

# GRADUATE PROGRAMS

UW-Parkside offers graduate degree programs leading to the master of science in applied molecular biology (MAMB), the master of science in computer and information systems (MSCIS) or the master of business administration (MBA) degree. It also has two consortial graduate programs in education with the University of Wisconsin-Milwaukee: master of science in administrative leadership and master of science in cultural foundation of education. 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 of 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 UW-Parkside's Office of Testing (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 TOEFL scores of 550 or higher (213 or higher for the computer-based test) are considered to have adequate English ability; those below 550 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, with the exception of the applied molecular biology program, UW-Parkside's graduate degree programs are intended primarily for part-time evening students. A student whose visa requires full-time attendance may have difficulty finding sufficient courses that fit the program to fill a full-time schedule. Contact the graduate program for further information.

## 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.

## Financial Aid for Graduate Students

Graduate students are eligible for many of the government programs available to undergraduates. Limited financial aid is also available explicitly for graduate students. Inquire at the appropriate graduate program office concerning any aid or jobs available through the faculty.

The Financial Aid Office can help eligible students with work-study, veteran's program benefits, or the student loan programs. (See description of the office's services for undergraduate.) The state of Wisconsin has established the Advanced Opportunity Program (AOP) which gives fellowships to needy students, especially those from minority groups or disadvantaged backgrounds who are pursuing a degree program. At UW-Parkside, both full-time and part-time students may receive AOP assistance; for information contact the Financial Aid Office.

## Veterans Benefits

UW-Parkside is approved for the education of reservists, veterans, disabled or deceased veterans' dependents, and war orphans under programs provided by the U.S. Veterans Administration and the state of Wisconsin Department of Veterans Affairs. Veterans' benefits are coordinated in the Registrar's Office.

To be certified for benefits, veterans enrolling for the first time must submit an Application for Educational Benefits form, and students who were receiving benefits at another school must submit a Request for Change of Place of Training form. At the beginning of each semester, veterans must submit a Request for Benefits form to continue receiving benefits. Veterans interested in state of Wisconsin benefit programs must contact their county veterans service office. Veterans who have not attended UW-Parkside for one or more semesters should contact the Registrar's Office when applying for reentry to the university.

## Tuition and Fees

Tuition and fees are set annually by the University of Wisconsin System Board of Regents and are subject to change without notice. Because these charges are approved each year and usually not until summer, current tuition and fees are not included in this catalog. Costs for the most recent year, 2000-2001, are included below. Students should anticipate a 10 percent increase for each upcoming year when estimating total costs of their education.

In 2000-2001, the total estimated cost for a Wisconsin resident to attend graduate school full time at UW-Parkside for one semester was \$2,128.85 plus the cost of books.

### Wisconsin Resident Graduate Tuition Fall and Spring Semesters

\$2,128.85 per semester for 9-18 credits.

\$250.85 for first credit.

\$228.00 for each subsequent credit up to 9.

### Nonresident Graduate Tuition Fall and Spring Semesters

\$6,600.85 per semester for 9-18 credits.

\$747.85 for first credit.

\$725.00 for each subsequent credit up to 9 credits.

In addition to regular graduate fees, MBA students will be charged a surcharge of \$236.00 for full-time enrollment or \$27.00 per credit for part-time enrollment.

A mandatory fee of \$1.35 to support activities of the United Council is assessed each student. The fee is used by the United Council to finance lobbying efforts and other activities on behalf of students. Students who do not wish to contribute to such activities may obtain refunds by written request to United Council of UW Student Governments, 122 State Street, Suite 500, Madison, WI 53703.

## Payment of Fees

Tuition is due one week from the start of classes for the fall and spring semesters and by Friday of the first week of classes for the summer session. If tuition is paid by an agency or employer, a letter of authorization to bill must be brought to the Cashier's Office at the time of registration or no later than the tuition due date—one week from the class start date.

All tuition payments can be made at the Cashier's Office. Late payments will be assessed a fee of \$5.00 per credit (maximum of \$60) if paid after the tuition due date. If tuition/fees are not paid by the Friday of the fourth week of classes, a 1 percent per month delinquency charge will be added each month until the balance is paid in full.

Any costs incurred by the university for the collection of unpaid balances will be assessed to the student's account. Installment or payment plans are available during the fall and spring semesters. Contact the Cashier's Office for information.

### Fees for Adding Courses

Students taking more than 18 credits or part-time students adding credits during the semester will be assessed additional

charges. Payment will be due during the week additional credits are added. No billing will be sent. Students who fail to pay during the week classes are added will be charged an administrative fee.

