

# GRADUATE PROGRAMS, ADMISSIONS AND POLICIES

## Master's Degree Programs

The university offers the following graduate degree programs. Additional graduate course work is offered in other fields of study.

- Applied Biotechnology (MS) (<https://catalog.uwp.edu/graduate-programs-policies/applied-biotechnology-ms/>)
- Applied Professional Studies (MA) (<https://catalog.uwp.edu/graduate-programs-policies/applied-professional-studies-ma/>)
- Biological Sciences (MS) (<https://catalog.uwp.edu/graduate-programs-policies/biological-sciences-ms/>)
- Clinical Mental Health Counseling (MS) (<https://catalog.uwp.edu/graduate-programs-policies/clinical-mental-health-counseling-ms/>)
- Computer and Information Systems (MS) (<https://catalog.uwp.edu/graduate-programs-policies/computer-information-systems-ms/>)
- Cybersecurity (MS) (<https://catalog.uwp.edu/graduate-programs-policies/cybersecurity-ms/>)
- Health and Wellness Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/health-wellness-management-ms/>)
- Healthcare Administration (MS) (<https://catalog.uwp.edu/graduate-programs-policies/healthcare-administration-ms/>)
- Information Technology Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/information-technology-management-ms/>)
- Master of Business Administration (MBA) (<https://catalog.uwp.edu/graduate-programs-policies/business-administration-mba/>)
- Professional Communication (MA) (<https://catalog.uwp.edu/graduate-programs-policies/professional-communication-ma/>)
- Sport Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/sport-management-ms/>)
- Sustainable Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/sustainable-management-ms/>)

## Master's Degree Program Concentrations

Applied Professional Studies (MA) Concentrations (<https://catalog.uwp.edu/graduate-programs-policies/applied-professional-studies-ma/>)<sup>1</sup>

- Content Expertise for Professional Educators
- Leadership in Public Service
- Smart City Policy and Planning
- Individualized Degree Plan

Biological Sciences (MS) Concentrations (<https://catalog.uwp.edu/graduate-programs-policies/biological-sciences-ms/>)

- Ecology, Evolution and Conservation
- Molecular Biology

Computer and Information Systems (<https://catalog.uwp.edu/graduate-programs-policies/computer-information-systems-ms/>)<sup>1</sup>

- CyberSecurity
- Data Science
- Information Technology Management
- Software Development

Cybersecurity (<https://catalog.uwp.edu/graduate-programs-policies/cybersecurity-ms/>)<sup>1</sup>

- Digital Forensics
- Cyber Response
- Governance and Leadership
- Security Architecture

Master of Business Administration (MBA) Concentrations (<https://catalog.uwp.edu/graduate-programs-policies/business-administration-mba/>)<sup>1</sup>

- Accounting
- Data Analytics
- Finance
- General Management
- Global Management
- Human Resources
- Marketing
- Program and Project Management
- Supply Chain Management

<sup>1</sup> Requires a concentration

## Graduate Certificate Programs

The university offers the following graduate certificate programs. Additional graduate course work is offered in other fields of study.

- Applied Bioinformatics Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/applied-bioinformatics-certificate/>)
- Climate Leadership Graduate Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/climate-leadership-certificate/>)
- Data Analytics Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/data-analytics-certificate/>)
- Digital Marketing Analytics Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/digital-marketing-analytics-certificate/>)
- Digital Marketing Management Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/digital-marketing-management-certificate/>)
- Emerging Technology in FinTech Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/emerging-technology-fintech-certificate/>)
- Enterprise Infrastructure Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/enterprise-infrastructure-leadership-certificate/>)
- Environment, Social and Governance Graduate Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/environment-social-governance-certificate/>)
- Foundations of Health and Wellness Graduate Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/foundations-health-wellness-certificate/>)
- Human Resource Management Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/human-resource-management-certificate/>)

