

UNIVERSITY OF WISCONSIN OSHKOSH

# THE SCHOOL OF GRADUATE STUDIES 2004-2006 BULLETIN

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The University of Wisconsin Oshkosh School of Graduate Studies Bulletin is published biennially in the spring of an even-numbered year. Past issues of the Bulletin are available for reference from the Graduate Studies office, Dempsey Hall 337, Oshkosh, WI.

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### **Note to Readers**

THE GRADUATE FACULTY invite your attention to the numerous degree, achievement and certificate programs and the varied courses in this publication. We are dedicated to high standards of scholarly achievement and professional development. Graduates of the University of Wisconsin Oshkosh Graduate School may be found regionally, nationally, and worldwide in positions of leadership and responsibility. We are proud to present this edition of the Bulletin.

This Bulletin does not establish or constitute a contract between the University of Wisconsin Oshkosh and students enrolled at this institution. The Bulletin provides descriptive and summary information that outlines University and School of Graduate Studies rules, regulations, course listings, degree programs, and fee schedules which are in effect at the times of publication. The University retains the exclusive right to change, modify, or interpret, at any time, the descriptions contained in this Bulletin. The University administration and faculty, with the concurrence of the Board of Regents and the administration of the University of Wisconsin System, also retains the right to change fees and to add, modify, or withdraw courses or degree, achievement or certificate programs at any time. The student is responsible for verifying the information contained herein.

The University of Wisconsin Oshkosh is committed to a policy of fairness and equal opportunity for all. A diverse student body, faculty, and staff, which reflect the variety of pluralism of society, is desired and encouraged. Moreover, equal access to benefits, programs, services, employment, and education opportunities is assured for all, without regard to sex, color, marital or parental status, race, age, national origin, religion, handicap, sexual preference, political affiliation or beliefs, membership in the Military Reserves or National Guard, and arrest or conviction record, ancestry, creed, disability, sexual orientation or other protected class or status. Inquiries regarding University compliance with equal opportunity/affirmative action laws and regulations may be directed to the University Director of Affirmative Action, 920-424-2296 or 920-424-0330.

Graduate students entering University of Wisconsin Oshkosh graduate programs during the period Summer, 2004, through Spring, 2006, are expected to assume full responsibility for the contents of this Bulletin.

### **Safety and Health Policy**

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Before using hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

### **Hazardous Water and Chemical Exposure**

Any persons present near chemicals (including hazardous water) should realize that they are voluntarily exposing themselves to these substances. Precautions such as changing routes so as not to pass near the hazardous exposure areas or delaying enrolling or not enrolling in a class may be necessary. These precautions are especially important for people with sensitive medical conditions, which could make exposure to the substances mentioned above particularly dangerous. Women who are in their first trimester of pregnancy should avoid exposure.

# TABLE OF CONTENTS

<b>2004-2006 CALENDAR</b> .....	5
Important University, School, Program and Course Deadlines .....	5
<b>ACADEMIC ADMINISTRATION</b> .....	7
Board of Regents - University of Wisconsin System .....	7
Central Administration-University of Wisconsin System .....	7
University of Wisconsin Oshkosh Administration .....	7
University of Wisconsin Oshkosh Academic Deans .....	7
University of Wisconsin Oshkosh School of Graduate Studies .....	7
<b>UNIVERSITY OF WISCONSIN OSHKOSH</b> .....	8
Governing Ideas for the University of Wisconsin Oshkosh .....	8
Shared Principles .....	10
The School of Graduate Studies .....	11
The School of Graduate Studies Mission Statement .....	11
The Graduate Faculty .....	11
The Graduate Council .....	11
<b>GRADUATE PROGRAMS LISTING</b> .....	12
Graduate Degree Programs .....	12
Graduate Achievement Programs (GAP) .....	12
Certificate Programs .....	12
Cooperative/Collaborative Graduate Degree Programs .....	13
<b>FEES</b> .....	15
Residency Determination .....	15
University Fees .....	15
Special Course Fees .....	15
Housing and University Dining Fees .....	15
Application Fee .....	15
Transcript Fee .....	15
Library Fees .....	16
Residence Hall Fees .....	16
Payment Information .....	16
Fee Refunds .....	16
Appeals of Fees .....	16
Administrative Charges .....	16
Cash Handling Procedures .....	16
<b>FINANCIAL AID</b> .....	17
Expenses at the University of Wisconsin Oshkosh .....	17
Eligibility .....	17
How to Apply .....	17
Notification .....	17
The Aid Package .....	17
Scholarships .....	17
Employment .....	17
Graduate Assistantships .....	17
Federal Work-Study .....	17
Student Assistant .....	17
Grants .....	18
Advanced Opportunity Fellowship Program .....	18
Indian Grant .....	18
Minnesota-Wisconsin Reciprocity Program .....	18
International Student Partial Tuition Waiver .....	18
Loans .....	18
Perkins (formerly National Direct) Loan .....	18
Stafford Loan .....	18
Short-Term Loan .....	18
Other Sources of Financial Assistance .....	18
Veterans Financial Assistance .....	18
Further Information .....	18
<b>FORREST R. POLK LIBRARY</b> .....	19

<b>ACADEMIC POLICIES</b> .....	19
School of Graduate Studies Policies .....	19
Appeals Process .....	19
Student Complaints Against Faculty and Academic Staff .....	19
Graduate Course Numbers.....	20
Course Attendance.....	20
Religious Accommodation .....	20
Repeated Courses.....	21
Unit (Cr.) Load Definitions .....	21
Transfer/Waiver of Courses.....	21
Independent Study.....	22
Course Grade Designations .....	22
Full Standing, Probation, Suspension and Suspension Appeals .....	23
<b>ADMISSION PROCEDURES</b> .....	25
Admission to a Degree Program/Domestic Applicant .....	25
Admission to a Degree Program/International Applicant .....	25
Application Processing .....	25
The Admission File .....	25
Admission Evaluation Summary .....	26
Review by Graduate Program Coordinator .....	26
Review by the School of Graduate Studies.....	26
Academic Advisement .....	26
Admissions Classifications and Criteria .....	26
Full Standing.....	26
Probationary .....	26
With Deficiencies .....	27
With Conditions.....	27
Special Circumstances .....	27
Final Term Senior .....	27
Admission Start.....	27
Resumption of Course Work After Period of Non-Enrollment .....	27
<b>REGISTRATION PROCEDURES</b> .....	28
Non-degree Student Classifications.....	28
Registration for Graduate Classes.....	28
Faculty/Staff Registration.....	28
Adding a Course .....	28
Dropping a Course.....	29
Withdrawal from the University .....	29
<b>GRADUATE DEGREE REQUIREMENTS</b> .....	30
Minimum Degree Units (Cr.) .....	30
Second Master's Degree .....	30
Minimum Grade Point Average.....	30
Graduate Only Courses .....	30
Atypical Course Unit (Cr.) .....	30
Admission to Candidacy .....	30
Culminating Experience/Research.....	30
Use of Human Participants .....	30
Care and Use of Animals .....	30
Thesis .....	31
Clinical Paper.....	31
Field Project.....	31
Format Approval (Thesis, Clinical Paper, Field Project).....	31
Assessment of Student Achievement .....	31
Graduation .....	32
Application .....	32
Graduation Check.....	32
Transcript and Diploma Processing .....	32
Time to Degree Completion Requirements.....	32
Commencement .....	32
<b>GRADUATE FACULTY</b> .....	33

# 2004-2006 ACADEMIC CALENDAR

The University of Wisconsin Oshkosh calendar makes it possible for students often to choose the type and length of course they prefer. The 17-week Fall and Spring semesters are divided into terms of 14, seven and three weeks. The majority of courses are offered during a 14-week period, but many are held for double hours during the first seven weeks and some for double hours during the second seven weeks. Intensive interim courses offered during the last three weeks are tuition-free to students enrolled for at least nine graduate units (crs.) during the semester. This calendar is designed to allow students more choice in selecting their schedules and opportunity to participate in new educational alternatives.

