March 7, 2013

To: Paul Deluca, Provost and Chair of the UAPC

From: Lori Berquam, Vice Provost and Dean of Students
Joanne Berg, Vice Provost

Undergraduate Student Reentry Admissions

As co-sponsors of the Crossroads Committee we are submitting a request for the UAPC to review and approve an updated policy regarding reentry admissions. The attached document from the co-chairs of the committee provides necessary background information.

The new proposed policy is as follows:

Any undergraduate who leaves University enrollment must do the following to be readmitted.
1. Complete the "Application for Reentry"
2. Reenter the UW through the school or college s/he was last enrolled
3. Reenter in the same academic plan
4. Reenter with the same academic advisor (or with approval another advisor in the same academic program)

If a student desires to transfer their program of study to another school or college, the process would begin AFTER being readmitted to the school/college s/he was in prior to leaving enrollment. Advice and guidance can be sought from the targeted school/college on the process for declaring a new program after the student has been readmitted.

We would be happy to have a representative of Crossroads be available at the UAPC if you feel that is necessary.

Attachment: Memo from Manuela Romero and Argyle Wade, Co-chairs of Crossroads

cc: Jocelyn Milner
Argyle Wade
Manuela Romero
January 8, 2013

To: Joanne Berg, Vice Provost  
Lori Berquam, Dean of Students

From: Manuela Romero, Co-Chair  
Argyle Wade, Co-Chair  
Crossroads Committee

RE: Undergraduate Student Reentry Admissions Processing Guidelines

At the December 2012 Crossroads Committee, the committee became aware that the April 2011 clarification regarding reentry processing guidelines was not implemented; this memo updates and further clarifies the guidelines provided in April 2011.

The specific concern centers on procedures and practices for students in the undergraduate career who request via the reentry application to reenter the university in a different school/college than the one in which they were enrolled when they left.

Background: Students who previously attended the University of Wisconsin–Madison, but have not been enrolled in courses for a semester or more, are considered reentry students. Students take extended leaves for many reasons: military service, family or personal illness, unsatisfactory academic performance, study abroad (non-UW Madison program), among others. Students seeking reentry complete an application online. They do not need to pay the application fee or submit standardized test scores, nor do they need to complete questions relating to high school courses in progress, ACT/SAT scores, employment and activities, or high school counselor information/form. They do not need to respond to questions about life experiences. However, they are encouraged to explain the reason(s) for reentry admission, prior experiences on campus, and/or activities since the last date of enrollment. If activities include enrollment at another institution, a transcript is required.

Procedures for students who were dropped, suspended or on academic probation: A primary admission consideration for reentry students is their academic record while previously enrolled at UW–Madison. If they were previously dropped, suspended, or on academic probation, they need permission of the Academic Dean for reentry. (Annotated from the Office of Admissions web site: http://www.admissions.wisc.edu/reentry.php)

Students who are asked to leave because of poor academic performance must return to the School or College which dismissed them, and obtain approval of the Academic Dean to continue. If they then wish to transfer to another School or College to pursue a different program of study, they must meet transfer criteria and obtain permission of that school/college to do so. This often means achieving grades that indicate satisfactory performance and allow removal from academic probation. Such a transfer will only occur after the student is officially readmitted.
Procedures for students who leave in good standing: A significant problem exists related to which School or College is appropriate for reentry by the student who leaves in good standing. These students complete an application and can transfer school or college if they indicate their preference on the application. They do not need to consult with anyone to make this request. The problem here is that without consultation and an orientation, students are not completely aware of what a transfer might mean for their academic requirements or career goals. Changing without consultation by using the reentry application allows a student to bypass advising and information about the implications of the transfer for degree and program requirements.

This problem was made clear in an example by a student with a marginal GPA who re-entered into CALS from L&S via the reentry application without consultation. No one was aware of the transfer, and the student began the semester without full knowledge. The student subsequently found the coursework more challenging than expected and academic performance resulted in probationary status which then prohibited any transfer back to the original program of study and required more time away from campus. Clearly, this is a situation that need not occur.

In discussions with Academic Deans of the schools and colleges and with the Office of Admissions, we discovered reentry is not a clear process for the academic unit, admissions staff, or the student. The Office of Admissions has historically managed reentry requests according to the wishes of each unit (see Attachment #2: Reentry Decision Processing Guidelines). While this process works most of the time, questions were raised about whether improvements could be made to avoid concerns like the example above.

A workgroup of the Crossroads committee during the 2010-11 academic year was established and charged with reviewing the current procedures and making recommendations for improvement where needed. The committee membership is noted on the recommended processing guidelines. The workgroup met several times and created guidelines that are more clearly stated for students and campus offices as well. The recommended procedural guidelines (Attachment #1) were presented to and approved unanimously by the entire Crossroads Committee at its regular meeting on March 1, 2011.

The most critical change in this process is the shift of responsibility for students wishing to change their course of study upon reentering the University. They will no longer be able to make the request using the reentry application regardless of their academic standing. Instead, they will need to first enter the school/college they left and then make a request to transfer to the new school/college if that is their objective. In other words, reentering students follow the same process required of continuing students who wish to transfer school/college or declare a new academic program. A consistent practice clarifies responsibility of the various Academic Deans offices. It also underscores the need for students to meet with appropriate staff to make a more deliberate effort to discuss the policies, procedures, and possible consequences for changing a program. This will also promote discussions with students about their goals and reasons for making a change in their program. In addition, following a consistent practice across the schools and colleges, as well as for all students, will help the Office of Admissions by simplifying the reentry admissions application review and decisions.