- Improving Health with Data and Policy Graduate Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/improving-health-with-data-and-policy-certificate/>)
- IT Leadership Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/it-leadership-certificate/>)
- IT Operations Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/it-operations-certificate/>)
- Leadership in Health and Wellness Graduate Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/leadership-health-wellness-certificate/>)
- Leading FinTech Transformation Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/leading-fintech-transformation-certificate/>)
- Marketing Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/marketing-certificate/>)
- Project Management Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/project-management-certificate/>)
- Senior Living and Services Leadership Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/senior-living-services-leadership-certificate/>)
- Smart City Policy and Civic Partnerships Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/smart-city-policy-civic-partnerships-certificate/>)
- Sport Management Sustainability Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sport-management-sustainability-certificate/>)
- Sports Communication Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sports-communication-certificate/>)
- Supply Chain Management Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/supply-chain-management-certificate/>)
- Sustainability and Well-being Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sustainability-wellbeing-certificate/>)
- Professional Communication (MA) (<https://catalog.uwp.edu/graduate-programs-policies/professional-communication-ma/>)
- Sport Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/sport-management-ms/>)
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## Graduate Certificate Programs:

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- Marketing (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/marketing-certificate/>)
- Project Management (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/project-management-certificate/>)
- Senior Living and Services Leadership Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/senior-living-services-leadership-certificate/>)<sup>1</sup>
- Sport Management Sustainability (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sport-management-sustainability-certificate/>)
- Sports Communication (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sports-communication-certificate/>)

## Online Programs

### Graduate Degree programs:

- Applied Biotechnology (MS) (<https://catalog.uwp.edu/graduate-programs-policies/applied-biotechnology-ms/>)<sup>1</sup>
- Applied Professional Studies (MA) (<https://catalog.uwp.edu/graduate-programs-policies/applied-professional-studies-ma/>)
- Cybersecurity (MS) (<https://catalog.uwp.edu/graduate-programs-policies/cybersecurity-ms/>)<sup>1</sup>
- Health and Wellness Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/health-wellness-management-ms/>)<sup>1</sup>
- Healthcare Administration (MS) (<https://catalog.uwp.edu/graduate-programs-policies/healthcare-administration-ms/>)<sup>1</sup>
- Information Technology Management (MS) (<https://catalog.uwp.edu/graduate-programs-policies/information-technology-management-ms/>)<sup>1</sup>
- Master of Business Administration (MBA) (<https://catalog.uwp.edu/graduate-programs-policies/business-administration-mba/>)

- Sustainability and Well-being Certificate (<https://catalog.uwp.edu/graduate-programs-policies/graduate-certificate-programs/sustainability-wellbeing-certificate/>)<sup>1</sup>

<sup>1</sup> These programs are offered jointly by UW-Parkside and other UW partners.

## 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 apply online using the University of Wisconsin System Graduate Application. 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 Office of Admission. 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.

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. 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.

## 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 credit 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. Non-Degree seeking students (also called 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. Due to the nature of their program design, stackable certificate degree programs are exempt from this maximum 12-credit restriction on the number of credits that can be applied to the degree program.

## Consortial M.B.A. Program

Students seeking to earn a degree in the M.B.A. consortial program are formally the other university's degree-seeking students and will be held accountable for any policies in place at the other university. Students should also apply for 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 through UW-Parkside and transfer the UW-Parkside courses to the other school toward completion of the degree.

## 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 students. Audit-only students are admitted through the same process as special students and are also required to seek advising before registering.

## International Students

Students from approximately 25 countries currently attend UW-Parkside. The Office of Admissions assists international students in completing the admissions process and determines eligibility for scholarship assistance.

Admission of international students depends on scholastic achievement, English language proficiency, and the student's ability to secure the required financial support. To apply, students must submit the following: The University of Wisconsin System International application, official transcripts in English translation of all post-secondary institutions of higher education; professional credential service evaluation (see below) and the required application fee. Students whose prior education was not conducted in English are required to submit proof of language proficiency. English proficiency may be demonstrated by submission of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) examinations. Minimum TOEFL score of 79 (internet based) or Minimum IELTS score of 6 is required.