Among the special features incorporated into the UW Oshkosh calendar are:

1. Choices of courses offered for 14-, seven- or three-week periods within each total 17-week Fall and Spring semester.
2. Choices as to the number of courses to carry at any one time and still take a full load, during either a 14-week or full 17-week period.
3. Choices to begin and finish courses at different times during the year to conform to work schedules, vacation plans, field studies, or other personal preferences.

4. Choices to carry a full load of 14-week or 14-plus seven-week courses and are able to add three-week courses enabling earlier graduation.
5. Choices to enroll in summer in an eight-week session or either of two four-week sessions.

## Important Graduate Program Deadlines

1. Apply for Admission to Candidacy between nine units (crs.) and 21 units (crs.).
2. Complete graduation application by the end of the fourth week of the semester or the first week of the summer session in which graduation is intended.
3. Register for comprehensive examination (if program requires an examination) no later than the 10th day of semester of graduation.
4. File thesis/clinical paper/field project/field report proposal by mid-term before the semester of graduation.
5. Obtain format approval of theses, clinical papers, field projects and field reports at least three weeks before the last day of the 14-week fall term for fall graduation, three weeks before the last day of the 14-week spring term for spring graduation, or three weeks before the last day of the second four-week summer term for summer graduation.
6. File final thesis/clinical paper/field project by end of 14-week semester or by end of summer session in which the student intends to graduate (if applicable to program).

**NOTE:** Registration for thesis, clinical paper, field project, field report and independent study are subject to the same add/drop dates as other courses as published in the semester schedule of classes.

## TENTATIVE 2004-2006 CALENDAR

Summer Semester 2004			
Monday	June	14	Classes begin
Friday	July	9	End of 1st 4-week term
Monday	July	12	Classes begin 2nd 4-week term
Friday	August	6	8-week and 2nd 4-week terms end
Fall Semester 2004			
Wednesday	September	8	Classes begin 14-week and 1st 7-week terms
Tuesday	October	26	End of 1st 7-week term
Wednesday	October	27	Classes begin 2nd 7-week term
Tuesday	November	23	Thanksgiving recess begins after evening classes
Monday	November	29	Classes resume
Friday	December	17	End of 14-week and 2nd 7-week terms
Saturday	December	18	GRADUATION CEREMONY
Monday***	January	3	Classes begin 3-week term
Monday	January	17	Legal holiday, Martin Luther King, Jr. Day - no classes
Friday	January	21	End of 3-week term - end of semester - official graduation date
***During Fall Interim classes will meet on January 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 18, 19, 20, 21			

<b>Spring Semester 2005</b>			
Monday	January	31	Classes begin 14-week and 1st 7-week terms
Friday	March	25	End of 1st 7-week term
Saturday	March	12	Spring recess begins
Monday	March	21	Classes resume
Monday	March	28	Classes begin 2nd 7-week term
Friday	May	13	End of 14-week and 2nd 7-week terms
Saturday	May	14	GRADUATION CEREMONY
Monday****	May	16	Classes begin 3-week term
Monday	May	30	Legal holiday, Memorial Day - no classes
Friday	June	3	End of 3-week term - end of semester - official graduation date
****During Spring Interim classes will meet on May 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 31, June 1, 2, 3			
<b>Summer Semester 2005</b>			
Monday	June	13	Classes begin
Friday	July	8	End of 1st 4-week term
Monday	July	11	Classes begin 2nd 4-week term
Friday	August	5	8-week and 2nd 4-week terms end
<b>Fall Semester 2005</b>			
Wednesday	September	7	Classes begin 14-week and 1st 7-week terms
Tuesday	October	25	End of 1st 7-week term
Wednesday	October	26	Classes begin 2nd 7-week term
Tuesday	November	22	Thanksgiving recess begins after evening classes
Monday	November	28	Classes resume
Friday	December	16	End of 14-term and 2nd 7-week terms
Saturday	December	17	GRADUATION CEREMONY
Monday *****	January	3	Classes begin 3-week term
Monday	January	16	Legal holiday, Martin Luther King, Jr. Day -- no classes
Friday	January	20	End of 3-week term - end of semester - official graduation date
*****During Fall Interim classes will meet on January 3, 4, 5, 6, 9, 10, 11, 12, ,13, 14 (Saturday), 17, 18, 19, 20			
<b>Spring Semester 2006</b>			
Monday	January	30	Classes begin 14-week and 1st 7-week terms
Friday	March	11	Spring recess begins
Saturday	March	20	Classes resume
Monday	March	24	End of 1st 7-week term
Monday	March	27	Classes begin 2nd 7-week term
Friday	May	12	End of 14-week and 2nd 7-week terms
Saturday	May	13	GRADUATION CEREMONY
Monday*****	May	15	Classes begin 3-week term
Monday	May	29	Legal holiday, Memorial Day -- no classes
Friday	June	2	End of 3-week term - end of semester - official graduation date
*****During Spring Interim classes will meet on May 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 30, 31, June 1, 2			
The academic calendar is subject to change without notice. For current details, refer to the e-Timetable at <a href="http://www.uwosh.edu/enroll/registration/etimetable/">http://www.uwosh.edu/enroll/registration/etimetable/</a>			

# ACADEMIC ADMINISTRATION

## Board of Regents - University of Wisconsin System

Toby E. Marcovich - President	Superior
David G. Walsh - Vice President	Madison
Nino Amato	Middleton
Roger E. Axtell	Janesville
Mark J. Bradley	Wausau
Elizabeth Burmaster	Madison
Eileen Connolly-Keesler	Oshkosh
Danae D. Davis	Milwaukee
Guy A. Gottschalk	Wisconsin Rapids
Gregory L. Gracz	Milwaukee
Frederic E. Mohs	Madison
Jose A. Olivieri	Milwaukee
Charles Pruitt	Milwaukee
Gerard A. Randall, Jr.	Milwaukee
Beth Richlen	Madison
Peggy Rosenzweig	Wauwatosa
Jesus Salas	Milwaukee

## Central Administration - University of Wisconsin System

Katharine C. Lyall.....	President
Cora B. Marrett .....	Senior Vice President for Academic Affairs
David W. Olien.....	Senior Vice President for Administration
Deborah A. Durcan .....	Vice President for Finance
Linda Weimer.....	Vice President for University Relations

## Administration - University of Wisconsin Oshkosh

Richard H. Wells .....	Chancellor
Keith T. Miller .....	Provost and Vice Chancellor
Elliott L. Garb .....	Vice Chancellor, Student Affairs
Thomas G. Sonnleitner .....	Vice Chancellor, Administrative Services
Thomas W. Keefe .....	President of the Foundation and Executive Director of Advancement
John F. Berens.....	Associate Vice Chancellor, Enrollment and Information Services
Lane R. Earns.....	Associate Vice Chancellor
Margaret Genisio .....	Assistant Vice Chancellor, Curricular Affairs and Student Academic Achievement
Marsha D. Rossiter .....	Assistant Vice Chancellor, School of Graduate Studies and Continuous Learning (Interim)
Muriel A. Hawkins .....	Assistant Vice Chancellor, Division of Academic Support
Jill M. Endries.....	Director, Admissions
Lisa Danielson .....	Registrar

## Academic Deans - University of Wisconsin Oshkosh

E. Alan Hartman.....	Dean, College of Business Administration
Richard C. Lee .....	Dean, College of Education and Human Services
Michael Zimmerman .....	Dean, College of Letters and Science
Merritt E. Knox .....	Dean, College of Nursing

## School of Graduate Studies and Continuous Learning- University of Wisconsin Oshkosh

Marsha D. Rossiter .....	Assistant Vice Chancellor, School of Graduate Studies and Continuous Learning (Interim)
Gregory B. Wypiszynski .....	Director of Graduate Admissions and Records

# UNIVERSITY OF WISCONSIN OSHKOSH

## ORGANIZATION

The University of Wisconsin Oshkosh is both a major undergraduate and a regional graduate campus in the state-wide University of Wisconsin System, which ranks among the top education systems in the nation; it is one of 13 four-year campuses in the System. Control of the system rests with the state, a Board of Regents and an administrative head with the title of President. Each campus is administered under the leadership of a chancellor.

