



GRADUATE PROGRAMS

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UW-Parkside offers graduate degree programs leading to the master of business administration (M.B.A.) degree, the master of science in applied molecular biology (M.A.M.B.), or the master of science in computer and information systems (M.S.C.I.S.). Additional graduate course work is offered in other fields of study.

The faculty of UW-Parkside has set minimum academic requirements that must be fulfilled by all graduate students. Specific graduate programs may have additional requirements spelled out in greater detail in the description of their programs. This section contains a section on the university-wide graduate study requirements and procedures. Many policies are common to graduate and undergraduate students; these are provided in the Programs and Policies section of this catalog.

Admission

Admission is a judgment the faculty of the program makes regarding the probability of the student's success in graduate work. This judgment is usually based on the student's undergraduate and post-graduate academic record and evidence, which varies by program, such as work experience, letters of reference, and aptitude tests. This judgment will be based on the faculty's assessment of the student's current academic abilities.

Some students may be asked to repeat some previous courses, particularly if a considerable time has elapsed since the completion of an applicant's prior studies. Other conditions may also be placed on a student's admission.

Admission as a Degree-Seeking Student

Students seeking a UW-Parkside graduate degree should contact the program they wish to enter for the appropriate application forms. They should submit the form and the non-refundable application fee and arrange to have official transcripts, test scores, and any other data required by their specific program sent to the program office. All material should be received at least four weeks before the time the student wishes to register for courses; some programs have earlier deadlines. Based on the faculty's judgment, the university will notify students whether they are admitted and of any conditions placed on their course of study. Registration materials will be sent to students who have been accepted.

Students applying for admission for graduate study must have a baccalaureate degree from a regionally accredited institution and an undergraduate grade-point average (GPA) acceptable to the program to which they are applying (generally at least 2.75 on a 4.00 basis). Degree candidates must furnish a full set of official transcripts of college-level and post-graduate work as part of the application. If a graduate program requires satisfactory test scores on the Graduate Management Admissions Test or the Graduate Record Examination, applicants must make their own arrangements to take the tests and must pay the appropriate examination fee. For further information and assistance in arranging for these tests, contact the UW-Parkside Advising and Career Center 262-595-2321 or write directly to the Educational Testing Service, P.O. Box 966, Princeton, NJ 08540.

Admission with Probationary Status

For applicants who do not meet the admission criteria, admission with probationary status may be granted after taking into consideration the applicant's special qualifications and circumstances. Students admitted on probation will be on probation for their first 9 semester credits.

A student who is admitted on probation is required to attain a minimum GPA of 3.00 on the first 9 credits hours of course work completed at UW-Parkside. Students who do not meet the above requirement will be dropped from the program.

Admission as a Non-Degree-Seeking Student

Qualified students who hold a baccalaureate degree from a regionally accredited institution and who meet course prerequisites may be admitted by the program to enroll in graduate courses subject to the availability of space in the course. Special students must go to the program office to be advised. Requirements for admission vary with the program. Special students wishing to change to degree-seeking status must submit the full set of credentials required of all applicants. A maximum of 12 graduate credits earned as a special student may be applied toward a UW-Parkside graduate degree, although individual programs may have their own more-restrictive stipulations.

Consortial Programs

Students seeking to earn a degree in one of the consortial programs are formally the other university's degree-seeking students and will be held accountable for any policies in place at the other university. They should seek admission to the other university's graduate school and degree program. They should also seek admission to UW-Parkside as a non-degree-seeking student (see above). These students take a combination of the other university's and UW-Parkside's graduate courses, all of which are offered at UW-Parkside, and transfer the UW-Parkside courses to the other school.

Audit Students

Subject to the availability of space and the permission of the course instructor, a limited number of audit students may be admitted to graduate courses. Audit students must be admitted and meet the same admission standards as non-degree-seeking, credit students. No grade or credit is given, but a notation that the audit course was completed is made on the student's transcript. Audit-only students are admitted through the same process as special students and also are required to seek advising before registering.