Official college or university transcripts must be submitted to UW-Parkside as well as a professional credential service evaluation that is recognized through NACES ([naces.org](http://naces.org) (<http://naces.org>)). The following credential evaluations services are recommended: Education Credentials Evaluators, Inc (ECE), World Education Services (WES), or SpanTran. An additional fee will be charged by the evaluation service.

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 advisor, 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. Individual departments and programs may accept fewer than 12 credits. 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.

University Governance 262-595-2384

## Graduate Policies

The faculty of UW-Parkside has set minimum academic requirements that must be fulfilled by all graduate students, those university-wide graduate study requirements and procedures are below. Specific graduate programs may have additional requirements spelled out in greater detail in the description of their programs.

### Master's 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 advisor and filed in the appropriate graduate program office, initiates the final review of the candidate's records. Students also need to apply to graduate with the Office of the Registrar.

### Accelerated Master's Degree Policy

#### Definitions

*Shared credit:* Counting the same course credit for fulfillment of the requirements of both an undergraduate and a graduate degree.

*Forward-Shared Credit:* graduate-level course credit completed as an undergraduate student that, in addition to the bachelor's degree credit, is eligible to fulfill graduate degree credit upon student admission to the graduate program. The forward shared credits are subject to transfer credit policy, a grade of B or better (B- is not acceptable) is required.

*Backward-Shared Credit:* graduate course credit completed as a graduate student that is eligible to fulfill remaining undergraduate degree credits in addition to graduate degree credits.

#### Degree Requirements

Undergraduates complete at least 120 credits for a bachelor's degree. Graduates complete at least 30 credits for a master's degree and substantially more in some graduate programs. Students in an Accelerated Master's program complete the same requirements by sharing graduate-level credits within the prescribed limits to complete both degrees. All graduate-level work requires students to follow graduate academic standards, regardless of when they take the course. Each program may share credit differently and may share credit forward, backwards or both provided that at least 50 % of courses applied to a graduate program are courses designed for graduate work (700 level).

#### Bachelor's Degree

Undergraduate requirements

Students should plan to complete their university skill, diversity, foreign language and most of their general education and major requirements prior to being approved to take graduate level courses as part of an accelerated master's degree program. Remaining undergraduate credit requirements fulfilled through backwards-shared credits is specified by the program and will be completed as a graduate student. Some programs do not prescribe to backward-shared credit.

#### Forward-Shared Credits

Some programs prescribe forward shared credits so undergraduates can begin graduate coursework eligible for both their bachelor's and graduate degrees. Undergraduates must meet the minimum GPA requirements for the graduate program before attempting graduate level work. Programs may have additional requirements for enrolling in eligible graduate-level coursework. Enrollment in graduate-level coursework during an undergraduate career does not guarantee admission to the graduate program. All graduate-level work requires completion of graduate academic standards. Students accruing forward-shared credits remain in undergraduate standing, pay undergraduate tuition for graduate-level courses, and are eligible for undergraduate financial aid. For a 400/600 level course, students must enroll in and complete the 600-level course. Because forward-sharing credits are subject to the university's transfer credit policy, a grade of B or better is required.

All accelerated graduate degree students must have an approved Accelerated Master's program form prior to enrolling in graduate-level coursework.

#### Graduate Degree

##### Graduate program admission requirements

For Accelerated master's programs that prescribe to backward-shared credits, students can be admitted to the graduate program prior to completing their bachelor's degree. To be considered for admission to the graduate program prior to completing their bachelor's degree, students must meet the graduate program's admission criteria and have completed required bachelor's degree credits minus eligible backward shared credits prior to their first term as a graduate student. (For example, if the bachelor's degree requires 120 credits and the Accelerated



masters program allows for 6 backward sharing credits, the students must have 114 undergraduate degree credits before starting their first term as a graduate student.)

Students who submit a copy of their approved accelerated masters plan form with their official graduation application will not need to submit other application documents such as letters of reference. In addition, international students will not need to submit additional documentation of English language proficiency for the graduate program.

#### Failure to Gain Admission

A student who applies but is not admitted as an accelerated graduate student may continue with the bachelor's degree and reapply for graduate admission after completing the bachelor's degree.