Procedures for students who reenter a suspended program/major: Another problem exists for students reentering a suspended program. Students seeking to reenter a suspended program should be referred to the Academic Dean of the school/college from which they left. As in the case of other reentry students, this will promote timely discussions with students about their goals and current options.

Technology recommendations: As a further note, the subcommittee raised an additional question for consideration and possible remediation. In looking at the reentry application, it was noted that student demographic information rarely changed, yet needed to be re-keyed into the system with each application. The subcommittee wondered how many other forms use the same basic information. Their suggestion is to examine this question and provide a mechanism that allowed students to enter an
identification number which would automatically fill in their historic information. Attached you will find the undergraduate reentry admissions processing guidelines and we ask that you review it, provide any feedback, and then move it forward for implementation by the appropriate units. Should you have any questions, either of us would be happy to respond.
Undergraduate Student Reentry Admissions Processing Guidelines

Any undergraduate student who leaves University enrollment and must make application for reentry to continue pursuit of their degree, must reenter the University through the school or college in which they were last enrolled and with the last academic program, plan, and advisor.

Reentry applicants who were in good standing and with the university and their school/college, and in a currently available academic program, are automatically readmitted to their previous school or college and do not need to seek counsel of the Academic Dean before being admitted. If the student wishes to transfer their study to another school or college, as required of any undergraduate student, they need to seek advice and counsel from their targeted school/college on how to complete the transfer process following readmission to their original school/college.

Reentry applicants who were in good standing with the university and their school/college but previously enrolled in an academic program now suspended are not automatically readmitted. The application is referred to the Academic Dean of the previous school/college. Upon review by the Academic Dean and in consultation with the student, a new academic program will be identified and provided to the Office of Admissions for entry in the student’s reentry admission decision.

Reentry applicants who were dropped for academic performance reasons must reenter to the school or college in which they were last enrolled. Such applications must receive approval from the Academic Dean of that school or college for permission to continue prior to reentry admission and only to that school/college. A student who is readmitted by the school/college and wishes or is required to transfer study to another school/college must follow the targeted school/college’s normal policies and procedures for transfer to be complete, as for all undergraduate students.

Approved by Crossroads Committee: March 1, 2011

Editorial Revision: January 7, 2013

Workgroup members:
Jeremy Altschafl, Pharmacy
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Manuela Romero, Engineering
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## Reentry Decision Processing Guidelines 2012

### Ag & Life Sciences (good standing = 2.0 term prior)
- previously CALS, including those on ‘Probation/Strict Probation’ (transfer GPA must be 2.0 cum & term prior)
- switching to CALS with 2.0 cum & term prior

### Business (good standing = 2.0 cum & term prior)
- previously BUS with 2.0 cum & term prior
- previously BUS on ‘Probation/Strict Probation’

### Education (good standing = 2.5 cum & term prior)
- returning to previous EDUC classification with 2.5 cum & term prior
- switching to EDUC or to new major in EDUC with min GPA for major
- 2nd degree if seeking pre-classification with 2.5 cum & term prior

### Engineering
- Processed at Engineering

### Human Ecology (good standing = 2.0 cum & term prior)
- returning to previous HEC major, including those on ‘Probation/Strict Probation’ (transfer GPA must be 2.0 cum & term prior)
- switching to new major in HEC not allowed, readmit to previous program/major

### L&S (good standing = 2.0 term prior)
- previously L&S, including those on ‘Probation/Strict Probation’ (transfer GPA must be 2.0 cum & term prior)
- switching to L&S with 2.0 cum & term prior

### SPECIAL L&S CHECKLIST SITUATIONS:
- 2nd degree (DAS checklist + “Educational Options” handout) – student must obtain academic action for re-admission
- ‘Dropped’ status (DAR checklist + “Readmission Procedures” handout) – student must obtain academic action for re-admission

### Medical
- Processed at UG Med

### Nursing (good standing = 2.5; admission to NUR, NWC at least 2.75)
- previously PRN with 2.5 cum
- previously NCP with 2.75 cum
- previously not PRN with 2.75 cum
- previously not PRN with 2.0-2.74 cum, admit to previous classification

### Pharmacy (good standing = 2.0 cum)
- previously Pharm/Tox in good standing

### Deny
- previously CALS with ‘Probation/Strict Probation’ and <2.0 last term here
- previously CALS with status of ‘Dropped’
- 2nd degree with 2.0 cum
- switching to CALS with <2.0 cum & term prior
- BUS and dropped for one year
- 2nd degree (send special letter)
- 2nd degree if previously in prof’l classification, regardless of GPA
- returning to previous EDUC classification and status is ‘May Not Continue’ or GPA is <2.5 cum or term prior
- previously HEC with status of ‘Dropped’
- 2nd degree
- all music apps (to Patti Atwood)
- previously L&S in dropped status
- NUR, NWC as the last classification
- NCP with 2.5-2.74 cum
- Previously PRN w/ academic action (probation, strict probation, dropped) on last term
- 2nd degree w/ <2.75 cum
- NCP w/ <2.5

- previously Pharm/Tox on ‘Probation/Strict Probation or Warning’