

# GRADUATE COUNCIL MEETING MINUTES

March 7, 2024

**PRESENT:** Corey Davis, Un Chae Chung, Rylee Carpentier, Praveen Parboteeah, Todd Loushine, Alana Platt, Zach Oster, He Li, Andy Dahl, Avishek Bhandari, John Smith, Russ Kashian, Lynn Gilbertson, Nicole Weber, Ola Bamgbose, Karla Saeger, Wade Tillett, Shannon Stuart, Lindsey Greviskes, Lucy Heimer, Denise Roseland, Hien Nguyen, Christine Neddenriep, Yeongmin Kim (sub for Kristen Prock), Rebecca Groves

**ABSENT:** Heather Rasmussen, Alison Stangler, Kris Curran, Christine Neddenriep, Jessica Lauer

**GUESTS:** Angela Harlan, Andrea Ednie, Paul Waelchli, Matt Winden, Abbie Windsor, Heather Chermak, Tamela Rocke, Jennifer Petersen

**PRESIDER:** Matt Vick

\*Previously notified.

The March 7, 2024 meeting was called to order at 2:15 p.m. by Dean, Matt Vick

- I. Approval of Minutes from the February 1, 2024 Meeting  
Russ Kashian moved to approve the February meeting minutes. Andy Dahl seconded and motion passed.
- II. **Announcements**
  1. Outstanding Dissertation Award winner: Tobin Anderson, *Towards a Theory of Consumer Gratitude: Studies on the Dimensions, Antecedents, and Consequences of Consumer Gratitude*

### III. **Business Items**

#### A. **College of Arts and Communication**

Corey Davis moved to approve items A1-A2. Andy Dahl seconded and motion passed.

1. Curricular Action: Course Deactivation Proposal: **JOURNLSM 704 : CURRENTTOPICS IN MASS COMMUNICATION**
2. Curricular Action: Course Deactivation Proposal: **COMM 731 : EFFECTS OF MASS COMMUNICATION**

Corey Davis moved to approve item A3. Praveen Parboteeah seconded and motion passed.

3. Curricular Action: Program Change Request: **HLTHADVCR7 : HEALTH COMMUNICATION CERTIFICATE**

**B. College of Business and Economics**

N/A

**C. College of Education and Professional Studies**

Russ Kashian motioned to approve item C1-C3. Shannon Stuart seconded and motion passed.

1. Curricular Action: Course Deactivation Proposal: **HEALTHED 541 : YOGA/STRESS REDUCTION**
2. Curricular Action: Course Deactivation Proposal: **LIBMEDIA 550 : FINDING AND USING INFORMATION**
3. Curricular Action: Course Deactivation Proposal: **SPECED 705 : PROFESSIONAL PORTFOLIO DEVELOPMENT IN SPECIAL EDUCATION**

Zach Oster motioned to approve item C4. Praveen Parboteeah seconded and motion passed.

4. Curricular Action: Course Change Request: **CIGENRL 520 : THEORIES FOR DEVELOPING LANGUAGES AND LITERACIES**

**D. College of Letters and Sciences**

Zach Oster motioned to approve item D1. Andy Dahl seconded and motion passed.

1. Curricular Action: Course Deactivation Proposal: **WOMENST 580 : GENDER LAW AND POLICY**

**E. Catalog Updates**

Shannon Stuart motioned to approve items E1-E2. Corey Davis seconded and motion passed.

1. Graduate Catalog Home (see attachment)
2. Graduate Policies (see attachment)

Praveen Parboteeah moved to adjourn. Denise Roseland seconded and motion passed. Meeting adjourned at 2:26pm.

Respectfully submitted,

Ruth Peterson  
Secretary

<http://uwv-public.courseleaf.com/graduate/>

# Graduate Catalog

[School of Graduate Studies](#)  
(262) 472-1006  
[gradschl@uwv.edu](mailto:gradschl@uwv.edu)

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Until the early 1960s, the University of Wisconsin-Whitewater had only offered undergraduate degrees. In response to societal needs for greater specialization and increased education in the professional work force, graduate programs were initiated at UW-Whitewater in the early 1960s. Since then, UW-Whitewater has granted over 17,000 master's degrees. It is presently the third largest graduate school in the UW-Universities of Wisconsin System with 1,695 more than 1700 students enrolled during the fall of 2021-2022.

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Master's degree programs are available in business, communication, computer science, education, and human services professions. An extensive program of evening and online classes is offered for those who are employed during the day. It is possible to complete some master's degree programs through summer and evening work without being a full-time student during the academic year. Beginning in the fall of 2014, UW-Whitewater began offering the first Doctorate of Business Administration degree.

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Graduate certificate programs are available in business, communication, education, human services professions, and STEM fields.