#### Graduate Requirements

Once accepted, students begin graduate student status the semester in which they only have backwards-shared credits remaining to complete the bachelor's degree. Students carry the same graduate student status as those admitted with a bachelor's degree and are eligible for all graduate financial assistance, including appointment as graduate assistants. Students pay tuition at the graduate level. The university will not charge any tuition differential for courses that are used to satisfy graduate program requirements if the student was officially part of the accelerated master's program as evidenced by the approved program of study form.

All accelerated graduate degree students must have an approved Accelerated Master's program form prior to starting the program.

### Graduate Certificate Programs

Refer to the Programs tab for a list of graduate certificate programs.

Graduate certificates are designed for students at one of the following levels:

- Students who have completed a baccalaureate or higher degree from a regionally accredited institution and are enrolled for graduate credit;
- Students who are enrolled simultaneously in a graduate degree program;

Students must meet the admission requirements of a degree seeking or non-degree seeking graduate student to be eligible to earn a graduate certificate. At least 75% of the credits must be earned after completion of a baccalaureate or higher degree and students must attain a GPA of 3.00 within the certificate courses.

Certificate programs are designed to develop a particular expertise or set of skills. Graduate certificate programs will require a minimum of 8 graduate-level credits. For graduate certificates, at least 50% of the credits must be at the 700 level. At least 60% of the credits for the graduate certificates must be earned at UW-Parkside for program residency. Individual departments and programs may require more than 60% of the credits to be taken at UW Parkside. Certificate programs should not be confused with certification or licensure programs which lead to certification by an outside agency.

### Graduate Stackable Certificates

#### Description

A stackable certificate degree program is one in which students may take multiple certificates that together, may lead to a degree. Stackable certificates are a way for degree-seeking and non-degree-seeking

students to earn credentials in one or more areas while also creating a pathway for students who may wish to earn a degree.

#### Definitions

*Non-degree seeking student:* a student who is enrolled at the university but not as a degree-seeking student. Non-degree seeking students may enroll in individual courses and may declare a certificate program.

*Degree program:* a program that leads to a degree such as associate, bachelor, or master's degree.

#### Graduate Degree Programs consisting of Stackable Certificates

For a graduate degree program that consists of certificates that may be 'stacked' to earn the master's degree, the following rules apply:

1. The degree program must include at least one unique course that is outside of the certificates and that provides an experience that integrates the certificates such as, but not limited to, a capstone course, thesis, or project.
2. Students applying for the degree program must meet the admissions requirements for the degree program. Completion of certificate(s) in the program is not a guarantee of admission to the degree program.
3. To earn the degree, students must meet the program requirements in place at the time of admission to the program.
4. Certificates that are declared and earned prior to when a student has been accepted into a degree program will remain on the student's transcript.

#### Additional university policies relevant for non-degree seeking students

1. Certificates must meet current policies for certificate programs. (See Graduate Certificate Programs policies).
2. Master's degrees that are earned through stackable certificates must meet current policies for Master's Degree requirements).
3. Non-degree seeking students are not eligible for financial aid from UW-Parkside.
4. Enrollment is limited to six credits unless a credit overload form is approved.
5. Students must meet the university admission requirements of a degree seeking or non-degree seeking graduate student to be eligible to earn a graduate certificate.
6. At least 75% of the credits must be earned after completion of a baccalaureate or higher degree and students must attain a GPA of 3.00 within the certificate courses.

### Application to Graduate

In order to graduate, students must submit an application to graduate to the Office of the Registrar. A one-time, non-refundable fee, which is applied toward costs associated with graduation, will be charged. Please check the Office of the Registrar's web page for details about graduation and commencement.

### 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."

### Adding a Course

During the first week of the term, students may add any course for which they have met the prerequisites. During the second week, appropriate courses may be added with the written consent of the instructor (or a SOLAR permission number). 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 will determine comparable deadlines for courses less than a semester in length. Please

check the website for comparable Flexible Option Program policies and guidelines.