International Students

Students from other countries whose native language is not English are required to provide evidence of English language competence, normally by presenting a degree from an English-speaking university or satisfactory scores on the Test of English as a Foreign Language (TOEFL), administered through Educational Testing Service, Princeton, NJ 08540, as part of the admissions application. As a general rule, applicants with a computer based score of 213 or Internet based score of 79 are considered to have adequate English ability; those below 213 or 79 will be reviewed more carefully because they may encounter some difficulties with the English language and will usually be asked to complete further study of English before an admission decision can be made.

All students needing student visas to enter or remain in the United States while studying at UW-Parkside must complete additional forms. All forms must be in by May 1 for September admission or November 1 for January admission. International students must be aware that if their visa requires them to be a full-time student, then they should confirm that their graduate program would accommodate a full-time schedule.

Undergraduate Students in Graduate Courses

Graduate credit is available only to those who have been admitted as graduate students or to seniors admitted to a joint graduate/undergraduate status. Certain courses have two numbers, depending on whether they are taken for undergraduate or graduate credit. Under special circumstances, undergraduates in their last year may be admitted to courses offered for graduate students, subject to prior approval by their adviser, the course instructor, head of the graduate program, and the graduate dean. Credits

earned in the graduate course will count toward the 120 undergraduate credits required for a bachelor's degree. Students who have earned credits in excess of the number needed for a bachelor's degree may petition a graduate program to accept these courses at the time of admission to a graduate program.

Transfer of Graduate Credit

Applicants who have taken graduate courses at another institution must submit official transcripts of this work as part of their credentials. UW-Parkside will accept no more than 12 graduate credits earned at another regionally accredited institution. Only credits earned with a grade of B (3.00 on a 4.00 scale) or higher will be accepted. Individual programs may impose more stringent requirements.

Only credits applicable to the UW-Parkside degree requirements, as determined by the program faculty, will be accepted. Program faculty may request to see textbooks, course syllabi, examinations, etc., in making the determination and may also request the student to take an examination. Students already admitted or enrolled at UW-Parkside must have prior consent from their graduate program faculty in order to take graduate work at another institution and transfer it to UW-Parkside. For further information contact the appropriate graduate program.

Graduate Policies

Degree Requirements

To receive a master's degree from UW-Parkside, students must meet the following minimum requirements (note that individual programs may impose more stringent requirements):

1. Complete at least 30 graduate credits, of which no more than 12 may be transferred from another institution.
2. Have an overall GPA of at least 3.00 for all graduate work taken at UW-Parkside that is applicable to the degree program.
3. Satisfy all requirements of the graduate degree program. Students may take no more than seven years to complete a degree, beginning with the semester in which they complete their first course as a UW-Parkside degree-seeking graduate student, unless they apply for and receive an extension through the appropriate graduate program. Some programs may impose a shorter time limit. To graduate, students must file a request for graduation. The request form, signed by the student's adviser and filed in the appropriate graduate program office, initiates the final review of the candidate's records. Students must also submit a Degree Summary Request Form/Application to Graduate to the Office of the Registrar/Student Records. A one-time, non-refundable graduation fee must be submitted with the form. This form must be filed one semester prior to the semester of intended graduation.

Degree with Distinction

Students completing all requirements for the degree with a cumulative GPA of 3.83 or higher will be awarded the master's degree "with distinction."

Transcripts

A transcript is an official record of a student's academic activity. It reflects a student's courses and grades, and it provides other academic data, such as semester and cumulative GPAs, academic status, honors a student may have earned, and degrees a student may have been awarded.

Each institution defines what makes its transcript official. At UW-Parkside, an official transcript is printed on special transcript paper, bears the registrar's signature, the university's seal, and is issued in a sealed envelope. If the envelope is opened before it is submitted to the office for which it is intended, it is no longer considered official. Some institutions and agencies will not accept a transcript as official unless it arrives from the granting institution by mail.

UW-Parkside requires that students seeking admission to the university submit official transcripts from high school and any other colleges they may have attended. Employers, graduate schools and other universities to which students are applying may require an official copy of the student's UW-Parkside transcript.