Graduate degree programs at UW-Whitewater are fully accredited by the Higher Learning Commission (HLC), the Association of Advance Collegiate Schools of Business (AACSB), the American Speech-Language-Hearing Association, the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the Council on Social Work Education (CSWE), the National Association of School Psychologists (NASP), and the Wisconsin Department of Public Instruction (DPI).

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Information on specific degree programs is found in the Degree Programs section of this catalog. For further information on admission to graduate studies contact the School of Graduate Studies in Roseman Building 2013, call 262-472-1006, or visit the School of Graduate Studies website.

## Mission Statement

No changes

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<http://www-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/>

## General Information (Graduate)

### Your Responsibilities as a Student

#### UW-Whitewater Communication via email

UW-Whitewater uses e-mail to communicate with students on many important matters such as their tuition billing. The university automatically assigns each student an official UW-Whitewater e-mail account when you enroll. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your [UW-Whitewater e-mail account](#).

#### Keep Your Mailing Address Up to Date

To receive important information, be sure your current addresses are update.

- Mail Address - update via WINS
- Home Address - update via WINS
- Residence Hall Address - contact Residence Life Office
- Billing Address - contact Student Financial Services

#### Check Your Schedule

After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to your class schedule must be made in WINS by published add/drop deadline(s) to avoid academic and/or financial penalties. Nonattendance does not exempt you from such penalties.

#### Academic Advising Report (AAR)

[To be eligible for an graduate AAR, you must be admitted to an graduate degree program](#). You are required to meet all degree requirements in effect at UW-Whitewater at the time of declaration of your current major.

#### Are You Graduating This Term?

If you expect to complete your degree in the fall/spring term, you must complete a Graduation [Application in the School of Graduate Studies \(graduate student\) WINS](#). You are also required to pay the graduation fee even though you may elect not to participate in the commencement exercises. Contact the School of Graduate Studies for the application.

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### Registration Information for Students

Registration is based on the number of cumulative credits that students have completed and earned (credits in progress do not count). To find your earliest date and time to register, sign in to WINS and look under [Enrollment Dates](#). If you have a registration hold, it must be cleared by the

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office that placed it before you will be able to register for classes. Use the on-line, web-based [WINS](#) system to register for classes.

Students who enroll in classes with UW-Whitewater have certain financial obligations and are responsible for knowing and abiding by all UW-Whitewater regulations, procedures, and academic calendar dates as stated in the term [Schedule of Classes](#) and the [Graduate Catalog](#). Deadlines for adding and dropping classes, changing class grading bases and withdrawing from the university are published as part of the [Schedule of Classes](#). Students must adhere to the deadlines to take advantage of tuition/fee refunds and to avoid academic consequences. Nonattendance does not exempt students from their financial and academic responsibilities.

~~UW-Whitewater uses e-mail to communicate with students on many important matters such as tuition billing (e.g., bills are sent only to the student's UW-Whitewater email account, they are not sent through postal mail). Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their UW-Whitewater e-mail accounts.~~

Problems associated with accessing WINS or student email accounts can be addressed by the [ITS HelpDesk](#).

**~~If you have a registration hold, it must be cleared by the office that placed it before you will be able to enroll in classes.~~**

<http://uww-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/>

## Admission (Graduate)

<http://uww-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/#applicationprocesstext>

- [Application Process](#)

Information on the application process, including a link to the online application, is available ~~at~~ ~~on the School of Graduate Studies website~~. All applications must be submitted electronically. Admission materials become the property of the university and are not returned to applicants or forwarded to other institutions.

All application credentials ~~must be sent to~~ should be submitted in the online application. Official electronic transcripts can be directed to [gradtranscript@uww.edu](mailto:gradtranscript@uww.edu) or mailed to:

**School of Graduate Studies**  
University of Wisconsin-Whitewater  
Roseman Building 2013  
800 West Main Street  
Whitewater, WI 53190  
262-472-1006

~~Official electronic transcripts can be directed to [gradtranscript@uww.edu](mailto:gradtranscript@uww.edu)~~

## Application to Degree Programs

To apply for admission to a graduate degree program, individuals must:

1. ~~Submit a completed application, and \$56 including the application fee, Available at <http://www.uww.edu/gradstudies/>~~
2. All requests to transfer and/or apply previously taken graduate course work toward the degree requirements must be submitted at the time of application. Transfer credit forms ~~may can~~ be obtained by visiting <http://www.uww.edu/gradstudies/> on the [School of Graduate Studies website](#).
3. ~~Request submission, directly from the granting institution, of an official, degree-bearing transcript from the institution that granted the showing completion of a bachelor's degree and that includes at least 60 semester hours of course work.~~ If fewer than 60 semester hours of course work were completed at the degree-granting institution, additional transcripts will be required.
4. In addition to the official bachelor's degree-bearing transcript, submit copies of transcripts for all undergraduate work that was applied to the bachelor's degree, if that

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course work was not included in the degree-bearing transcript. These transcripts may be unofficial copies and may be submitted by the applicant.