## Dropping a Course

A student may drop any course through the end of the 12th week of the semester. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length and for subscription periods in the Flexible Option Program.

A student may request a late drop for extraordinary reasons beyond the deadline by submitting a request to the Academic Actions Committee. Granting of requests by the Academic Actions Committee is not automatic. A student should not assume that his/her request will 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 students' responsibility to make sure that they have been officially dropped from any class.

Flexible Option students will be dropped from all courses after the 10th day of a subscription period for non-payment.

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 courses less than a semester in length such as winterim, summer, or flexible option courses, the W notation will be applied if the drop occurs after one-third of the course/subscription period has passed.)

Please check the website for more details of comparable Flexible Option Program policies and guidelines.

## Fees for Dropping a Course

After the 10th day of classes, a student will be charged a per credit fee for dropping classes. The Office of the Registrar will determine the comparable deadlines for courses less than a semester in length. Refer to the website for more information.

## Retaken Courses

Students are allowed to take a course one time as a retake. Courses taken as a retake are distinguished from repeatable courses which have the same course number (but different content), or are repeatable courses as noted in the course description.

The grade of record for a retake is the most recent grade earned when the course is completed; this is also the grade used in the calculation of the GPA. Retaking a course will not remove the initial grade from showing on the transcript; however it will remove the credits and grade points from the calculation of the cumulative GPA. Permission to retake a course more than one time may be granted by an assigned advisor.

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 to certify that the transfer course is equivalent to

the course taken at UW-Parkside. If the transfer course is certified as equivalent; the course, credits and grade will be applied as a retake.

Note: Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid counselor.

## 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.

## Cross-Listed Courses

Cross-listed courses are those that are offered under two or more departments and which have the same title and course description. Cross-listed courses may count toward general university requirements and/or may satisfy the requirements of two or more majors. Each cross-listed course will satisfy the same requirement as its counterpart; therefore, a student who is unable to enroll in a cross-listed course under a specific department heading may enroll in its cross listing and fulfill the same academic requirement. This rule applies to cross-listings which were in effect at the time the course was taken and applies regardless of which discipline is listed on the student's transcript.

## 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 course schedule also lists course prerequisites as well as those required for enrollment in a particular course section.

## Withdrawal from the University

A student may withdraw from the university during the first half of semester/subscription period. The Office of the Registrar 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/subscription period. After the deadline, a student may request permission to withdraw only for extraordinary non-academic reasons. Please check the website or with your advisor for current procedures.

## Leave Status

Students who do not complete any graduate courses 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.

## Attendance Policy

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

### University-Sponsored Activities

UW-Parkside, while prioritizing academics, believes in the education of the whole person and affirms the educational value of university-sponsored activities that enhance the educational experience such as, but not limited to, participation in the performing arts, music ensembles, student government/student leadership, intercollegiate athletics, study abroad, and attendance at professional/scholarly meetings. The UW-Parkside faculty, staff, students, and administrators work together to reach a compromise that respects both the need for students to attend class and the benefits of participating in university-sponsored activities that enrich students' educational experiences. In the spirit of these shared values,

#### it is the responsibility of students to:

- attend classes and complete all assignments according to the expectations of their instructors;
- be aware of the policies of each of their instructors;
- be aware of policies regarding adding/dropping of courses, and withdrawal from the university;
- inform their instructors well in advance of any anticipated absences for university-sanctioned activities;
- maintain communication with their instructors throughout the course;
- arrange to make up missed work in a timely manner at the direction of the instructor;

#### it is the responsibility of faculty to:

- establish policies that recognize the value of participation in university-sponsored activities, which might include flexibility in allowing students to submit assignments or take exams at alternative times or venues;
- provide students their attendance expectations in the syllabus at the beginning of the semester

#### it is the responsibility of sponsors of university-sanctioned events to:

- recognize the priority of academics and that some courses are experiential in nature, and therefore do not lend themselves to flexible absence and makeup policies;
- schedule events and travel schedules in such a way as to minimize absences from class as much as possible;
- require students to inform the faculty well in advance of any absences or tardiness;
- offer their assistance in accommodating the needs of students who must submit assignments or take exams.

