for the balance due on your account as a result of this action.

PRINT-BASED STUDENT ENGAGEMENT POLICY - Effective for enrollment start dates of January 1, 2019 and beyond.
While print-based courses are meant to provide flexibility to you, so that you may progress through the course at your own pace, it is recommended that you do not try to complete the course in too short a timeframe. Therefore, you must comply with the student engagement policy stated below.

To pass a print-based course, you must:
1. submit the first assignment for this class with no less than eight weeks left in your enrollment (12-month or standard term),
2. submit no more than one unit of assignments per week, and
3. submit all the unit assignments before taking the respective unit exam.

If requested by your instructor, you must send your instructor a detailed plan for completing the course in no less than eight weeks (including a timeline for submitting assignments and taking exams). If issues arise that prevent you from sticking to the plan, you must communicate with the instructor so you can establish a new plan for completing the course.
Lastly, it is recommended that you incorporate the feedback from the instructor in your future assignments. If you have any questions about your instructor’s expectations for submitting assignments and/or incorporating feedback, please do not hesitate to reach out to your instructor for clarification on his or her specific expectations for the assignments.

The rationale for this policy is that most print-based courses are three credits and cover the same material as a 16-week course. For a three-credit, 16-week course, it is expected that you work on the course for 9 to 12 hours per week; therefore, the course will require between 140 to 200 hours of work to complete (140 hours is the equivalent 17.5 eight-hour days, while 200 hours is the equivalent of 25 eight-hour days). Therefore, even working eight hours per day on a course, you cannot successfully complete it in a few weeks or even a month. Furthermore, if you spend less time on learning the course material, you would not be dedicating enough time to master the subject matter.

Police approved by the School of Business in spring 2018

DROP/REFUND POLICY FOR STANDARD TERM PRINT-BASED COURSES
Please refer to the academic calendar for standard term print-based courses at https://campus.uwplatt.edu/distance-education/calendars. (For students who completed a paper registration, please refer to your contract enrollment plan for these dates.)

How to drop a print-based course:
1. Review the drop/refund policies and deadlines you agreed to when registering.
2. Complete the Course Drop form.
3. Send the form to the Center for Distance Learning. Accepted via mail or scan/email.
4. Watch for a confirmation letter confirming your drop was processed. If you do not receive this confirmation letter, contact the Center for Distance Learning.

If you have third party payment arrangements (i.e., financial aid, veteran's benefits, etc.), you are responsible for all charges to your account that are not paid by those parties due to you dropping any course(s).

FEDERAL AND STATE FINANCIAL AID (for degree-seeking students)
Distance degree-seeking students enrolled in print-based or online courses may be eligible for Federal Pell grants (undergraduate only), federal direct loans, and the Wisconsin grant program, depending on eligibility.

To receive financial aid while taking distance learning courses through UW-Platteville, you must:
1. Be admitted into a degree-seeking program.
2. Complete a financial aid application at FAFSA.gov and all requirements.
4. Be registered for courses and attend academically related activities prior to the semester census date which is usually the tenth day of classes in the fall and spring and the fifth day of classes in the summer.

If cost of attendance exceeds your federal aid eligibility, you can seek an alternative student loan. These loans are not financial aid, but are bank loans. If you are interested in an alternative loan, please contact the financial aid office for the amount of loan you may request. There is a credit check required for alternative student loans.
**Enrollment Requirements**

You must be enrolled in and attending courses by the census date of the semester. Financial aid eligibility is determined by your enrollment status and course attendance on that date. All courses must be completed within the semester of enrollment to maintain eligibility.

Combined enrollment (print-based and online course delivery methods or on campus classes) is calculated as follows:

<table>
<thead>
<tr>
<th>Regular* or Online Credits</th>
<th>Print-Based Credits</th>
<th>Enrollment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>Half time</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Half time</td>
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<tr>
<td>3</td>
<td>6</td>
<td>Half time</td>
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<tr>
<td>3</td>
<td>9</td>
<td>Half time</td>
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<tr>
<td>6</td>
<td>3</td>
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<tr>
<td>6</td>
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<td>Full time</td>
</tr>
<tr>
<td>0</td>
<td>12</td>
<td>Half time</td>
</tr>
</tbody>
</table>

Please note:
- The financial aid enrollment status for print-based credits can be no more than half time.
- The courses must apply toward your degree. You should consult your academic advisor to determine if each course meets degree requirements.
- The courses must be completed during the period required for your regular course work, e.g., a semester.
- The amount of print-based course work counted cannot be more than the number of credit hours of regular course work in which you are enrolled.

**Disbursement Timing**

If all eligibility requirements are met and you are registered for the semester's courses* prior to the census date, financial aid is disbursed to student accounts at the beginning of the semester.

*If all courses for the semester are print-based courses and are eligible for federal student aid, 50 percent of all course requirements must be complete before federal aid can be disbursed. If all credits are print-based credits, financial aid budget will be the cost of tuition, fees, and books/supplies.

**Satisfactory Academic Progress**

To encourage successful degree completion in a timely manner, academic progress for all students is reviewed at the end of every term. You must meet three academic standards to maintain financial aid eligibility.

1. Minimum GPA: 2.0 for undergraduate students and 3.0 for graduate students.
2. Pace: You must successfully complete at least 67 percent of your attempted credits.
3. Maximum Credit: You must complete your degree within 150 percent of the required credits.
The Satisfactory Academic Progress policy can be found at https://campus.uwplatt.edu/financial-aid under Policies.

**STUDENT LOAN DEFERMENTS**

Whether you can defer your loan payments is dependent on your registrations, as well as the type of loan you have. Student loan deferment forms must be processed by the UW-Platteville Registrar’s Office. Please indicate on the deferment form that you are a distance learning student. Deferment forms should be sent to:

Office of the Registrar  
University of Wisconsin-Platteville  
1 University Plaza  
Platteville, WI 53818-3099  

Phone: 608.342.1321  
Fax: 608.342.1389

The Registrar’s Office, not the Center for Distance Learning, confirms your enrollment for deferment requests. Regulations permit the university to verify enrollment for UW-Platteville courses only. If you are taking courses with UW Colleges, or any other school, verification for those courses must come directly from those institutions, even if you have a financial aid consortium agreement.

If you take a combination of print and online courses, the number of credits you take, the start dates for those courses, and whether you already have loans in repayment status will determine how UW-Platteville reports your enrollment status. Because of the individual nature of the enrollment verification for distance education students, we encourage you to contact the Registrar’s Office prior to your enrollment to discuss your personal situation.

_Last updated 2/12/2019_