5. **Request submission, directly from the granting institution, of** an official transcript showing completion of any master's or higher degrees.
6. **Request submission, directly from the granting institution, of** official transcripts for any other graduate work completed, if the work is to be considered for transfer into the student's degree program. If official transcripts for previously completed graduate work are not provided at the time of application to the program, credit for that work cannot be transferred at a later date.
7. Have official transcripts sent directly from the registrar's office at the institution where the work was completed to: School of Graduate Studies, Roseman Hall 2013, University of Wisconsin-Whitewater, 800 W Main Street, Whitewater WI 53190. Electronic transcripts can be sent to [gradtranscript@uw.edu](mailto:gradtranscript@uw.edu). (Note: Transcripts from UW-Whitewater will be ordered by the Graduate School.) Transcripts faxed to UW-Whitewater or submitted personally by applicants will not be accepted.
8. In the case of an institution in a foreign country that does not issue transcripts other than the single official copy presented to the student, a photocopy may be submitted provided that the applicant presents the official document for verification of authenticity at the **School of Graduate Studies Office** upon arrival at UW-Whitewater. A hold will be placed on their record until this is provided.
9. Submit all other credentials (e.g., test scores, letters of recommendation, goal statement, autobiography) required for admission to the particular program for which admission is being sought.

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In addition, **International** students must also:

10. Submit an official "course-by-course" evaluation of all foreign educational credentials. Contact: Educational Credential Evaluators, Inc. ([ece.org](http://ece.org)), World Educational Services ([wes.org](http://wes.org)) or any NACES accredited evaluation service. Approval for a different evaluator is at the discretion of the School of Graduate Studies.
11. Arrange for an official Test of English as a Foreign Language (TOEFL) score to be sent directly to the School of Graduate Studies if English is not the native language. A TOEFL score of 79 internet-based is required for admission into some degree programs and is strongly recommended by others.

**or**

Arrange for admission into the Wisconsin English Second Language Institute ([WESLI](http://WESLI)) in Madison, Wisconsin. Students must complete the institute's 700 level, including academic reading and writing, and academic listening and speaking skills, with a rating of "very good" or higher (3, 3+, or 4). Students must arrange to have these results and a recommendation from WESLI forwarded to the School of Graduate Studies.

**or**

**Arrange for an official International English Language Testing System (IELTS) score to be sent directly to the School of Graduate Studies is acceptable.** The minimum required score is 6.0.

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**or satisfy one of the following:**

- o have earned a bachelor's degree from an English-speaking country.

- o have attended a U.S. college or university continuously for more than one year ~~or have a completed U.S. undergraduate degree.~~
- o have received an undergraduate degree from a foreign institution where English is the language of instruction.
- o have resided and worked in the U.S. for more than one year without being a student.

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12. Send a completed **Certification of Finance form** to the School of Graduate Studies to demonstrate that there is adequate financial support available during the planned period of study. ~~Forms are located at <http://www.uww.edu/gradstudies/>.~~

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## Reactivation

Applicants who do not enroll in graduate course work at UW-Whitewater within **a one** calendar year of the beginning of the term for which they were admitted, and students who have not enrolled in graduate course work within a calendar year are considered inactive. Inactive students and students who have completed their degree programs must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available ~~at on the School of Graduate Studies website.~~

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## Transfer of Credit

All course work, **with the exception of up to twelve12 unitcredits or 40% of the credits required for a program, whichever is lower,** must be completed at UW-Whitewater. Graduate programs can choose to have more restrictive policies and have discretion in determining which transfer courses they accept toward degree requirements. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more **than twelve12 transfer unitcredits may be applied towards the unitcredit requirements** of a degree program. Some specific consortium arrangements between UW-Whitewater and other institutions may allow **more than twelve12 unitcredits to** be completed at the participating institutions.

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**UnitCredits for a course** completed at another institution may be transferred to UW-Whitewater and applied toward a graduate degree provided:

1. the institution offering the course is regionally accredited at the graduate level,
2. the course appears as a graduate course on the student's graduate transcript from the institution offering the course,
3. the course is applicable toward a graduate degree at the institution offering the course,
4. the course is appropriate for the student's proposed graduate degree program at UW-Whitewater,
5. the course is not a correspondence course, nor was it taught in a format less rigorous than that for UW-Whitewater courses, and
6. the student earned a grade of at least B (3.00) for the course (B- is less than a 3.00 and will not be transferable). All requests to apply course work taken by a student prior to being accepted into a degree program at UW-Whitewater toward the degree requirements must be included in the application for admission to the degree program.