## Military Training

In addition to university-sponsored activities, UW-Parkside recognizes that a number of students are attending classes while serving in the military as active duty service members, National Guard members, reservists, or as members of an ROTC program. On occasion, these students will be required to miss class due to military training (these differ from Federal Title 10 Activation or Transfer orders). It is understood that often times these training obligations are scheduled in advance, while occasionally they are deemed necessary with little advance notice

to our military-connected students. We also understand that our military-connected students do not have the choice whether to participate or not in these trainings. UW-Parkside encourages our military-connected students to inform their faculty immediately when they learn of these obligations for training. When communicated in advance, these absences should be treated in the manner described above.

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member's department chair in writing, followed by the college dean, for review and resolution.

## Accommodation of Religious Observances

In accordance with Wisconsin Statute 36.43, UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other scheduled in-class activities.

A student with a conflict between an in-class requirement and a religious observance may request an alternative means of meeting the requirement, subject to the following:

1. To be granted an alternative means of meeting an in-class requirement, students must notify their instructors in advance within a reasonable time that there is a need for an accommodation. These requests will be kept confidential.
2. Instructors will provide alternate arrangements for the individuals requesting accommodations, and the request for accommodation may not have a negative effect on the student's grade in the course.
3. Students participating in applied learning experiences will be required to comply with their host site's policies. This includes all levels of clinical and allied health training and educator preparation.

Absence from classes 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.

## Students Called to Active Duty Military Service

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an "incomplete" with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date.

These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

## Course Policies Credit Load

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 term. 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.

## University Numbering System

The University of Wisconsin-Parkside has adopted the following guidelines on course numbering:

Number	Meaning
010-090	Developmental, not for degree credit.
100-299	Level I, Lower Division (intended for freshmen and sophomores).
300-499	Level II, Upper Division (intended for juniors and seniors).
500-699	Graduate level but can be paired with undergraduate level.
700-899	Master's level, open to graduate students only.

Courses with an "X" at the end of the number (i.e. 100X) indicate that they are a competency set that is part of a Flexible Option Program.

**Table 1. Grades**  
**Total Quality Points**

Grade	Meaning	1cr	2cr	3cr	4cr	5cr
A	Excellent	4.00	8.00	12.00	16.00	20.00
A-		3.67	7.34	11.01	14.68	18.35
B+		3.33	6.66	9.99	13.32	16.65
B	Good	3.00	6.00	9.00	12.00	15.00
B-		2.67	5.34	8.01	10.68	13.35
C+		2.33	4.66	6.99	9.32	11.65
C	Satisfactory	2.00	4.00	6.00	8.00	10.00
C-		1.67	3.34	5.01	6.68	8.35
D+		1.33	2.66	3.99	5.32	6.65
D	Poor	1.00	2.00	3.00	4.00	5.00
D-		0.67	1.34	2.01	2.68	3.35
F	Failure	0.00	0.00	0.00	0.00	0.00
MD <sup>1</sup>	Mastered with Distinction	4.00	8.00	12.00	16.00	20.00
M <sup>1</sup>	Mastered	3.00	6.00	9.00	12.00	15.00

<sup>1</sup> Grades utilized in the flexible option degree degree-completion program only.

## Grades

At UW-Parkside, letter grades are used, including plus (+) and minus (-) grades. Each letter grade carries a certain number of quality points per credit. A grade of B, for example, is worth three quality points per credit, so that a student receiving a B in a 3-credit course would have earned nine quality points. See Table 1 (above) for a scale of grades and points used by the university.

The following grades are assigned no grade points and are not counted when the GPA is calculated.

Grade	Definition
AUD	Audit Satisfactory
AU-	Audit Unsatisfactory
CR	For credit only
I	Incomplete (temporary)
IX	Incomplete Extended (temporary)
IP	In progress (used for incoming transfer credits only)
NA	Not Attempted (for flexible option competencies only) <sup>1</sup>
N/C	No credit awarded
NG	Not graded
NR	No report submitted (temporary)
PR	Progress (for Flexible Option Program only)
RT	Retaken
S	Satisfactory (only for special circumstances)
U	Unsatisfactory (only for special circumstances)
W	Withdrawn

## Unusual Grades

### Audit (AUD/AU-)

This grade is assigned for satisfactory or unsatisfactory performance by students who are auditing a course.