Under the Family Rights and Education Act of 1974 as amended, the student's record is confidential and UW-Parkside will not release a student's academic transcript without proper authorization from the student.

An official transcript of a student's record is issued only by the Office of the Registrar/Student Records. UW-Parkside has partnered with Credentials Solutions, Inc. to provide a fast and secure on-line transcript ordering service that is available to our students/alumni 24 hours a day, 7 days a week.

The student can order a transcript at any time, even if there is an outstanding financial obligation to UW-Parkside, however, the request will not be processed until the obligation has been met and the related hold on the student's record is released by UW-Parkside. When a hold is on a student's record when the order is placed, they have 30 days to clear the hold or the transcript request will be purged, requiring the student to submit a new request once the hold has been removed.

Please see our website for more information about how to order a transcript – www.uwp.edu Keyword: *Transcripts*.

Adding a Course

During the first week of the semester, a student may add any course for which he/she has met the prerequisites. During the second week, appropriate courses may be added with the written consent of the instructor. Beginning the 11th day of classes, a student cannot add a course without written permission of the instructor, the department chair and the dean. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length.

Dropping a Course

A student may drop any course during the first half (i.e., the first eight weeks) of the semester. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length.

Beginning with the ninth week through the twelfth week of the semester a student may request permission to drop a course only for extraordinary, non-academic reasons. Before requesting permission to drop, the student should discuss his/her circumstances with the instructor. Any such request must be submitted to the Office of the Registrar/Student Records no later than the Friday of the twelfth week of instruction. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length. The request must include a written explanation of the circumstances leading to the request.

Requests denied or received after the deadline, may be reviewed by the Academic Actions Committee. Granting of requests by the Academic Actions Committee is not automatic. A student should not assume that his/her request would be granted.

An instructor may request that the registrar drop a student from a course if the student does not meet the stated prerequisites or if the student has not attended the course during the first week of classes and has not notified the instructor. The instructor must submit the request by the date specified on the administrative drop form. However, it is still the student's responsibility to make sure that he/she has been officially dropped from any class.

A student who never attends (or stops attending) a course in which he/she has enrolled and who does not drop the course through the appropriate office will receive a failing grade.

A student who drops a course after the fourth week of a semester will receive a transcript notation of "W." (In the case of module or summer session courses, the W notation will be applied if the drop occurs after one-third of the course period has passed.)

Fees for Dropping a Course

After the 10th day of classes, as student will be charged a \$15 per credit fee for dropping classes. The Office of the Registrar/Student Records will determine the comparable deadlines for courses with less than a semester in length. Refer to the website for more information: www.uwp.edu Keyword: *Registrar*.

Retaken Courses

A student may retake any course. Only the most recent grade received at UW-Parkside will be used in calculating the UW-Parkside GPA. A course may be counted only once toward the 120-credit graduation requirement. A student may request that a course taken subsequently at another university be counted as a retake for a course taken previously at UW-Parkside. Such a request must be submitted to the appropriate department chair, who may then certify that such

a course is equivalent to the course taken at UW-Parkside. If a course taken at another institution is accepted as a retake for a course taken at UW-Parkside, the grade and credits assigned to the course when taken at UW-Parkside will not be included in the computation of the student's UW-Parkside GPA nor total number of attempted and earned credits. The grade received from the other institution will be included in any computation of GPA on transfer credits.

Repeatable Courses

Repeatable courses are those that may be taken more than once for credit, such as special topics, independent studies, internships, and other selected courses. Courses that may be repeated for credit are designated as such in the course description in this catalog.

Course Prerequisites

A prerequisite is a requirement that a student must have completed prior to enrollment in a specific course and is intended to ensure that a student has the knowledge and experience required for successful course completion. The most common prerequisite is completion of a prior course. Other prerequisites include concurrent registration (i.e., enrollment in a specific course simultaneous with another), placement examinations, and the instructor's consent. Students may enroll in any course for which they have completed the necessary prerequisites or obtained the consent of the instructor. Students who lack the prerequisites but believe they have equivalent backgrounds should consult the instructor before enrolling in a course. A student who enrolls in a course without satisfying the prerequisites and who has not consulted the instructor may be dropped from the class at the instructor's discretion. All prerequisites are listed in the catalog; the semester course schedule also lists course prerequisites as well as those required for enrollment in a particular course section.