Students who have already been admitted to a degree program here and who wish to take a course at another institution and have it transferred to UW-Whitewater, must obtain permission prior to enrolling in the course. Forms for this prior approval are available [on the School of Graduate Studies website at https://www.uww.edu/gradstudies/admissions/transferredit](#). The institution at which the student wishes to earn graduate credit may also require documentation of the student's graduate status at UW-Whitewater.

Questions for the comprehensive examination for the master's degree may be included from courses accepted in transfer to UW-Whitewater. Students should contact their degree program coordinator about this matter.

**The twelve 12-unit credit limit** on courses taken prior to program admission does not apply to changes in emphasis within any of the degree programs.

## Application Deadlines

Applications will not be processed until all of the above credentials have been received. **All application material (including transcripts and other material that may be required) must be received at least 45 days prior to the start of classes to guarantee consideration for admission for a given term.**

Please note: Individual programs may have earlier deadlines. Information on deadlines for specific degree programs is available on the [School of Graduate Studies website at https://www.uww.edu/gradstudies/admissions/admission-info/#appdeadlines](#).

**In order to ensure receipt of all application materials by the deadline, applications should be submitted at least three months before the beginning of the term the applicant plans to attend. Applications received or completed fewer than 45 days prior to the start of classes may be moved to consideration for admission for the following term.**

**Students whose applications for program admission are pending may enroll in course work as non-candidate for degree students, but are subject to the twelve-unit limit on course work that may be taken prior to the term of a program admission and then applied toward the completion of a degree.**

## Pending Degree-Bearing Transcripts

No changes

## Acceptance

No changes

## Advising

No changes

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<http://uwv-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/#graduateprogramadmissionrequirementstext>

- [Admission Requirements](#)

262-472-1006

[gradschl@uwv.edu](mailto:gradschl@uwv.edu)

<http://www.uwv.edu/gradstudies/>

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In general, all persons who hold a bachelor's or advanced degree from a regionally accredited school may register in graduate-level courses for graduate credit. Proof of a bachelor's or higher degree is required.

Students may be admitted to a graduate degree program either in good standing or on a contingent basis. The admission status (e.g., "good standing" vs. "contingent") of all applicants from baccalaureate-granting institutions that don't employ traditional grading systems will be left to the judgment and recommendation of the graduate program to which the student is applying. Certain other special categories are established for persons not attempting to complete a degree at this institution. These special categories are "noncandidate for degree" and "guest transfer of credit."

Effective fall 2007, individuals who have earned bachelor degrees created in accordance with the European Higher Education Area (i.e., Bologna Process), or earned bachelor degrees from institutions engaged in a formal agreement with the University of Wisconsin-Whitewater, will be considered admission eligible providing their academic performance in completing that degree is emblematic of future success in a graduate program (i.e., eligible to be admitted in "good standing").

Effective Fall 2017, individuals who have earned a 3-year bachelor's degree from a non-Bologna process (European Higher Education Area) university will be considered admission eligible upon satisfactory completion of an approved Master's Bridge program.

Approved UW-Whitewater international bridge programs:

- Business Bridge
- Computer Science Bridge

## Deficiencies in Background for Graduate Study

No changes

## Admission in Good Standing

No changes

## Contingent Admission

No changes

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<http://uwv-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/#graduatenondegreesekingadmissionrequirements>

- [Admission Requirements - Non-Degree Seeking](#)

## Noncandidate for Degree (NCFD)

Persons who hold a bachelor's degree or a graduate degree from a regionally accredited college or university but do not wish to be admitted to a graduate degree program are classified as NCFD students. This category allows the student to enroll in graduate level courses and to receive graduate credit for this work. Departments and colleges reserve the right to restrict NCFD students from their courses.

Before attempting more than **12 unitcredits** as an NCFD, a student is encouraged to file an application for a degree program. Acceptance of any course work toward a graduate degree, including course work completed as an NCFD student, is at the discretion of the department. Because a graduate degree requires that the student complete a program of courses planned in consultation with an **adviseradvisor**, generally two-thirds or more of the course work must be completed after formal admission to the degree program. Consequently, a maximum of **twelve12 unitcredits** taken prior to admission to the program may be applied toward the completion of a degree.

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## Guest Transfer of Credit

Persons attending another graduate school who wish to take graduate courses at UW-Whitewater and transfer them to that institution may do so. For information on how to apply contact the **School of Graduate Studies-Office**.

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## Seniors Taking Graduate Courses

UW-Whitewater undergraduate students with senior status may be allowed to complete up to **twelve12** graduate **unitcredits** at UW-Whitewater provided they have completed at least **90** semester **unitcredits** with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work), and have a **graduate application** on **file in with the School of Graduate Studies-Office**. The application can be found at: <http://apply.wisconsin.edu/>.

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Eligibility for this privilege must be established by the student with the graduate program coordinator and **the School of Graduate Studies-Office** and is not available to seniors at other institutions or students who already possess a bachelor's degree.

