

## UW Independent Learning Program Welcome Handout

Welcome to UW Independent Learning – we’re glad you’re here! You’ve joined over 1,200 students who enroll in our self-paced courses each year to support their college degree completion, seek professional and personal enrichment or get an early start on college coursework. Whatever your motivation we’re ready to support your success.

Our program works a bit different than traditional online or on campus programs, so we’ve highlighted some important policies and resources for you here to make sure you’re up-to-speed. Please be sure to review the Program Policies and Current Students sections on our website: <https://il.wisconsin.edu/>.

### *Highlighted Program Policies*

#### **Academic Integrity**

Academic integrity is critical to the mission of UW-Extension and the Independent Learning program. Students are expected to be familiar with [University of Wisconsin System’s Student Academic Disciplinary Procedures](#) and to recognize that their work in the course is to be original work that truthfully represents the time and effort applied. Violations of this policy are taken seriously and will be handled in a manner that fully represents the extent of the law and that suits the level of violation.

#### **Course Pacing**

Similar to a traditional on-campus course, each credit hour of an Independent Learning course correlates to weekly class hours. Students should expect to dedicate an additional two to three hours of work per week for every class hour in their course. For example, a three-credit course would correspond to 9-12 hours per week over a three-month period (three hours of class time plus six to nine hours of additional study time per week).

#### **Course Sequence**

Course Author(s) strategically design courses to maximize student learning in alignment with course objectives. As such, students are strongly encouraged to proceed through the course and complete all requirements following the sequence in which they are presented. Course Facilitators will evaluate only those course requirements completed and submitted by the student. Any skipped course requirement will earn a point value of zero unless the student secures pre-approval from the Course Facilitator to complete the course requirement out of sequence.

#### **Deadlines for Course Completions**

Students must complete and submit all course requirements, including any final exams or papers, on or before their course expiration date for inclusion into a final course grade calculation.

#### **Evaluation of Student Work**

Course Facilitators are committed to providing students with timely feedback of submitted work. Students should expect to receive feedback within 3 business days, exclusive of holidays. On occasion, a Course Facilitator may experience higher-than-usual volumes of submitted work from students enrolled in the course and may need additional time for evaluation. Course Facilitators will notify students of any anticipated delays. Students should reach out to our Success Coaching team at [il@uwex.wisconsin.edu](mailto:il@uwex.wisconsin.edu) with any concerns regarding the timeliness of feedback.

#### **Faculty**

Independent Learning enlists qualified UW faculty to develop and facilitate courses within their content area of expertise. Course Authors lead course development, and Course Facilitators support students enrolled in courses. Similar to course instructors, Course Facilitators evaluate and provide feedback on submitted coursework and respond to student inquiries regarding course content or evaluation.

Please note that, while typically occurring during summer months, Course Facilitator transitions can occur at any time — even when students are in the process of completing a course. Students will be notified of any Course Facilitator changes.

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### Grades

*Final Grades:* All students will earn a final course grade based on submitted course requirements upon expiration of their course, inclusive of any approved course extensions. Students who do not want to earn a final course grade may request withdrawal or transfer to another Independent Learning course prior to expiration of their course.

*Pass/Fail Option:* Students who prefer to take a course on a pass/fail basis must request to do so in writing via email to [il@uwex.wisconsin.edu](mailto:il@uwex.wisconsin.edu) at the time of registration or before the first assignment is submitted. For courses taken on a pass/fail basis, a grade of C or better is passing, and a grade of D or lower is failing.

### Refunds and Withdrawals

Students have the ability to request a withdrawal any time after their date of registration in an Independent Learning course up until their course expiration date. Course withdrawal requests are completed with the Courses section of the Student Account.

The refund schedule is as follows:

Withdrawal requests submitted within 28 days of registration date	100% of tuition
Withdrawal requests submitted after 28 days of registration date	no refund

**Note:** Refunds are for tuition only and will not include any administrative or course extension fees.

For refund purposes, course transfers do not reset the course registration date.

Requests can be submitted on holidays and weekends, but they will be processed during the next business day.

### Submitting Coursework

Students are strongly encouraged to wait for Course Facilitator feedback on submitted work before proceeding in the course to ensure that their work aligns with expectations and to allow time for revisions, if needed. We therefore discourage students from submitting multiple items for feedback at once. Students who submit multiple items in the same day can expect to receive feedback on the first submission within three business days, excluding holidays. Remaining work will be evaluated in order of submission with an adjusted timeline. Please note that opportunities for revision are at the discretion of the Course Facilitator.

### Transcripts

Official academic transcripts issued by University of Wisconsin – Extension are available for Independent Learning courses completed with published final course grades. Our transcript service is included as part of the course administrative fee students pay up front at the time of registration and covers the lifetime cost of all requested transcripts sent via regular mail. Please review the [Request Transcripts page](#) of our website for additional information and submission instructions.

### *Highlighted Resources*

#### Self-Serve Resources

The Current Students section of our website provides a wealth of information and tips for being successful in your Independent Learning course – we suggest starting with the Student Services page to learn about resources available to you from start to finish.

#### Success Coach

As a UW Independent Learning student, you have access to our Success Coaches who are skilled professionals available to help you identify additional resources based on your individual needs. You can also expect to hear from your coach through periodic check-ins to discuss how things are going and how we can continue to support your success. We'd love to hear from you in between our check-ins – simply call or email us using the contact information above or chat online with us on our website.