## HISTORY

The University of Wisconsin Oshkosh has a long and distinguished academic history, having served Wisconsin since opening its doors as Oshkosh Normal School in 1871. Keeping abreast of educational trends, the school was designated Wisconsin State Teachers' College in 1925, and upon the approval of curricula in the liberal arts in 1949, became Wisconsin State College, Oshkosh. Recognizing the growth in enrollment and programs and the inauguration of several graduate degrees, the college was designated as Wisconsin State University Oshkosh in July of 1964. Upon the merger of the Wisconsin State University and University of Wisconsin systems, the campus became the University of Wisconsin Oshkosh in 1971.

## THE CAMPUS

The University of Wisconsin Oshkosh is located in the city of Oshkosh in the heart of the Fox River Valley, a thriving business, manufacturing, and cultural center. Situated in the near northwest section of the city, the modern campus of more than 35 buildings is arranged along a central mall and boulevard and bordered on the west by the Fox River.

## GOVERNING IDEAS FOR THE UNIVERSITY OF WISCONSIN OSHKOSH

### ABRIDGED SELECT MISSION STATEMENT\*

*In sum, the Select Mission of the University of Wisconsin Oshkosh is to serve **people** by:*

Providing **students** with access to a high-quality, affordable, comprehensive education that enables them to develop their general intellectual capacities, specific interests, and abilities through academic programs and personalized student development services.

Fostering the scholarly activities of **faculty, students, and staff** related to teaching, research, intellectual activities, creative expression, and service.

Sharing its intellectual and specialized capabilities with **individuals, organizations, and communities** in our Wis-

consin region and beyond in a way that is responsive to the needs of the people we serve.

\* The Abridged Select Mission Statement would be **added** to the existing Select Mission statement.

### SELECT MISSION OF THE UNIVERSITY OF WISCONSIN OSHKOSH

In addition to the system and core missions, UW Oshkosh has the following select mission\*\*:

Ours is a comprehensive public university with unique ties to both urban and rural environments. We have a tradition of strong programs in the arts and sciences and in select professional career fields. Our faculty and staff are united in believing that the fundamental purpose of a university education is to develop thinking men and women capable of independent growth and adaptation in all roles of life. Accordingly, our select mission as a university is:

- a. To acquire, preserve, and disseminate knowledge.
- b. To provide undergraduate course-work designed to develop learning proficiencies and to cultivate the values and perspectives of educated citizens--in particular, respect for human dignity and cultural diversity, commitment to personal excellence, and the habit of taking thought.
- c. To challenge students to develop their talents, intellectual interests, and creative abilities; to promote an appreciation for both continuity and change; to provide the impetus for a lifelong commitment to, and enthusiasm for, learning; and to prepare persons for critical evaluation and decision making.
- d. To expect scholarly activity, including research, scholarship, and creative endeavor that supports its programs at the associate and baccalaureate degree level, its selected graduate programs, and its special mission.
- e. To provide a broad range of undergraduate degree programs in the arts and sciences, business administration, education, and nursing.
- f. To offer an array of master's and specialist level graduate programs which grow clearly from areas of undergraduate strength and meet the emerging needs of the regions which we serve.
- g. To develop and offer programs and services responding to the needs of the people, institutions, and communities which we serve.

\*\* The existing Select Mission as adopted by the Board of Regents of the University of Wisconsin System.

### THE UNIVERSITY OF WISCONSIN OSHKOSH VISION: ENGAGING PEOPLE AND IDEAS

The University of Wisconsin Oshkosh will be a national model as a responsive, progressive, and **scholarly public service community** known for its accomplished record of **engaging people and ideas for common good**. It will be admired for:

**Enrichment and Leadership** that emphasizes intellectual, civic, ethical, and personal development for students, faculty, and staff.

**The Centrality of the Student-Faculty Relationship** that is distinguished by active learning, mutual respect, and collaborative scholarship.

**Teaching Excellence** that is characterized by diversity, discovery, engagement, innovation, dialogue, and dissemination.

**Scholarly Achievement** that furthers new knowledge through diverse methods of inquiry and is applicable to multiple audiences.

**Partnerships** that mutually serve, stimulate, and shape the University and the broader public.

## SIX SETS OF CORE VALUES

*The University of Wisconsin Oshkosh community values:*

- **Knowledge and Continuous Learning.** We believe that the pursuit of knowledge, understanding, meaning, and personal development should be encouraged across all stages of life.
- **Diversity and Inclusiveness.** We believe that a university community connects the perspectives and backgrounds of diverse social and academic groups of people. To meet this aim, a university community must be inclusive in its composition and support a civil atmosphere and a tolerant environment for learning.
- **Quality and Achievement.** We believe that the university should provide a wide range of high-quality educational and scholarly opportunities that stimulate activity and recognize achievement by students, faculty, and staff.
- **Freedom and Responsibility.** We believe that members of a university community must be free to pursue academic, artistic, and research agendas that are essential to the University Mission, while contributing to an open and collegial environment that promotes reasoned inquiry, intellectual honesty, scholarly competence, and the pursuit of new knowledge.
- **Engagement and Support.** We believe the vitality of ideas is supported by mutually reinforcing relationships that involve students, faculty, staff, administrators, and the broader community. The student-faculty relationship is the most central relationship in the university. This spirit of engagement must also extend beyond the borders of our campus as we seek to stimulate, serve, and shape our society.

- **Social Awareness and Responsiveness.** We believe that educators and students should explore and engage the challenges that confront regional, national, and global communities, using their intellectual and creative capabilities to understand, investigate, and solve problems. Social awareness will allow us to respond to domestic and international needs for equitable and sustainable societies.

## FIVE STRATEGIC DIRECTIONS

### **1. Develop a Diverse, Engaged Community of Lifelong Learners and Collaborative Scholars.**

The University of Wisconsin Oshkosh will be regionally based and globally connected. We are a community of critical, creative, and constructive thinkers who approach academic and social issues in an informed and principled way. Our learning community is distinguished by a pervasive commitment to diversity and inclusiveness, international perspectives, support for those with disabilities or special needs, and engaged community service.

### **2. Enhance Teaching Excellence, Active Learning and Dynamic Curricular Programs.**

The University of Wisconsin Oshkosh will enhance the scholarly and physical environment we provide for teaching excellence, active learning, and dynamic curricular programs. The university will encourage, support, and intensify efforts to engage students inside and outside of the classroom.

### **3. Foster Research, Intellectual Activity, and Creative Expression.**

The University of Wisconsin Oshkosh will sustain, support, and enhance a vigorous scholarly environment for research, intellectual activity, and creative expression. We will encourage faculty, students, and staff to generate and maintain connections to professional communities and the people, institutions, and communities we serve. Faculty, staff, and students will seek opportunities to work together to discover, share, and apply knowledge.

### **4. Expand Regional Outreach and Domestic and International Partnerships.**

The University of Wisconsin Oshkosh will expand and support collaborative relationships that contribute to the development of knowledge and its application in new situations while maintaining its core values. We encourage principled and responsive relationships that draw on the ideas, ambitions, and talents of the university and its external partners.

### **5. Promote Representative Leadership, Responsive Shared Governance, and Flexible Resource Stewardship.**

The University of Wisconsin Oshkosh will promote accessible, representative, and altruistic leadership, responsive shared governance, and flexible resource stewardship. We will be broad, open, and inclusive in governance processes and will align our human, physical, and financial resources to meet our established priorities.

## **SHARED PRINCIPLES TO GUIDE INTERACTIONS AMONG MEMBERS OF THE UNIVERSITY COMMUNITY**

The purpose of this document is to provide a framework of beliefs to promote respectful relationships among all members of the University of Wisconsin Oshkosh community. Wherever possible, existing policies have been referenced to demonstrate translation of beliefs into practice.

The University of Wisconsin Oshkosh is a community of scholars whose members include students, faculty, academic staff, classified staff and administrators. The mission of UW Oshkosh is to discover and disseminate knowledge and to extend the application of knowledge beyond the university for the betterment of society; to develop in its members heightened intellectual, cultural, and humane sensitivity; to enhance its members' scientific, professional and technological expertise and capacity for critical judgment; and to inspire in its members a passion for learning and a sense of values and purpose. Each individual plays an integral role in this common enterprise, and, therefore, has a responsibility to ensure that UW Oshkosh fulfills its mission of providing the best education possible.