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Seniors may **not** use **up to 12** graduate-level **unitcredits** to satisfy requirements for the bachelor's degree. **If a student takes only graduate coursework in a semester, graduate fees will be charged.** Graduate programs may choose to limit the maximum graduate **unitcredits** at a lower limit than this university policy.

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**Courses listed in WINS with a per-credit rate will be billed outside of the credit plateau at the special tuition rate. If a student takes only graduate coursework in a semester, graduate tuition and fees will be charged.**

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<http://www-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/#residencytext>

- [Residency](#)

## State Residency

No changes

## Minnesota-Wisconsin Reciprocity

No changes

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<http://www-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/admission/#licensureandadmissiontoprofessionaleducationtext>

- [Licensure and Admission to Professional Education](#)

Waiting for CoEPS

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<http://www-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/academic-advising/>

## Academic Advising (Graduate)

- [Overview](#)

Students are assigned faculty **advisers-advisors** by, and generally within, their program. **Advisers** **Advisors** are available to help plan each student's program of study and to assist in the selection of courses before students register for classes.

Graduate students who seek state professional education licensure should also contact the program coordinator for current licensure requirements. See section on Admission to Professional Education in this catalog.

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<http://uw-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/academic-advising/#philosophytext>

- [Philosophy](#)

## **Philosophy**

No changes

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<http://uw-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/academic-advising/#responsibilitiestext>

- [Responsibilities](#)

## **Responsibilities**

No changes

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<http://uw-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/academic-standards/>

## **Academic Standards (Graduate)**

### **Academic Probation**

No changes

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<http://uww-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/graduation-requirements/>

## Degree and Graduation Information (Graduate)

- [Overview](#)

Before the beginning of the term in which a degree is expected, students should meet with their ~~advisers~~ **advisors** to make sure that all course requirements are being met. A student's degree program coordinator is responsible for certifying that the student has met all of the academic requirements for graduation.

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No student may receive a degree until all I and IP grades have been cleared and the student is in good standing with at least a 3.00 grade point average in the graduate level ~~unit~~ **credits** earned in the degree program and in the emphasis area.

Also, all financial obligations to the University must be cleared by the Accounting Office before students may be issued diplomas and final transcripts of their academic records.

### Application for Graduation

No changes

### Minimum Degree Credit Requirements to Graduate

No changes

### Second Degree/Emphasis

No changes

### Dual Degree

No changes

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<http://uwv-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/graduation-requirements/#overviewtext>

- [Additional Criteria](#)

At the discretion of the individual degree programs, the following options are available to students completing a master's degree:

- **Comprehensive examination option.** A minimum of 30 **unit-credit** hours of course work, including a comprehensive examination.
- **Thesis option.** A minimum of 30 **credit unit** hours of course work, including a thesis taken for **one 1 to six 6 unit credits**.
- **Applied research project option.** A minimum of 30 **credit unit** hours of course work, including completion of an applied research project course for **one 1 to six 6 unit credits**.
- **Capstone experience.** A minimum of 30 **credit unit hours** of course work, including completion of a capstone experience documented through a portfolio or similar assessment tool.
- **Course work option.** A minimum of 36 credit hours of course work.

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Degree programs may set additional requirements for any of these plans. Students should check with their degree program coordinator for the options available and for the requirements within each option.

When options exist, students should consult their **adviser-advisor** early in their studies to determine which capstone experience best meets their needs. A thesis may be advised for those who wish to seek depth in an academic area, while those who prefer a breadth of knowledge may select comprehensive examinations.

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<http://uwv-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/graduation-requirements/#comprehensiveexamtext>

- [Comprehensive Exam](#)

## Comprehensive Exam

Students must complete a minimum of 30 **unit-credit** hours of graduate course work and pass a comprehensive examination in the major or emphasis field under the comprehensive examination option. Examinations may be written and/or oral at the discretion of the degree program. Written examinations are intended to take approximately **six 6 hours** to complete. Questions may cover any graduate work done in the major or emphasis, including **unit credits transferred** from other institutions.

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Comprehensive examinations are administered once near the end of each term. In general, students may not take the examination until during or after the final term of their course work. Exceptions may be made for students who have a practicum or a semester of student teaching remaining. To be eligible to take the examination, students must have cleared all pending incomplete (I) and **in progress (IP)** grades and must be in good standing with at least a 3.00 grade

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point average in the graduate level credits earned in the degree program and in the emphasis area.

Comprehensive examinations are graded either “passed” or “failed.” Students who fail the examination may retake it after completing additional work, as designated by those administering the examination, in a subsequent term. Students may retake comprehensive examinations at most twice after an initial failure and after the required additional work has been completed following each failure. Specific programs may have more stringent rules.