Grade Changes

Except in the case of a demonstrated error on the part of the instructor or the Office of the Registrar/Student Records, a recorded grade will not normally be changed. All grade changes require the approval of the instructor and the department chair. A grade assigned at another institution will not be deleted or changed at UW-Parkside.

Grading Policies

The GPA of graduate students is calculated by determining the total number of quality points earned and dividing by the number of credits attempted. Grading notices are consistent with undergraduate policies except that grades in the D range are not awarded to graduate students. Consult the Programs and Policies section of this catalog for more information about grades and grading policies.

Academic Warning

Graduate students whose GPA falls below 3.00 for all graduate work attempted in any semester will be given an academic warning at the end of that semester.

Academic Probation

Graduate students who have attempted 6 or more graduate credit hours at UW-Parkside and have a cumulative GPA below 3.00 for all graduate work attempted at UW-Parkside will be placed on academic probation. Students on academic probation whose cumulative GPA rises to 3.00 or higher will be removed from probation. In some cases students may be admitted to a graduate program on probation; these students will be removed from academic probation upon completion of 9 or more graduate credits with a cumulative GPA of 3.00 or higher.

Academic Drop Policy

Graduate students who are on academic probation will be dropped from the university under the following conditions:

1. If they have attempted 9 or more graduate credits at UW-Parkside while on probation and have not raised their cumulative GPA for all graduate work attempted at UW-Parkside to 3.00 or higher.
2. If their GPA for graduate work attempted in any semester (including a summer session) falls below 3.00. However, no students admitted on probation will be dropped until they have attempted at least 9 graduate credits at UW-Parkside, regardless of semester GPA.
3. If their academic performance falls below the requirements of the graduate program in which they are enrolled.
4. Any of the provisions above notwithstanding, students whose cumulative GPA falls below 2.00 will be dropped from the university. This provision does not require that students be on probation initially and does apply to students admitted on probation who have attempted fewer than 9 credits. Students who are dropped from the university may not be readmitted for one year.

Appeals Procedure for Academic Drop

Students who have been dropped from the university may file a written request for a waiver of the period of dismissal with the appropriate graduate program committee. The committee makes a recommendation through its dean to the graduate dean. Students may make an appeal to the Graduate Studies Committee and are entitled to appear before the committees on their own behalf. Appeals should be based on exceptional circumstances beyond the control of the student. Students who are readmitted on appeal will be placed on academic probation.

Readmission

Students who have been dropped must apply for readmission on the usual graduate application form. Programs may ask these applicants to take an examination such as the GMAT or GRE or furnish other credentials. Applicants for readmission must present evidence to the program that they are now likely to do satisfactory work. Readmitted students are subject to the requirements in effect at the time of their readmission.

Withdrawal from the University

A student may withdraw from the university during the first half of the semester. The Office of the Registrar/Student Records will determine comparable deadlines for courses less than a semester in length. After withdrawal, no record will be kept of a student's grade in his/her courses for that semester. After the deadline, a student may request permission to withdraw only for extraordinary, non-academic reasons. Any such request must be submitted to the student's program office. The request must include a written explanation of the circumstances leading to the request. Requests will be reviewed periodically by the Graduate Studies Committee. Granting of requests by the Graduate Studies Committee is not automatic. A student should not assume that his/her request will be granted.

Leave Status

Students who do not complete any graduate course within a period of 12 months will be dropped as a graduate student unless they apply for and are granted a leave of absence from graduate work. Dropped students or students exceeding the terms of their leave may apply for readmission to the graduate program.

Accommodation of Religious Observances

In accordance with Wisconsin state law 36.43, UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements and also provides a means by which a student can conveniently and confidentially notify an instructor of potential conflicts.