Achievement of these goals requires that all members of the UW Oshkosh University community understand and respect their mutual obligations. All members of the university have a responsibility to promote and a right to expect:

- ✧ A shared commitment to education as a dynamic learning process.
- ✧ A deep respect for the individuality of each member of the university community...and the preservation of each member's dignity and privacy.
- ✧ The highest standards of personal integrity in all interactions within and beyond the university.
- ✧ The widest possible range of free inquiry and expression.
- ✧ An environment that is free of harassment and free of insulting and demeaning comments and epithets based on race, ethnicity, gender, religion, sexual orientation, age, disability, military status, socio-economic status, family status, or political views; and consistently enforces federal, state, and university protections against discriminatory treatment yet is free from any official speech codes.

## **The School of Graduate Studies**

Beginning in 1962 the University of Wisconsin Oshkosh introduced graduate study to northeast Wisconsin. There are currently 15 master's degree programs with a variety of degree emphases, elective areas or research areas. Courses are regularly scheduled during late afternoon and evening hours enabling a student to pursue most graduate degree programs while working full time.

## **The School of Graduate Studies**

### **Mission Statement**

The mission of the School of Graduate Studies is to be an advocate for graduate education and research within and beyond the campus and to efficiently and effectively monitor and maintain high standards of graduate education. In addition to ensuring consistency in quality across all graduate programs, the School of Graduate Studies provides centralized coordination and facilitates communication among graduate education stakeholders so that students and faculty can achieve increasingly higher levels of education, research, and service.

### **The Graduate Faculty**

The University of Wisconsin Oshkosh has an outstanding graduate faculty. The graduate faculty has responsibilities for graduate admissions decisions and recommendations, graduate student academic advisement, Graduate Council and/or departmental graduate committee activities, candidacy and comprehensive examinations, involvement with thesis, clinical paper, or field project development and evaluation and assignment to graduate classroom instruction. To qualify, faculty must have an earned doctorate or the appropriate terminal degree in a professional field or discipline; in addition, they must have been recommended by the department and college and approved by the Assistant Vice Chancellor, School of Graduate Studies.

## **The Graduate Council**

The University of Wisconsin Oshkosh Graduate Council is a representative body which is responsible for the formulation of policies concerning graduate programs of the University. The Council serves as an advisory body to the Assistant Vice Chancellor, School of Graduate Studies and is concerned with the implementation of graduate study policies. Specific functions and powers of the Council are to:

1. Establish goals and directions for graduate education at the University of Wisconsin Oshkosh that are supportive of quality and consistency of standards.
2. Advise the Assistant Vice Chancellor, School of Graduate Studies on matters related to planning and coordination of graduate education.
3. Request that the Assistant Vice Chancellor, School of Graduate Studies direct specific studies to be undertaken on matters of concern to the Council.
4. Review existing graduate programs with recommendation for administrative action for continuance, modification, or discontinuance.
5. Review new or substantially revised graduate programs and recommend administrative action on them.
6. Collaborate with representatives of other institutions in the development and conduct of inter-institutional agreements for program offerings.
7. Serve as an appellate body for exceptions to School of Graduate Studies policy.

# GRADUATE PROGRAMS

The University of Wisconsin Oshkosh offers a wide array of graduate degree programs on campus as well as at other University of Wisconsin System institutions through cooperative agreements. Each of these graduate education opportunities is briefly outlined here; individual program requirements are discussed later in the academic sections of this bulletin.

## Graduate Degree Programs

There are 15 graduate degree programs providing a variety of areas of study by the University. Those available on the Oshkosh campus are:

Biology (Botany/Zoology) (Microbiology)	MS
Business Administration	MBA
Counseling (School Counselor) (Community Counselor) (Student Affairs/College Counseling)	MSE
Curriculum and Instruction	MSE
Educational Leadership	MS
English	MA
Information Systems	MS
Mathematics Education	MS
Nursing (Family Nurse Practitioner) (Adult Health and Illness)	MSN
Physics (Education) (Instrumentation) (Professional)	MS
Psychology (Experimental) (Industrial/Organizational)	MS
Public Administration (General Administration) (Health Care)	MPA
Reading	MSE
Social Work Administration/Management Direct Practice	MSW
Special Education (Cross Categorical-ED/CD/LD) (Early Childhood) (Non-licensure)	MSE

## Graduate Achievement Programs (GAP)

Some academic departments at the University of Wisconsin Oshkosh offer post-master's studies referred to as Graduate Achievement Programs (GAP):

GAP Area	Academic Department
Career Counselor *	Counselor Education
Family Nursing Practitioner	Nursing
Reading	Reading Education

\* - Note that participation is temporarily suspended.

For more information about GAP programs refer to the specific academic sections of this bulletin or contact the graduate program or Graduate Studies offices.

GAP requirements include:

1. ALL GAPS require appropriate master's degrees.
2. The GAP shall consist of a minimum of 15 semester hours of graduate units (crs.), including at least nine units (crs.) earned in courses open to graduate students only (700-level).
3. The GAP must be completed within four consecutive years.
4. Satisfactory academic performance includes at least a "B" average on all work taken within the requirements for the GAP with no more than one "C" or "BC" grade permitted.
5. All students must complete the core of courses required for the GAP
  - a. The core of courses required of all persons consists of at least six hours of graduate units (crs.) only.
  - b. The remaining courses required to complete the minimum of 15 units (crs.) are to be chosen from those courses approved as acceptable for the particular GAP to be received. Students are to apply for admission in the same manner as degree seeking students (See Admission Procedures in this bulletin).
6. Upon admission to the Graduate Achievement Program, an approved Program of Study form shall be filed with the Graduate School for each student.
7. Transfer credits from other institutions will be limited to three in a GAP.
8. GAP students must apply for graduation in the same manner as master's degree candidates (See Graduation in this bulletin).

## Certificate Programs

Some academic departments at the University of Wisconsin Oshkosh offer post-baccalaureate or post-master's studies referred to as Certificate Programs:

<b>Certificate Area</b>	<b>Academic Department</b>
English	Creative Writing or New Literatures
Foreign Language	Learning Technology
Nursing	Natural Alternative Comple- mentary Health Care
Public Administration	Health Care Management

Certificate requirements vary by program. Contact the program or Graduate Studies offices for more information.

## Cooperative/Collaborative Graduate Degree Programs

In addition to on-campus programs, the University of Wisconsin Oshkosh has established written cooperative agreements with the University of Wisconsin campuses at Madison, Whitewater, Green Bay and Stevens Point to offer several graduate degree programs at these various locations in the region. The degree programs and their unique characteristics are summarized here:

### **Business Administration (MBA): Cooperative program with the University of Wisconsin Stevens Point where the University of Wisconsin Oshkosh awards the degree.**

This regional graduate program is based on an existing University of Wisconsin Oshkosh program. However, in order to satisfy the needs of students throughout Northeast and Central Wisconsin, all the courses necessary for obtaining a degree are offered in Oshkosh, Stevens Point and the Green Bay area. The availability of all required courses at each campus location provides maximum convenience to students in the program who are primarily working adults earning a graduate degree part time.

For more information regarding this nationally accredited M.B.A. program, please contact the MBA Graduate Program in the College of Business Administration at the University of Wisconsin Oshkosh.

### **Counselor Education (MSE): Cooperative Program with the University of Wisconsin Stevens Point where the University of Wisconsin Oshkosh awards the degree.**

This program is based on an existing University of Wisconsin Oshkosh program but is available, in part, at the Stevens Point campus. Some University of Wisconsin Stevens Point courses may be taken as required or elective program courses. The University of Wisconsin Oshkosh faculty also offer courses at the Stevens Point campus.

For more details on the cooperative features of the program, contact Dr. Nona Wilson, Counselor Education Department, University of Wisconsin Oshkosh, or Patricia Caro, Graduate Studies for the School of Education, University of Wisconsin Stevens Point, 715-346-4403.

### **Curriculum and Instruction (MSE): Collaborative Program with the University of Wisconsin Sheboygan College where the University of Wisconsin Oshkosh awards the degree.**

A set program of studies leading to the master's degree is offered evenings and summers at UW Sheboygan, Sheboygan, Wisconsin for Lakeshore county teachers. All but

seven credits are offered on the UW Sheboygan campus. All other aspects of the program are the same as the on-campus program.