### Fees for Dropping Courses

After the 10th day of classes, students will be charged a \$10 per credit fee for dropping classes. For module classes the fee is charged after the third class meeting. During the summer session, the fee is charged after the fifth day of classes. This fee is in addition to the percentage charges assessed per the refund schedule.

### Fees for Enrollment Changes

Beginning the 11th day of classes, students who drop and then add classes in the same week will be charged

- a. the \$10 per credit drop fee,
- b. the applicable charges for that week based on the refund schedule for the dropped class(es), and
- c. the additional per credit rate for the added class(es). The fee will not be charged for section changes of the same course.

### Non-Sufficient Check Charges

Non-sufficient checks returned by the bank will not be redeposited. Students will be assessed a \$20 charge plus any additional late payment fees for returned checks and must make payment with cash, money order or cashier's check. Persons who have two checks totaling \$20 or more returned within a 12-month period will lose check writing privileges for one year.

## Refunds for Withdrawals

Students withdrawing from UW-Parkside during the semester may be entitled to a partial refund of fees. The refund schedule for semester-length courses is as follows: 100 percent will be refunded if the student withdraws during the first or second week of classes; 50 percent during the third or fourth week. No refunds will be given for semester-length classes dropped after the fourth week of classes. Consult the Programs and Policies section of this catalog for the refund schedule for modular classes and the summer session.

## 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 Student Records Office. 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 at a particular institution. It contains courses taken, grades received, and other academic data. UW-Parkside asks each student for transcripts from other colleges for admission purposes. Employers and other universities to which a student is transferring may request a copy of the UW-Parkside transcript. Sometimes they want the copy of the transcript mailed directly to them from UW-Parkside. To obtain a transcript of academic credits or to have one mailed to someone else, a student or former student should complete a transcript request form to the Student Records office. Written requests in letter form will also be honored if they include a printed name, the student's current address, Social Security number, dates of attendance and a delivery address. The request must be signed by the student and must include the appropriate fee. Under the Family Rights Amendment of 1974, The university must receive the student's written authorization to release the transcript, so it cannot respond to telephone requests. Transcripts are mailed where directed within five working days; for an additional charge, transcript requests will receive priority service (sent first-class mail within 24 hours of receipt of the request). Each student receives a free official transcript with the diploma upon graduation. A student may request unofficial transcripts at no cost at the Advising Center at any time after he/she registers for the first semester of course work.

## Registration Changes

### Adding a Course

A student may add any course for which he/she has the prerequisites during the first week of the semester. During the second week, appropriate courses may be added with the written consent of the instructor. Beginning with the third week, a course may not be added. The Registrar's Office will determine comparable deadlines for courses less than a semester in length.

### Dropping a Course

A student may drop any full semester course during the first half of the semester. The Registrar's Office will determine comparable deadlines for courses less than a semester in length. After the deadline, 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 student's program office no later than the last day of instruction. 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.

### Retaking Courses

Graduate students may retake a course, but they will not receive additional credit if the course was passed previously. The grade received each time the course is taken will appear on the student's record. Only the most recent grade received at UW-Parkside will be used in calculating GPAs at UW-Parkside. Graduate students may not retake a course more than once. Graduate students may request that a course subsequently taken at another university be counted as a retake for a course previously taken at UW-Parkside. Such a request must be submitted to the appropriate program faculty at UW-Parkside. If they certify that such a course is equivalent to the course taken at UW-Parkside, the grade assigned to the course when taken at UW-Parkside will no longer be included in the computation of the student's UW-Parkside GPA. Graduate students who wish to take a course at another university and have it certified as equivalent to a UW-Parkside graduate course for purposes of improving their grade should seek such certification of equivalency before they register for the course.

### Repeated Courses

This term refers to courses that may be taken a second or third time for additional credit.

### Course Prerequisites

The catalog and the semester course schedule list prerequisites for many courses. These are intended to make sure that all students in the particular course have the knowledge and experience they need to benefit from it. Typical prerequisites include previous course work, concurrent registration, and instructor's consent. Students who lack the prerequisites but believe they have equivalent backgrounds should consult the instructor before enrolling. Students may enroll in any course for which they have completed the necessary prerequisites or obtained the consent of the instructor.

## 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.

## Grade Changes

A recorded grade will not normally be changed except for a demonstrated error on the part of the instructor or Registrar's Office. 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.

## 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 Registrar's Office 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.

## 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.