### Credit (CR) / No Credit (N/C)

These grades designate satisfactory or unsatisfactory performance in the special credit/no-credit courses described earlier.

### Incomplete (I)

This temporary grade is assigned to a course/flexible option competency sets/projects for students who, due to extraordinary circumstances (e.g. family/medical emergencies), have requested an incomplete for a course/flexible option competency sets/projects that is near completion to allow the student extra time to complete. A grade of Incomplete is assigned at the discretion of the instructor, guided by the following policies:

- A grade of Incomplete may be reported for a student who has maintained a passing grade until near the end of the course/project and who then, because of unusual and substantiated cause beyond the student's control, is unable to take or complete the final examination, or to complete some limited amount of work



that has yet to be completed. The grade of Incomplete must be accompanied by the instructor's description of the work that has yet to be completed.

- Normally a request for an Incomplete must be made by the student to the instructor prior to the final day of the term/subscription period. However, an Incomplete may be initiated by an instructor on a student's behalf if the instructor believes there is cause to do so.
- The amount of time a student has to complete the work and remove the grade of Incomplete shall be at the discretion of the instructor. Normally that time period shall not extend beyond the last day of classes of the following term/subscription period. Summer school is not counted as a semester for purposes of removing the grade of Incomplete.
- If the Incomplete is not removed within the specified time, the Incomplete will lapse to an F at the end of the term following the term in which the Incomplete was assigned. Flexible option Incompletes will lapse to a grade of PR at the end of three months.
- Flexible option program students requesting an Incomplete must submit official documentation related to the extraordinary circumstances within 30 calendar days of the end of the subscription period. Students receiving a grade of Incomplete must master the project within three months of the end of the subscription period in which the grade was recorded. An Incomplete project that is not mastered within three months will be changed to a grade of PR. A request to change an already recorded grade to a grade of Incomplete will not be carried out unless the instructor files a Request for an Incomplete.
- A student will not graduate with an Incomplete on his/her transcript if failure in that course/project would make the student ineligible to graduate.

### **Mastered (M)**

This is a permanent grade assigned in the flexible option degree-completion program when a student meets or exceeds that stated criteria for mastery of a project.<sup>1</sup>

<sup>1</sup> Please check the website for more details of comparable Flexible Option Program policies and guidelines.

### **Mastered with Distinction (MD)**

This is a permanent grade assigned in the flexible option degree-completion program when a student reaches a distinguished level of achievement for the stated criteria for mastery of a project.<sup>1</sup>

<sup>1</sup> Please check the website for more details of comparable Flexible Option Program policies and guidelines.

### **Not Attempted (NA)**

This is a permanent grade assigned to Flexible Option Program competencies when a student does not attempt the competency during the subscription period in which they are registered. This grade is permanent during an individual subscription period but does not count toward degree or calculation of grade point average because it is a competency level grade rather than at a competency set level.

### **No Report Submitted (NR)**

This temporary grade is assigned to indicate that the grade for a particular class was not reported by the grading deadline for the semester. If no grade is submitted by the instructor before the last day of classes for the next semester (summer school is not counted as a

semester for this purpose) a grade of NR shall become a permanent grade of F with normal effect on the student's GPA and earned credits.

### **Progress (PR)**

This is a permanent grade assigned in flexible option programs when a student completes part but not all of the requirements toward the competency/mastery by the end of the subscription period. This grade is permanent but does not count toward degree or calculation of grade point average.<sup>1</sup>

<sup>1</sup> Please check the website for more details of comparable Flexible Option Program policies and guidelines.