For further information, contact the graduate program or Graduate Studies offices, or the UW Sheboygan Continuing Education Director, Jeannie Roseberry at jroseber@uwc.edu (920) 459-6617.

### **Educational Administration (MS): Cooperative Program with the University of Wisconsin Madison with the University of Wisconsin Madison holding degree entitlement.**

39 graduate units (crs.) are required for the degree and School Principalship certification. The University of Wisconsin Oshkosh offers 21 units (crs.) toward this program; the University of Wisconsin Madison at the Oshkosh campus offers 18 units (crs.). All coursework is offered on the University of Wisconsin Oshkosh campus. Successful students will receive the Master of Science-Education Administration degree from the University of Wisconsin Madison and will be eligible for recommendation to the Department of Public Instruction for licensure in the School Principalship. Director of Instruction and Director of Pupil Service and Special Education licensure are also available through this cooperative program.

For more details, contact Dr. Scherie Enderlin Lampe, Ph.D., of the Department of Human Services and Professional Leadership at the University of Wisconsin Oshkosh.

### **Special Education (MSE) - Early Childhood: Cooperative Program with the University of Wisconsin Stevens Point where the University of Wisconsin Oshkosh has degree entitlement.**

The EC program is designed to provide most of the advantages of a combined program and to eliminate as many of the disadvantages as possible. Students enroll on the campus, which is most convenient to them. This allows for a variety of experiences in a wide geographical region, as well as offering all courses at each institution. This is one of the few programs in Wisconsin which culminates in licensure to teach handicapped children in non-categorical pre-school classes.

NOTE: Participation in this cooperative program is currently suspended.

### **Master's of Public Administration: Cooperative Program with the University of Wisconsin Whitewater where the University of Wisconsin Oshkosh awards the degree.**

In order to provide more course opportunities for MPA students residing in Southeastern Wisconsin, the University of Wisconsin Oshkosh has established a cooperative program that enables students to take up to 12 units (crs.) of the 36 units (crs.) required for the MPA degree at the University of Wisconsin Whitewater. Courses at the University of Wisconsin Whitewater, which are appropriate for the MPA degree, have been jointly determined by the participating faculty.

For further information, please contact the MPA Program Coordinator at the University of Wisconsin Oshkosh.

**Reading (MSE): Cooperative Program with the University of Wisconsin Green Bay where the University of Wisconsin Oshkosh awards the degree.**

The purpose of the cooperative program is to provide a coordinated set of the University of Wisconsin Oshkosh and the University of Wisconsin Green Bay offerings on the Green Bay campus allowing students to complete requirements for the MS-Reading degree and to fulfill licensure needs. Students may take up to 12 University of Wisconsin Green Bay graduate units (crs.) in their programs of study.

The admission, advisement, licensure, and degrees are based in and handled by the University of Wisconsin Oshkosh. At least one half of all the units (crs.) earned and applied toward a license or toward the MSE must be from the University of Wisconsin Oshkosh.

Further information can be obtained by contacting the Reading Education Department Chair at the University of Wisconsin Oshkosh or the Education Program Coordinator at the University of Wisconsin Green Bay.

# FEES

## FEES AND PAYMENT INFORMATION

All information pertaining to academic fees and dates may be subject to change after publication of this Bulletin. It is the student's responsibility to verify the accuracy of all fee information.

### Residency Determination

Section 36.27 of the Wisconsin Statutes sets forth the conditions under which a student qualifies as a resident of Wisconsin for tuition purposes. Students are classified as residents or non-residents at the time of admission. This determination remains unchanged until such time as the student presents or the School of Graduate Studies obtains information that warrants a change of a student's residency classification under Chapter 36.27 of the Wisconsin Statutes.

A change in residence classification is not an automatic procedure. The student requesting a change must file the necessary forms and provide satisfactory proof of bona fide residency in Wisconsin. The required forms and information can be obtained by contacting the Graduate Studies office, Dempsey Hall 337, (920) 424-1223.

### University Fees

The following fee information applies to Fall, 2003. When determined and released by the Board of Regents (after press time), new fee information for 2004-05 and 2005-06 will be available in the Academic Advisement/Registration Center, Dempsey Hall 130 and Student Accounts Office, Dempsey Hall 236. For further information, call 920-424-1332.

Full-time	Fall 2003 Semester Fees	
	Wisconsin Resident	Non-Resident
Graduate	\$2,667.35	\$ 7,972.40
Graduate Business	\$ 2,944.55	\$ 8,262.65
Part-Time per Unit (Cr.) Fees		
Graduate	\$ 297.57	\$ 887.02
Graduate Business	\$ 328.37	\$ 919.27
AUDIT UNITS (CRS.)		
Audit Only - per Unit (Cr.)		
Graduate	\$ 108.22	\$ 457.22
Unit (cr.) and audit units (crs.) - per unit (cr.)		
Graduate	\$ 297.57	\$ 887.02

Notes:

1. One dollar and 35 cents of assessed charges is a mandatory fee collected for the United Council of the University of Wisconsin Student Governments. Students taking only off-campus courses are exempt from this fee. Students wishing to receive a refund of this fee may request it from: United Council of the University of Wisconsin Student Governments, Room 203, 8 W. Mifflin Street, Madison, WI 53703. United Council, consisting of representatives from all the University of Wisconsin schools, lobbies on behalf of

students and works for the Systemwide improvement of student life and services.

2. Wisconsin residents meeting certain conditions and receiving Federal Old Age Survivors and Disability insurance benefits (OASDI) are not charged fees for auditing courses. Proof of benefits must be provided to Student Accounts, Dempsey Hall, Room 236.

3. Additional mandatory special course fees are listed below by the respective course number.

### Special Course Fees

(Non-Refundable, Subject to Change without Notice)

#### Art

Students that elect to use precious material must pay the additional cost.

#### Education (Curriculum and Instruction)

Ed Ldrsp 602 \$10.00

#### Music

In addition to regular academic fees, an applied music instruction fee of \$90.00 per unit (cr.) hour may be charged to all non-music major students enrolled for private lessons in vocal or instrumental music. This fee will also be assessed to music majors who elect to take additional lessons beyond the major degree requirements.

When class and teacher times are available, class voice, piano, and guitar may be elected by non-music majors. A fee of \$35.00 per unit (cr.) will be charged. Permission of the department Chairman is necessary for enrollment in the following courses: Music 173, Music 179 and Music 183.

### Housing and University Dining Fees

(based on 2003-2004 per semester costs)

Room	Room Cost:	Meal Plan:	Meal Plan Cost:
Double	\$1,139.00	14 or 21 meal	\$900.00
Single	\$1,579.00		
Stewart	\$1,641.00		
		Titan Dollars	\$911.00
		145 meal block	\$911.00
		90 meal block	
		(commuter)	\$495.00

### Other Fees

#### Application Fee

The application fee for admission to each graduate degree, achievement and certificate program is \$45.00. This is a non-refundable fee and cannot be waived.

#### Transcript Fee

One official transcript will be issued without charge upon receipt of a graduate degree from the University of Wisconsin Oshkosh. This transcript will be mailed to the student with the diploma. For additional transcripts, there is a 24-hour processing service for \$7.00; three to five day transcript processing for \$5.00 per copy. The appropriate fee for the number of transcripts requested must be paid at the time the request is made to the Transcript Office, Dempsey Hall 130. More information can be found on the web at <http://www.uwosh.edu/enroll/registration/transcripts/>

### Library Fees

Library charges are levied for overdue and lost books.

### Residence Hall Fees

Each hall government's programs and events are funded by a voluntary activity fee (currently \$15.00) collected during initial check-in.

## PAYMENT INFORMATION

(Subject to change without notice)

Payments of all fees are due on the established dates specified in the scheduling timetable for the semester. Students on the partial payment plan may pay less than full fees as specified in the installment agreement.

Payments may be made by cash, MasterCard, Visa, American Express or check (payable to the University of Wisconsin Oshkosh). Payments may be mailed, deposited in the wall depository next to the Cashier's Office or made in person at the Cashier's Office. The Cashier's Office is located in Dempsey Hall 232, 800 Algoma Blvd., Oshkosh, WI 54901.