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<http://www-public.courseleaf.com/graduate/graduate-school-policies-procedures-university-information/graduation-requirements/#thesistext>

- [Thesis](#)

## Thesis

The thesis option requires a minimum of 30 **unitcredits** of graduate course work including a thesis for which up to **six6 unitcredits** may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a degree program must formally enroll and pay fees for at least one credit of 799 Thesis Research. Enrollment and fee payment for 799 Thesis Research is done only once even though the thesis may require more than one term to complete. **With the adviser's-advisor's permission, in succeeding terms students may increase the number of thesis unitcredits up to the maximum of six6 by submitting a revised thesis proposal form, then adding and paying for the additional unitcredits.**

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Theses vary in type, style, length, and content. They range from research projects to art exhibits. A thesis, however, must involve enrollment in 799 Thesis Research, an oral examination on the thesis, and the filing of the thesis in the Andersen Library. A thesis, including an art show, must have abstracts and are expected to contain evidence of research on the part of the student and must be submitted in a form and quality specified by the School of Graduate Studies. These standards and guidelines are available **at thefrom the School Graduate Studies Office. Unless a department informs the Office School of Graduate Studies** in writing that it has adopted some other style manual, theses should be prepared according to the most current edition of the Publication Manual of the American Psychological Association. A PDF copy of the thesis and its abstract must be submitted to the **School of Graduate Studies Office by the end** of the term in which the student plans to graduate. **The Library has a copy of Adobe Acrobat accessible that students can convert their thesis from Word to PDF.** Degrees are not conferred until these requirements have been met.

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Students also must pass an oral examination over their thesis administered by an appointed thesis committee. The oral examination will be held in an open meeting, announced at least one week



prior to the examination. A student's committee will consist of a minimum of three persons, two of whom, including the committee chairperson, must have graduate faculty status. Committee members may be brought in from outside the faculty of the degree program. The majority of the thesis committee members must sign the signature page of the thesis, signifying acceptance by the committee of the thesis.

The thesis committee chair's signature signifies successful completion of the oral examination.

In general, students may not take the oral examination until the term in which they expect to graduate. To be eligible to take the oral examination, students must have cleared all pending incomplete (I) and in progress (IP) grades except for thesis research, and must be in good standing with at least a 3.00 grade point average in the graduate level unitcredits earned in the degree program and in the emphasis area.

All 799 Thesis Research courses are graded on a pass/fail (S/F) basis. A grade of pass (S) for 799 Thesis Research is not awarded until the oral examination is passed and the thesis is filed in with \_\_\_\_\_.

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A student who switches from a thesis option must have a revised program completion plan approved by the program coordinator. The School of Graduate Studies Office will then initiate a late drop or retroactive withdrawal, dropping any existing 799 Thesis Research unitcredits which show a grade of in progress (IP). A withdraw (W) grade will be recorded.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/>

## Graduate Policies

- [Overview](#)

In addition to the graduate school academic requirements and policies, it is the prerogative of each graduate degree program to impose more stringent requirements. A graduate student is responsible for meeting all degree requirements in effect at the University of Wisconsin-Whitewater during the term for which the student is admitted into the current degree program unless the student's attendance at UW-Whitewater is interrupted by an absence of four or more consecutive academic sessions (including summers), in which case upon reentry, the student will be subject to the requirements in effect at that time.

General graduate school academic requirements and policies (contained in this section) may be changed by the actions of the Graduate Council. Each graduate student is responsible for adhering to all current graduate school policies. Students are apprised of updated graduate policies through the schedule of classes. Information about changes in general graduate school policies is also available [at on the http://www.uww.edu/gradstudies/School of Graduate Studies website](http://www.uww.edu/gradstudies/School of Graduate Studies website), or by contacting the School of Graduate Studies Office.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#continuationtext>

- [Continuation](#)

## Continuation

### Academic Probation

No Changes

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#coursecurrencytext>

- [Course Currency](#)

## Course Currency

No changes

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#creditrestrictiontext>

- [Credit Restrictions](#)

## Credit Restrictions

Undergraduate courses, including those taken to make up deficiencies in background or in supervised teaching, will not be counted toward the number of graduate units required for a degree. Undergraduate courses may not be used to satisfy master's degree requirements for any graduate degree or certificate, and graduate courses may not be used to satisfy undergraduate requirements at UW-Whitewater. Up to 12 credits from graduate courses taken at UW-Whitewater may be used to satisfy undergraduate requirements at UW-Whitewater. Undergraduate programs may allow graduate courses to satisfy specific program requirements through curricular action.

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The minimum required overall grade point average for graduation will be 3.00. No course in which a grade of below C (2.00) has been earned may be applied toward the completion of any degree or certificate. However, some programs may require higher standards.