A student with a conflict between an academic requirement and a religious observance must be given an alternative means of meeting the academic requirement, subject to the following:

- a. To be granted an alternative means of meeting an academic requirement, students must notify their instructors, within the first two weeks of class, of specific days or dates on which they will request relief from an academic requirement. (The instructor must treat this information as confidential.)
- b. Instructors are not obligated to provide alternate arrangements for an individual before the regularly scheduled event.

- c. Instructors may set reasonable limits on the total number of occurrences claimed by any one student.

Absence from classes or examinations due to religious observance does not relieve students from responsibility for any part of the course work required during the period of absence.

Students who believe they have been denied reasonable accommodation should contact the person identified by the department or academic program to hear such complaints, usually the department chair or academic program director. If the issue is not resolved at the department/program level, students may proceed to the office of the appropriate academic dean and, if it is still unresolved, to the office of the provost.

Course Policies

The normal load for a full-time graduate student is 9 to 12 credits for the fall and spring semesters and 5 or 6 credits for the summer school. For students who work full time, no more than 6 credits in the fall and spring terms and 3 in the summer is advisable. Students enrolling for more than 12 credits during the academic year or 6 credits during summer school must receive prior approval from the appropriate graduate program director.

Waivers and Appeals

Students who wish to obtain a waiver or to appeal an interpretation of an academic regulation should first discuss the matter with the appropriate faculty member or the director of the appropriate graduate program. The graduate dean is also available for advice. To pursue the matter, students should then file a written request with the appropriate graduate program that approves program-specific requirements and recommends actions on others. The Graduate Studies Committee acts upon recommendations involving university-wide regulations or further appeals. Students are entitled to appear before the committee on their own behalf. Requests should be based on exceptional circumstances beyond the control of the student.

Graduate Course Numbering

The Graduate Studies Committee has adopted the following guidelines on course numbering, which parallel those of the undergraduate Course and Curriculum Committee where applicable: 0-299 Level I (freshman and sophomore); 300-499 Level II (junior and senior); 500-699 courses which carry graduate credit, but which can be paired with undergraduate courses. In cases in which both undergraduate and graduate courses meet together, dual numbering (slash courses) is permissible; 300 and 500 numbers and 400 and 600 numbers are commonly associated with each other. In these cases the faculty take care to ensure that their graduate course is appropriately demanding of its students (e.g., extra work demanded for graduate credit). Master's level graduate courses (700-799) are open to graduate students only.

Course Listings

To aid in advising and planning class schedules, each course description reflects its intended frequency of offering. Because programs may sometimes need to alter their schedules, students should consult their adviser and the current course schedule for the latest information.

Access to Student Records (FERPA)

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students are entitled to review “official records, files, and data directly related to them” which the university maintains. The university has 45 days to comply with the students’ written requests to review their records. Students may request a hearing regarding any alleged “inaccurate, misleading, or inappropriate” information in their official records and files. The university will not release information from students records to a third party without the student’s written consent except as permitted by section 99.34, (a) (ii) of the Privacy Act. In accordance with this section, the university will forward student records when requested by a school in which the student seeks to enroll.

A challenge to information students deem erroneous or misleading should be made in writing and directed to the dean or director of the appropriate office so that a hearing can be scheduled. In most cases, the decision of the dean or director will be final. If students find the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision. A student’s right to challenge information of record does not extend to review of grades received unless the grade assigned by the professor was inaccurately recorded in the student’s records.

In addition, the FERPA designates “directory information” data that can be published or released routinely by the university to any inquirer. Directory information items are: name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance to include current classification, and withdrawal dates; degrees and awards received; the most recent education agency or institution attended; initial registration date and e-mail address. Any other information will not be given out without the students’ specific written permission except for various legitimate educational interest or legal reasons.

Students have the right to inform the university that the above listed directory information should not be released without students’ prior consent. If students wish to restrict the release of this information, they must complete and submit the appropriate form in the Office of the Registrar/ Student Records. These FERPA holds remain in effect until the students submit a request in writing to remove them.