Mail payments should be sent to: University of Wisconsin Oshkosh, Firststar Lock Box 336, Milwaukee, WI 53278-0336.

The Partial Payment plan allows students to pay their fees in installments during the semester. After the down payment (as specified in the agreement) has been made, the remaining balance is divided into two equal payments due in approximately 30-day intervals. A finance charge of 1% per month on the unpaid balance is assessed (12% per annum effective rate). To apply for the Partial Payment plan or for additional information, contact the Student Accounts Office, Dempsey Hall 236, 800 Algoma Blvd., Oshkosh, WI 54901, 7:45 a.m. - 4:30 p.m. or telephone 920-424-1332. It is only necessary to apply for installment credit once.

## FEE REFUNDS

(Subject to change without notice)

Refund of fees is based on the date of official drop or withdrawal. The refund schedule below covers academic fees and applies to withdrawing students or students dropping courses below the full-time level.

Course Length	Week of Course and % of Refund				
	1	2	3	4	5
* 3 Weeks	100%	25%	0%	0%	0%
* 7 Weeks	100%	50%	0%	0%	0%
*10 Weeks	100%	50%	25%	0%	0%
*14 Weeks	100%	100%	50%	50%	0%
*17 Weeks	100%	100%	50%	50%	0%

\*Note: To students who receive financial aid, federal regulations governing these programs may require a larger refund to federal funding sources than the amount specified by the above refund policy. The student will be responsible for the difference. If you are in this category, consult the Student Accounts Office, Dempsey 236, or call 920-424-1332 for the appropriate schedule.

Refunds of campus housing and meal charges are made on a prorated basis computed weekly. Students must check out of the residence halls according to procedures available at the main desk in each hall. The check-out date will be used to determine charges and refunds for housing.

Students enrolled at more than one University of Wisconsin System institution may combine units (crs.) taken in order to determine their full-time status and fee assessment. Present evidence of fees paid and units (crs.) being taken with a request for reimbursement of fees paid in excess of full-time to the Student Accounts Office, Dempsey Hall 236. Call 920-424-1332 for information.

### Appeals of Fees

Appeals for exception to any of the fee payment policies and procedures must be made in writing to the Student Accounts Office Dempsey Hall 236.

### Administrative Charges

(Subject to change without notice)

Board of Regents fee policy requires prompt payment of all University fees. A required administrative fee is assessed in the following circumstances:

When payment is made after the established due date, a \$75.00 administrative charge could be assessed.

Courses may be withdrawn if fees are still outstanding after the established due date. Withdrawal refers only to your registration; the amount unpaid may still be due.

### Cash Handling Procedures Related to University Transactions

Normally payments of fees, room, board, special course charges, and other miscellaneous costs are made to the University of Wisconsin Oshkosh and presented to the Cashier's Office located in Dempsey Hall 232.

Payments for such items as supplies, textbooks, etc. purchased in the Student Union or Bookstore are presented to cashiers in those areas.

Money is sometimes collected in class by instructors for optional field trip costs and charges of a similar nature. In these situations students are entitled to an Official University receipt for payment from the instructor. Any questions regarding fees and fee payment should be directed to Student Accounts, 920-424-1332.

# FINANCIAL AID

## ELIGIBILITY

A graduate student must be admitted to master's degree program or be earning a teaching certification in order to be eligible for financial assistance. Generally, non-degree master's students are not eligible for financial aid.

## Expenses at the University of Wisconsin Oshkosh

Costs of college attendance include tuition and fees, books and supplies, room, board, and utilities, transportation, and personal expenses. These are also the costs used in determining budgets for financial aid evaluations, and are frequently based on estimates. Inquiries about actual billing costs should be directed to the University of Wisconsin Oshkosh Student Accounts Office. Questions about other budget items should be addressed to the Financial Aid Office.

Financial aid for graduate students at the University of Wisconsin Oshkosh is awarded primarily on the basis of financial need. Need is defined as the difference between anticipated educational costs and the contribution expected from the student, or student and spouse. Expected student contributions are computed according to Federal Need Analysis Methodology.

By completing and submitting the Free Application for Federal Student Aid (FAFSA), the student provides the Financial Aid Office ([www.uwosh.edu/fin\\_aids](http://www.uwosh.edu/fin_aids)) with information necessary to determine financial need. The University attempts to meet that need from available funds.

## How To Apply for Financial Aid

Students must file the Free Application for Federal Student Aid (FAFSA - <http://fafsa.ed.gov/index.htm>) to be considered for the Advanced Opportunity Fellowship Program (AOFPP) Grants, Federal Work Study, Federal Perkins Loan, or for Federal Stafford Loans (subsidized or unsubsidized) and Native American Grants. The FAFSA should be completed and submitted to the federal processor as early as possible after January 1 for consideration for the following academic year.

Financial Aid is awarded when the student has a completed financial aid application on file and eligibility criteria are met. Priority is given to those applicants who meet the University's established priority date. Contact the Financial Aid Office for more information.

## Notification

Financial aid award letters are mailed to applicants when processing is completed, starting approximately June 1 prior to the academic year for which the student has requested financial aid. Only the following types of aid are included on the award letter: Federal Work Study, Federal Perkins Loan, Federal Stafford Loan and Federal Unsubsidized Stafford Loan. Other forms of financial assistance, although included in the calculation of an aid package, will have separate notification processes.

## The Aid Package

Financial aid applicants will be considered for all financial aid programs available to graduate students and administered by the Financial Aid Office. It is not necessary to apply separately for each kind of aid desired, except as noted below. Financial aid offered to a student may be in the form of grants or scholarships, long-term loans (which can be repaid after the student leaves college) and part-time employment.

## Scholarships

The University of Wisconsin Oshkosh Financial Aid Office maintains information about scholarships available to the University of Wisconsin Oshkosh students. Some of these awards are available to graduate students.

Scholarships are not awarded as part of a financial aid "package", but such awards, if received, are considered a student resource and may affect the amount of additional aid the student may receive.

## Employment

### Graduate Assistantship Employment

The Board of Regents for the University of Wisconsin System provides resources for a number of academic graduate assistantships. The employing units have job descriptions on file in the Graduate Studies office. Graduate assistantships are for the 17-week semester or academic year and are either full-time (20 hours/week), three-quarter time (15 hours/ week), or half-time (10 hours/week). Non-resident graduate assistants who are hired for 13.5 or more hours per week are eligible for out-of-state fee remissions. Graduate assistants are limited to a maximum course load of 12 units (crs.) per semester.

Qualifications for a graduate assistantship are that the:

1. student has been admitted in full standing to a graduate degree program at the University of Wisconsin Oshkosh;
2. student is endorsed by the degree program coordinator;
3. student is enrolled for at least six graduate degree units (crs.) each semester, or otherwise qualifies as a full-time student.

Application forms are available from the School of Graduate Studies. Applicants are urged to return the completed forms to the Graduate Studies office as soon as possible.

### Federal Work-Study Employment

Work-Study is awarded to eligible financial aid applicants on the basis of financial need. Employment usually is available to any student who accepts a work-study award. Recipients must be enrolled at least halftime (4.5 crs. per semester for graduate students).

### Student Assistant Employment

Most academic and administrative departments at the University of Wisconsin Oshkosh employ student assistants. No financial need analysis is required. Interested students should contact individual departments or check listings at the Financial Aid Office.

## Grants

### Advanced Opportunity Fellowship Program (AOFFP)

The Advanced Opportunity Fellowship Program is a University of Wisconsin System program of financial support for students of color. Applicants must be United States citizens or permanent residents and must qualify for full-standing admission into a graduate degree program at the University of Wisconsin Oshkosh awards are designated for members of the traditionally under-represented minorities (i.e., Black, Native American, Hispanic, and statutorily designated Southeast Asian refugees) and disadvantaged non-minority applicants. Financial need and academic achievement are considered in granting awards. Submission of an application form (available from the Graduate School) and FAFSA are required.

### Indian Grant

Tribal funds are available for Native American students using the Indian Scholarship Application and the FAFSA, both available at the Financial Aid Office. Recipients must generally be at least one-fourth American Indian as certified by the appropriate tribal agency. Awards are generally need-based.