During a semester, students a graduate student in good standing may register for at most 15 unitcredits, while those on probation should may not take more than 12 unitcredits. Graduate assistants must be registered register for at least nine9 graduate units, but no more than 12 graduate unitcredits each semester. During For the 12-week summer session, the credit restriction standard is a maximum of one credit per week for each of the three- and six-week session, with the exception that a student may enroll simultaneously in one three-week and one six-week course. During the summer term, graduate students are limited to a total of 12 unitcredits. Courses taken on an audit basis are subject to the above limits. Overload requests by graduate students must be approved by the dean of the School of Graduate Studies.

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A student may not carry more than three 3 unitcredits of individual studies in a single term. Not more than four units in individual studies, not more than six units of special studies, and not more than a combined total of 9 unitcredits of individual studies, workshops, and special studies may be applied toward the completion of a degree. Departments retain the prerogative of allowing fewer than nine9 of these types of unitcredits to apply toward their respective graduate degrees.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#courserepeatpolicytext>

- [Course Repeat](#)

## Course Repeat

Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original all attempts of the course and

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the associated grades remain on the transcript; however, only the last best grade and ~~units~~ earned ~~replace the original and are the only ones will be~~ used in computing the overall grade point average and the grade point average in the ~~major or emphasis degree or certificate~~. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

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A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be retaken for graduate credit, although exceptions may be granted by the degree program coordinator when the field of knowledge has changed to the ~~degree extent~~ that the course content has changed substantially from the first time the student took the course to the present.

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<http://www-public.courseleaf.com/general-information/registrars-office/graduate-policies/#degreecompletiontext>

- [Degree Completion](#)

## Degree Completion Time Limit - Masters

Students have seven years in which to complete their degree program. The seven years are measured from the beginning of the term for which they are admitted at UW-Whitewater. In the case of students transferring courses into their UW-Whitewater degree program, the seven years begins in the term of the first course to be included in the degree. These include courses completed as a non-candidate for degree student or in a prior graduate program.

International students are afforded the same amount of time, however, they need to comply with visa requirements while they are residing in the United States. Specifically, for those on F-1 and J-1 student visas, this means maintaining a full course load (generally ~~three~~ ~~units~~) per academic semester.

Based upon good cause, students may request an extension of this time limit. Such requests should be made in writing, should include the reasons for which the request is being made, and should be directed to the student's degree program coordinator. Requests for extensions not exceeding two additional years will be considered and acted upon by the faculty of the degree program or the degree program coordinator. ~~Requests for extensions beyond two additional years will be considered, with the recommendation of the program coordinator, by the School of Graduate Studies and Continuing Education.~~ Requests for extensions beyond those additional two years will be considered only in cases of extreme and unavoidable hardship; such requests must also be acted upon by the Committee on Exceptions to Graduate Policy, and must carry the endorsement of the degree program coordinator. All student requests for extensions are reported by degree program coordinators to the ~~School of Graduate Studies Office~~ on the appropriate form.

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## Degree Completion Time Limit - Doctoral Coursework Phase

No changes

## Dissertation Phase

No changes

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#dualdegreestext>

- [Dual Degrees](#)

### **Dual-Dual Degrees**

Students desiring to earn an additional graduate degree can request up to **12 unitcredits** of graduate coursework from a previously earned graduate degree to be applied toward additional graduate degree requirements. Individual programs may accept **fewer unitcredits**.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#newitemtext>

- [Enrollment Maximums](#)
- 

### **Enrollment Maximums – delete this section**

Content is contained under Credit Restrictions.

#### **Fall/Spring:**

~~A graduate student in good standing may register for up to 15 units, while a student on probation may not take more than 12 units. Graduate Assistants must register for at least nine, and no more than 12, graduate units. Up to three units of individual studies may be taken in a term. Requests for exceptions to these limits must be made in writing to the School of Graduate Studies and Continuing Education.~~

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#### **Summer:**

~~The unit restriction standard is the maximum of one unit per week for each of the three and six week sessions, with the exception that a student may enroll simultaneously in one three and in one six week course. During the summer term, students are limited to a total of 12 units. Overload requests by graduate students must be approved by the dean of the School of Graduate Studies and Continuing Education. **Note:** Graduate students may not carry more than three units of individual studies in a single term. Not more than four units in individual studies, not more than six units of special studies, and not more than a combined total of nine units of individual studies, workshops, and special studies may be applied toward the completion of a degree. Departments retain the prerogative of allowing fewer than nine of these types of units to apply toward their respective graduate degrees.~~

<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#exceptionstograduatepolicytext>

- [Exceptions to Graduate Policy](#)

Graduate students are responsible for meeting the terms and conditions of the School of Graduate Studies and the individual program requirements. Unusual circumstances may give rise to request specific exceptions to policy, provide grounds for filing a grievance, or provide a basis for appealing a grade. Each scenario has its own procedure.