### **Withdrawn (W)**

This is a permanent grade assigned for a student who drops a course after the fourth week of a semester. In the case of time frames that are less than a semester in length such as winterim, summer, or flexible option subscription periods, the W notation will be applied if the drop occurs after one-third of the class/subscription period has passed. For students in a flexible option program with a W notation will be applied if they withdraw from a project after the 25th day of the first month of the subscription period through the 15th of the second month. Withdrawals are not awarded after the 15th day of the second month.

### **Grade Point Average (GPA)**

To make it possible to compute term/subscription period, and cumulative averages for grades in courses/flexible option projects or competency sets carrying various amounts of credit, each letter grade carries a certain number of quality points per credit. A grade of A, for example, is worth four quality points per credit, so that a student receiving an A in a 3-credit course will have earned 12 quality points. The GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted.

### **Grade Changes**

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

The Office of the Registrar will not change any grade or implement any change of grade requests after the last day of instruction in the semester (excluding summer) following the semester in which the grade was originally assigned. If a student or faculty member feels that there is just cause to change a grade at a later date they can use the grade appeals process.

### **Graduate Academic Standing**

UW-Parkside is committed to student success. As such, UW-Parkside expects every graduate student to maintain good academic standing. Generally, a student is in good academic standing when their cumulative Parkside GPA is 3.00 or higher. The following definitions are used for the different types of GPAs:

- Cumulative UWP GPA for graduate students includes grades in all attempted graduate coursework taken at UW-Parkside.
- Degree GPA for graduate students is based on the cumulative UWP GPA and, if applicable, graduate-level transfer credit.

Students must have a degree GPA of 3.00 or higher in order to graduate with a master's degree from UW-Parkside.

Graduate academic standing is intended to reflect academic achievement in UWP coursework. Because of this, degree GPA (which would include transfer credits) is not used in the determination of academic standing.

For graduate students who have attempted nine graduate credits or more, UW-Parkside academic standing will be calculated at the end of fall, spring, and summer terms; academic standing is typically not calculated following winterim. However, a student may submit an appeal if they wish to have their academic standing re-calculated following a winterim term. Academic standing will also be calculated as a result of any grade changes. Graduate students can determine their academic standing using the criteria below. Students who fail to maintain the minimum GPA requirements for good academic standing will face academic probation or suspension.

#### **Good Academic Standing**

A graduate student is in good academic standing when their cumulative UW-Parkside GPA in their graduate coursework is 3.00 or higher, regardless of term GPA.

#### **Academic Probation**

A graduate student (who has attempted a minimum of nine credits) will be placed on academic probation if their cumulative UW-Parkside graduate GPA falls below 3.00.

A graduate student who is on academic probation will be returned to good academic standing when their cumulative UW-Parkside GPA is above 3.00.

A graduate student on academic probation who earns a term GPA of 3.00 or higher but whose cumulative UW-Parkside GPA is lower than 3.00, will continue on academic probation.

#### **Academic Suspension**

A graduate student who is on academic probation and who earns a term GPA lower than 3.00 and whose cumulative UW-Parkside GPA is lower than 3.00 will be placed on academic suspension for one semester, after which time the student may re-enroll.

Students who feel that exceptional circumstances justify immediate reinstatement prior to the conclusion of the one-semester suspension may submit an appeal to the director of their graduate program.

#### **Readmission**

If a graduate student is not enrolled in courses for a one-year period, they must apply for readmission. Programs may ask these applicants to take an examination such as the GMAT or GRE or provide 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.

A student who is reapplying and who has attended another institution since their initial UW-Parkside enrollment must submit an official transcript from that institution. The academic program and the office of admissions will follow their standard comprehensive review process to make readmission decisions based on transfer coursework completed.

#### **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/subscription period 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 any other colleges they may have attended. Employers and other universities to which students are applying may require an official copy of the student's UW-Parkside transcript.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) 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. UW-Parkside has partnered with Parchment to provide a fast and secure online 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.

Please see the Office of the Registrar's webpage for more information about how to order a transcript.

#### **Access to Student Records**

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 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 student's 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. These FERPA holds remain in effect until the students submit a request in writing to remove them.