Native American students who are Wisconsin residents may also apply for the Wisconsin Native American Student Grant using the Indian Scholarship Application. Eligibility is need-based.

Another source of information on graduate fellowships for American Indian and Alaskan Native students is:

American Indian Graduate Center  
4520 Montgomery Blvd NE, Suite 1-B  
Albuquerque, NM 87109-1291

### Minnesota-Wisconsin Reciprocity Program

This arrangement permits an eligible Minnesota resident to attend the University of Wisconsin Oshkosh and pay the established reciprocity fees. Interested Minnesota residents should request information by writing to Higher Education Coordinating Commission, 400 Capitol Square Building, 500 Cedar Street, St. Paul, Minnesota 55101.

### International Student Nonresident Partial Tuition Waiver

A limited number of these awards, up to the amount of non-resident tuition, are available to international students who demonstrate financial need. This waiver may cover all or a portion of the difference between non-resident and resident tuition. The student is still responsible for all other associated expenses as described above in "Expenses at the University of Wisconsin Oshkosh." Inquiries from new students should be directed to the Director of Graduate Admissions and Records. Continuing students should contact the International Students advisor in the Office of International Education.

## Loans

### Perkins Loan (formerly National Direct)

Loans are provided on the basis of student's financial need and availability of loan funds. Repayment and accrual of 5% annual interest begin six months (nine months if new borrower) after the borrower ceases to be at least a half-time student, with a repayment period of up to 10

years. Borrower must be an U. S. citizen or permanent resident. Recipients must enroll on at least a half-time basis (4.5 units (crs.) per semester for graduate students).

### Stafford Loan (Subsidized and unsubsidized)

Students must apply for financial aid and must be enrolled at least halftime. Graduate students may borrow up to the difference between the cost of education and any other financial assistance received for the term. Program maximums for this loan or \$8,500 subsidized and \$10,000 unsubsidized per year. Interest rate currently is variable and repayment begins six months after borrower drops below half-time enrollment.

### Short-Term Loan

A limited amount of short-term ("Emergency") no interest loan money is available to the University of Wisconsin Oshkosh students. The maximum loan is \$50 to be repaid in one month or less. Continued use of the short-term Loan Fund by a student depends upon prompt repayment of loans.

## Other Sources of Financial Assistance

### Veterans Financial Assistance

Many veterans of military service are eligible for benefits to attend college. Additional assistance is provided to disabled veterans. Children of deceased and disabled veterans are also eligible for benefits. Inquiries should be directed to the regional office of the Veterans Administration or the University of Wisconsin Oshkosh Veterans Advisor, Dempsey Hall 130, telephone 920-424-1804.

## FURTHER INFORMATION

It should be noted that because of the number and complexity of financial aid programs only basic descriptions of the various sources of aid are provided here. No attempt is made here to provide a comprehensive listing of all the considerations in assessing financial need and determining eligibility for funds.

Furthermore, all guidelines for administering financial aid programs are subject to change at any time as the result of legislative or regulatory action by the federal and state agencies responsible for the direction of the programs.

The awarding of financial aid depends upon both the student's eligibility and the availability of funds. If funds are exhausted, eligibility is meaningless. As funds are often insufficient to meet a student's full financial need, the importance of multiple and early applications cannot be over-emphasized. For further information contact the Financial Aid Office, 104 Dempsey Hall, telephone 920-424-3377.

# FORREST R. POLK LIBRARY

Polk Library supports the curricular needs of the University through providing reliable information, real service that is available 24X7. It has a core collection of traditional library materials include 450,000 books, 1,600 current periodical subscriptions, 12,000 multimedia titles and more than two million microforms. The library also provides access to many forms of electronic information such as full text periodical articles from 16,000 periodical titles, 9,000 electronic books and more. The library's online catalog allows patrons to check their library record, browse new library purchases, and check out materials from any UW library and have them delivered to campus.

Polk Library is normally open 104 hours a week and provides services including reference, library instruction,

## ACADEMIC POLICIES

### THE SCHOOL OF GRADUATE STUDIES ACADEMIC POLICIES

The School of Graduate Studies policies have been designed and have evolved with the following intended goals: (1) facilitate orderly academic progress of graduate students, (2) meet expectations of accrediting agencies, other graduate schools and the Board of Regents, (3) provide a common standard and, (4) encourage development of quality programs.

Each graduate student has the responsibility of adhering to the Graduate School policies described herein and as they affect him/her. Every effort will be made by Graduate Studies staff, program coordinators and staff, and advisors to aid the student while attending graduate school.

#### Appeals Process

Any individual who wishes to appeal a non-academic decision regarding School of Graduate Studies policy, should request the School of Graduate Studies Appeals Procedures from the Graduate Studies office.

#### Student Complaints Against Faculty and Academic Staff

Students who have complaints against faculty or academic staff have two procedures they may follow if the alleged misconduct is not judged serious enough to seek dismissal.

circulation, reserve, and interlibrary loan. In addition, most electronic collections and services such as e-reserve, universal borrowing and virtual reference are available to currently registered students, faculty and staff by remote access from any Internet-connected workstation on or off campus.

Computer facilities within the library include 31 workstations in the Reference Room, which provide access to all the library's electronic resources with convenient laser printing for full text articles. Also, a general computer access lab is located in Polk 118 for other computer needs such as word processing.

For more information, call **Polk Library** 920-424-3320 or visit the website at [www.uwosh.edu/library](http://www.uwosh.edu/library).

The two procedures are as follows:

1. A student who believes that the staff member has violated University rules, professional ethics, or performed in a way warranting disciplinary procedures, may start proceedings in a formal manner by preparing a written complaint to be submitted to the Chancellor or his designee.
2. A student with a complaint about classroom treatment, grades, or other matters will normally wish to seek resolution of the matter informally as follows:
  - a. Meet with the staff member. Most complaints are resolved this way.
  - b. Should the complaint not be resolved by this meeting, the student next meets with the staff member's graduate program coordinator or supervisor (department chairperson).
  - c. The staff member's coordinator or supervisor will give the student written procedures covering complaints. The staff member's coordinator or supervisor will determine the facts and try to mediate between staff member and student and resolve the complaint.
  - d. Should the coordinator's or supervisor's efforts be unsatisfactory to the student, the written procedures provide more formal steps. The student must prepare a written complaint for a grievance committee within a specified time-period. Inaction by the student at this point indicates that the complaint has been dropped.

Should the student be unsure as to the choice of procedure between one or two above, it is advisable to discuss the matter with the Director of Graduate Admissions and Records in the Graduate Studies office, Dempsey 337, 920-424-1223, or staff in the Dean of Students office, 920-424-3100.

## GRADUATE COURSE NUMBERS

The University of Wisconsin Oshkosh graduate course numbers use a combination alpha/numeric identifier. The alpha characters identify the department or program offering the course. The three-digit number is the catalog number and is assigned to courses according to the following key:

500-699 primarily graduate courses  
700-799 open to graduate students only

Some courses, called dual-level courses, are open to undergraduate as well as graduate students. In these cases, two catalog numbers are used; e.g., ART 317/517. Students enrolled in a dual-level course for graduate units (crs.) must meet requirements beyond those required for undergraduate units (crs.). In dual-level courses, the graduate student requirements must be qualitatively more challenging and lead students to deeper and broader intellectual contact with topics and methods in their field. The graduate students learning activities are not merely additional work of the same type expected from undergraduates. To earn graduate unit ( cr.), students must perform work that derives from expectations unique to graduate-level work.

In the College of Education and Human Services, students must have prior permission of their program coordinator to include SRVC CRS courses in their degree plan.

