



INDEPENDENT LEARNING TUITION WAIVER REQUEST PROCEDURE

College of Engineering (COE)

Tuition Waiver Request for Independent Learning courses offered through UW Learning Innovations (a collaboration of University of Wisconsin-Extension and UW System)

Students must follow the process outlined below in order to get a tuition waiver request approved by the COE at UW-Madison for an Independent Learning course offered through UW Learning Innovations. To qualify for a tuition waiver, students may **ONLY** register for an Independent Learning course during UW-Madison's **FALL** or **SPRING** semester.

1. Student confirms that their plans are in compliance with the UW-Madison guidelines for tuition waivers for UW Learning Innovations courses found here:

http://registrar.wisc.edu/forms/student/Tuition_Waivers.html

2. Student consults the credit transfer wizards on the Transfer Information System (TIS) to determine how the Independent Learning course will transfer to UW-Madison. TIS is located here:

<http://tis.uwsa.edu>

3. Student confirms with their Academic or Faculty Advisor that the Independent Learning course they wish to take would satisfy a major requirement.

4. Student must fill out the UW-Madison Tuition Waiver Request Form found on the Office of the Registrar website located here: http://registrar.wisc.edu/documents/indepent_learning_form.pdf

5. Student takes form to the **COE Student Services Office** in 2620 Engineering Hall. The form will be directed to the assistant dean for review.

6. If the tuition waiver is approved, **the COE Student Services Office will process the request.**

7. Once **the approved request has been processed, the Student Services Office keeps a copy of the approved form or sends copies to:**

a. Student

b. Independent Learning (505 South Rosa Road, Suite 200, Madison, WI 53719, Phone: 608/262-2011, Fax: 608/262-4096) –is this contact info current? Is it needed?

c. COE Dean's File (2620 Engineering Hall)

8. Once course is successfully completed, student requests **that an official UW-Extension transcript be sent to the Office of Admissions and Recruitment, University of Wisconsin-Madison, 702 West Johnson Street, Suite 1101, Madison, WI 53715-1007. After the transcript arrives at Admissions, it will take at least two weeks for the credits to be posted. Student should direct any questions about the transcript status to the College of Engineering. Email: EGRAadvisor@engr.wisc.edu.**

UW Learning Innovations: <http://learn.wisconsin.edu/>

Independent Learning: <https://il.wisconsin.edu/>

Last Updated: 10/3/2016