



## School of Nursing / UW Independent Learning Online Course Agreement Form

UW Independent Learning (UWIL) offers online course options that are transferable to UW–Madison to complete degree requirements. In some cases, the School of Nursing will grant a tuition waiver to cover the cost of tuition for enrollment in collaboration with the Bursar's Office.

### School of Nursing UWIL Tuition Waiver Policy

1. Nursing undergraduate students may request permission to enroll in a UWIL course to be taken concurrently with course work on the UW–Madison campus by completing this *School of Nursing / UW Independent Learning Online Course Agreement Form* and the *UW–Madison Tuition Waiver Request Form*.
2. The course must directly satisfy Bachelor of Science–Nursing (BSN) degree requirements (e.g., General Education Requirements, credits in the Humanities/Social Sciences, intermediate/advanced credits, etc.).
3. No more than two UWIL courses may be used to satisfying BSN degree requirements.
4. For the fall and/or spring terms, a student may be approved for concurrent enrollment and the tuition waiver when registered for a minimum of 12 credits on the UW–Madison campus. The total number of credits being taken at UW–Madison and through UWIL cannot exceed 18 credits. The agreement form and tuition waiver request form must be received on/by the last day for a 50% tuition adjustment on dropped classes deadline (per the Office of the Registrar), which is typically at the end of the fourth week of class.
5. For summer term, students who are registered for 6 credits on the UW–Madison campus may receive a waiver for up to 3 credits. The total number of credits taken at UW–Madison and through UWIL in the summer cannot exceed 9 credits. Student who are registered for fewer than 6 credits on the UW–Madison campus during the summer or who are not enrolled at UW–Madison during the summer are not eligible for a tuition waiver.
6. While UWIL gives students up to one year (12 months) to complete a course, nursing students must complete the course during the UW–Madison semester in which the course was authorized to be taken (i.e., the final grades due date per the Office of the Registrar) or on/by April 1 for students intending to graduate in May of that spring semester. For example, if a student receives approval to enroll on September 10 during the fall term, the course must be completed by the fall term grade deadline, which is typically two weeks after the last day of class, sometime in late December. For students intending to graduate in May, if the course is not completed by April 1, the credits likely will not be posted by the last day of spring class, which means there will be a delay in posting the degree, verification for RN licensure, and authorization to take the NCLEX.
7. While the cost of tuition is waived, students are responsible to pay the UWIL administrative fee for enrolling, which is approximately \$75. Course materials (e.g., textbooks) are also the responsibility of the student.
8. To receive transfer credit for UWIL completed course work, the student must submit an official transcript from UWIL directly to the UW–Madison Office of Admissions and Recruitment (see <https://kb.wisc.edu/admissions/page.php?id=25907>). The School of Nursing cannot post transfer credit and thus should not receive a copy of the transcript.

## Steps for Approval and Enrollment

1. Complete this *School of Nursing / UW Independent Learning Online Course Agreement Form* (below) and the *UW–Madison Tuition Waiver Request Form* (below). Students are strongly encouraged to meet with their advisor to review the forms and identify appropriate course work to satisfy degree requirements.
2. Return both forms to the Nursing Academic Affairs Office, Cooper Hall, suite 1100. You do need to submit the UW-Madison Tuition Waiver Request Form as listed on the form, we will do that for you.
3. Students will receive an email confirmation once the request has been reviewed and approved. If there is a question about the request, the student will be contacted by the academic dean or academic advisor for follow-up.
4. If the request is approved, the student may proceed to register for the course. To do so, go to <https://il.wisconsin.edu/register.aspx>. When asked for form of payment, select “mail-in payment.” Then phone UWIL at 1-877-895-3276 and pay the nonrefundable \$75 administrative fee with a credit card or via a check in the mail.

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### School of Nursing / UW Independent Learning Online Course Agreement Form

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Campus ID# \_\_\_\_\_ Email (@wisc.edu) \_\_\_\_\_

UWIL Course Name/Number \_\_\_\_\_ Credits \_\_\_\_\_

Degree Requirement to be Satisfied (e.g., Humanities, Ethnic Studies) \_\_\_\_\_

Term of Enrollment \_\_\_\_\_ UW–Madison Credits To Be Taken Concurrently \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### APPROVAL (to be completed by Academic Dean)

Approved?  Yes  No

Notes (if applicable):

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Reminder: Submit copy of approved forms with student’s name, CampusID#, and email to [il@uwex.edu](mailto:il@uwex.edu)*

School of Nursing  
Academic Affairs Office, suite 1100  
Signe Skott Cooper Hall  
701 Highland Avenue  
Madison, WI 53705  
[academic.affairs@nursing.wisc.edu](mailto:academic.affairs@nursing.wisc.edu)  
608–263–5166

**UW-Madison Tuition Waiver Request Form**  
**Independent Learning - UW-Extension Course**

Student Name: \_\_\_\_\_

Campus ID: \_\_\_\_\_

Academic Career (circle one): Undergraduate Graduate Professional Special

College or School: \_\_\_\_\_

I am requesting to carry (course name/number) \_\_\_\_\_

for (number) \_\_\_\_\_ credits through Independent Learning for (term) \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**For Official Use – To Be Completed by Dean's Office Staff**

This course may be taken concurrently with (number) \_\_\_\_\_ credits in residence on UW-Madison Campus.

The course  will  will not count for degree credit.

The course  will  will not count for senior residency credit.

The course  will  will not count for major residency credit

Additional school/college contingencies (e.g., course completion date):  
\_\_\_\_\_  
\_\_\_\_\_

Based upon current enrollment, separate fees  need not be paid.

are the responsibility of the student.

School/College Dean's Approval:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**The student is responsible for making two copies of this form. Send the original to UW Extension, 5602 Research Park Boulevard, Suite 300, Madison, WI 53719-1245. Send one copy to the school/college for the student's file. Student keeps a copy.**

**(Form date: December 2009.)**

**Important notes:** The UW-Extension transcript date may determine the effective UW-Madison graduation date and semester. Students are responsible for monitoring UW-Madison graduation deadlines. Students must allow a sufficient period of time for evaluating course work and posting grades to the official UW-Extension transcript. Confer with your dean's office regarding these issues. To request that an official transcript be sent to UW-Madison Undergraduate Admissions, send the form found in each course guide, along with fee, to UW-Extension Student Records.