## Exceptions to the Graduate Policy

In cases where exception to graduate school policies or other regulations seems justified, a student should follow this procedure:

1. Request for specific exception to graduate school policy is presented by the student in writing to the graduate program coordinator of his/her program. This request should include clearly stated reasons that may justify an exception and should be submitted to the program at least 30 days before the term for which the request would be effective.
2. The graduate program (or academic department) will forward the student's request and the program's recommendation regarding the request to the School of Graduate Studies and Continuing Education.
3. The School of Graduate Studies and Continuing Education will convene the Committee on Exceptions to Graduate Policy for consideration of the request. (The Committee is made up of one graduate faculty representative from each of the four colleges and one graduate student representative.) Students will be notified of the Committee's decision within one week.
4. Actions by the Committee on Exceptions to Graduate Policy are binding. Decisions may be appealed to the Provost, in writing, within 30 days of the student being notified of actions/decisions. However, the Provost isn't authorized to overturn a decision made by the Committee. The Provost can only request the Committee reconsider the decision.

Requests for exceptions involving college or department policies, procedures, or other academic matters, including those that supersede graduate school policy, will be resolved by the appropriate unit within the college. Such appeals are initiated by students through their advisers/advisors. Since non-candidate for degree students are not assigned an adviser, they may appeal directly to the college or department where the problem occurred. In either case, appropriate appeal procedures will then be followed as established by the individual college or department within the college.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#fulltimestatustext>

- [Full-Time Status](#)

## Full-Time Status

For the purposes of fee calculation and enrollment verification, UW-Whitewater considers a graduate student to be registered on a full-time basis when the student is enrolled in at least **nine9** UW-Whitewater **unitcredits** during a fall or spring term and at least **five5** UW-Whitewater **unitcredits** during the summer term.

Students in the Doctor of Business Administration program who have completed all course work with only [DBA 988](#) remaining as a requirement will be considered **to hold** Dissertator status. Students with dissertator status will be considered full-time **with six6 unitcredits** of enrollment in [DBA 988](#).

Please refer to the Financial Aid pages to see the federal regulations for aid requirements.

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<http://uww-public.courseleaf.com/general-information/registrars-office/graduate-policies/#gradeappealstext>

- [Grade Appeals](#)

## Grade Appeals

At the University of Wisconsin-Whitewater it is expected that instructors will evaluate students regularly and consistently by criteria and guidelines presented to students at the beginning of each grading period. If a student has reason to believe the grade is incorrect, the student may act on that by taking the following steps in chronological order. A complaint which is timely and filed under any other student complaint procedure and then referred for processing under these procedures, shall be considered to have met the deadline for filing as a grade appeal. The process for filing a grade appeal is the same at the graduate and undergraduate levels, and begins with an informal process, before moving to a formal process.

### Informal Process

1. Consult the instructor whose grade is being appealed. This consultation must take place within 7 calendar days of start of classes after the grading period in question.
2. If the student/instructor conference is unsatisfactory or if the instructor is unwilling or unable to participate, within 7 calendar days the student may schedule a conference with the chair of the department in which the course was offered.
3. After hearing the student's appeal, the chair will attempt to resolve the problem within 7 calendar days.
4. If this resolution is unsatisfactory, the student may then, within 7 calendar days after receiving the chairperson's response, submit a written appeal to the department's Grade Appeals Committee through the chairperson. This will initiate the Formal Appeal Process.

### Formal Process

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1. The appeal must be in writing and signed by the student.
2. The Department Grade Appeals Committee will (i) convene to examine the appeal, the response and render its conclusion in writing to the chair, student and instructor, within 14 calendar days of receipt of the appeal. (ii) While the Grade Appeals Committee cannot require the instructor to change a student's grade, the Committee can recommend such a change to the instructor and to the Dean in the School of Graduate Studies.
3. Should the student wish to appeal beyond the department, the student may submit the Committee findings and the basis for the further appeal to the Dean in the School of Graduate Studies, within 3 calendar days of presentation of Committee findings. The Dean will review the student's appeal and the findings of the Committee, and recommend appropriate action to the department and the instructor within 14 days of receipt of the appeal.
4. If this action is unsatisfactory to the student, a final appeal may be made to the Provost who will determine whether a change in grade is to be made within 14 days of receipt of the appeal. The Provost is the only individual authorized to change a student grade without the instructor's permission. However, the Provost may change a grade only when the faculty department committee and the Dean in the School of Graduate Studies support such a change.

Graduate student satisfaction with their educational experience remains a preeminent concern of the **Office-School** of Graduate Studies. Students who have questions, concerns or grievances about non-policy related issues are encouraged to contact the **Office-School** of Graduate Studies at 262-472-1006.

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<http://www-public.courseleaf.com/general-information/registrars-office/graduate-policies/#graduateassistantshipstext>

- [Graduate Assistantships](#)
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## Graduate Assistantships

No changes