The department/program codes for course numbers are assigned according to the following key:

Service Courses	SRVC CRS
Educational Foundations	ED FOUND
Curriculum and Instruction	ELEM ED
Curriculum and Instruction	SEC ED
Reading Education	READING
Special Education	SPEC ED
Human Services and Professional Leadership	ED LDRSP
Human Services and Professional Leadership	HUMAN SV
Anthropology	ANTHRO
Art	ART
Biology and Microbiology	BIOLOGY
Business Administration	BUSINESS
Counselor Education	CNSLR ED
Bachelor of Liberal Studies	LIB STDS
Chemistry	CHEM
Computer Science	COMP SCI
Criminal Justice	CRIM JUS
Economics	ECON
English	ENGLISH
Environmental Studies	ENV STDS
French	FRENCH
German	GERMAN
Japanese	JAPANESE
Portuguese	PRTGUESE
Russian	RUSSIAN
Spanish	SPANISH
Geography	GEOG
Geology	GEOLOGY
History	HISTORY

International Studies	INTRNT'L
Journalism	JOURNAL
Mathematics	MATH
Medical Technology	MED TECH
Military Science	MIL SCI
Nursing Collaborative Program	NURS-CNP
Music	MUSIC
Nursing	NURSING
Philosophy	PHIL
Physical Education and Health Promotion	PHYS ED
Physical Science	PHYS SCI
Public Affairs	PUB ADM
Physics/Astronomy	PHYS/AST
Master of Public Administration	MPA
Political Science	POLI SCI
Practical Arts	PRAC ART
Psychology	PSYCH
Religious Studies	RELSTDS
Sociology	SOC
Social Work	SOC WORK
Interdisciplinary Studies	INTRDSCP
Communication	COMM
Women's Studies	WOM STDS
Urban and Regional Studies	URB/REG

*Course descriptions are found in each department's section of the Graduate School Bulletin. The course number (department/program alpha code plus catalog number) is followed by the number of course units (crs.). If the course is offered for a variable number of units (crs.), a range of units (crs.) (e.g., 1-3) will be displayed. The next line is the course title and the following line(s) give a course description. After the description, notes or prerequisites for the course, if any, will be printed. Should the course be dual-level, the undergraduate and graduate catalog numbers will be listed (e.g., 317/517). If the course is offered only during a specific term, i.e., spring or fall, this will be indicated after the course description.*

*The numbers in parentheses (when they appear) indicate the division of time between lecture and laboratory. The first number indicates the number of lecture or problem hours (discussion group), and the second number indicates the number of laboratory hours. Example: in a science course listed (3+4), the numbers in parentheses indicate 3 lecture hours and 4 laboratory hours. If there is no breakdown listed, the course is lecture only.*

## COURSE ATTENDANCE

Policies for attendance and punctuality are under the control of each instructor. Generally speaking:

1. Students are expected to attend each scheduled class.
2. Instructors are expected to announce their attendance policy to each class.
3. Students may only attend courses/sections for which they are registered.

## RELIGIOUS ACCOMMODATION

It is the policy of the Board of Regents that students' sincerely held religious beliefs shall be reasonably accommo-

dated with respect to all examinations and other academic requirements. The Board of Regents adopts this charter in order to ensure that all institutions of the University of Wisconsin System have in place appropriate mechanisms for ensuring the reasonable accommodation of students' sincerely held religious beliefs, and for appeals related to these matters.

1. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where there is a scheduling:

a. conflict between the students' sincerely held religious beliefs and taking the examination or meeting the academic requirements; and

b. The student has notified the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses), of the specific days or dates on which he or she will request relief from an examination or academic requirement.

2. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.

3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.

4. Student notification of instructors and requests for relief under 1. above shall be kept confidential.

5. Complaints of failure to provide reasonable accommodation of a student's sincerely held religious beliefs as required by this rule may be filed according to institutional complaint and grievance procedures. See above under "Student Complaints Against Faculty and Academic Staff" in this Bulletin.

## REPEATED COURSES

Graduate courses may be repeated, without additional unit (cr.), if the following conditions have been met:

1. A grade of less than a B was obtained in the first and only other attempt.

2. Permission of the program coordinator is obtained.

3. The student registers for the course as a "repeat." Some courses may only be repeated one time.

Courses attempted for undergraduate unit (cr.) may not be repeated by graduate students for graduate unit (cr.) unless preapproved by the graduate program coordinator within the program's specified time frame. Dual-level courses may not be attempted under both the undergraduate and graduate numbers. Registration for a repeated course cannot be earlier than 30 days before the course begins.

## UNIT (CR.) LOAD DEFINITIONS

The following are considered full-time graduate students:

1. Students registered for nine or more graduate units (crs.) in a semester, or five or more units (crs.) in a summer session and who are not graduate assistants;

2. Graduate Assistants registered for six or more graduate units (crs.) in a semester or three or more units (crs.) in a summer session;

3. Thesis students who have completed all degree requirements except for their thesis, may be considered active in those thesis credits for one more semester beyond thesis registration without registering for other units (crs.). However, their advisor must assure they are working on their thesis. This policy may not satisfy certain Financial Aid requirements and students may not be eligible for certain student services, e.g. use of the Health Center.

4. Counseling Intern students enrolled in CNSLR ED 786 and CNSLR ED 787 are also considered full-time students.

A graduate student is considered half time with a semester registration of 4.5 or more units (crs.) or of three or more units (crs.) during a summer session.

The following are the maximum units (crs.) a graduate student admitted to an academic program may enroll for in a specified term, except graduate assistants:

17 week term	18 units (crs.)
14 week term	15 units (crs.)
3 week term	3 units (crs.)
8 week term	8 units (crs.)
4 week term	4 units (crs.)

Anything which exceeds these limits requires approval of the graduate program coordinator and the Assistant Vice Chancellor, School of Graduate Studies.

Special students, students on academic probation and students with incompletes, should not expect to carry maximum loads.

## TRANSFER / WAIVER OF COURSES

Transfer credit is course credit earned at another institution that is accepted in lieu of master's degree course requirements at the University of Wisconsin Oshkosh. Credit earned prior to admission to a University of Wisconsin Oshkosh graduate program will be evaluated at the time of admission or upon request.

Students who have been admitted to a graduate program at the University of Wisconsin Oshkosh and wish to take course work at another institution, should enroll as a guest student (if appropriate) at that institution and secure prior approval from the University of Wisconsin Oshkosh Graduate Program Coordinator for courses to be substituted in the University of Wisconsin Oshkosh graduate degree program.

The following are criteria for evaluating credits taken outside the University of Wisconsin Oshkosh. Certain of these criteria may not apply when evaluating "distance education" courses:

1. Course instructor is a regular graduate faculty member of an accredited institution or instructor has the qualifications comparable to regular graduate faculty and has the approval as an adjunct faculty member at the transfer institution.
2. Course is acceptable in a graduate degree program at the transfer institution.
3. Course syllabus is available with objectives, evaluation methods and bibliography.
4. Course has formal meeting times and complies with the normal rule of no more than one course credit earned per week and 14 contact hours (60 minutes each) per semester credit.
5. Course is offered at a location close to a university (professional) library.
6. The academic program and/or institution are appropriately accredited.
7. Seven-year time limit is applicable for all courses that apply to a UW Oshkosh master's degree. Nursing has a five-year time limit.
8. Independent study, seminars and workshops do not generally transfer.

Exceptions to the above criteria may be made based on the appropriate coordinator's recommendation and the approval of the Assistant Vice Chancellor, School of Graduate Studies.

No letter grade below B will be accepted in transfer.

No more than nine semester hours will be accepted in transfer, except in established cooperative programs.

**Credits accepted in transfer are annotated on a student's academic record. Transfer grades are not recorded on the record and transfer grade values are not included in the computation of the UW Oshkosh graduate grade point average.**

## INDEPENDENT STUDY

All departments offering graduate degree programs have course listings for Independent Study. These listings provide an opportunity for degree-seeking and post-master's students to study, under faculty supervision, an area of interest, which is not available in the curriculum. The following guidelines apply:

1. Registration for graduate independent study is open to students who are in full standing in a degree program or who have earned a master's degree.
2. Each unit (cr.) earned for Independent Study should represent the equivalent of at least 50 clock hours of work. The written proposal for independent study should be detailed and include well-developed study objectives, specific references, and outcomes of academic work.

3. Registration for independent study must be accompanied by an Independent Study contract form AND proposal. The contract form requires the signature of the instructor, the Graduate Program Coordinator, Associate College Dean (as appropriate) and the Assistant Vice Chancellor, School of Graduate Studies. A registration form or add card must also accompany the contract form and proposal.

4. Only one independent study (three unit (cr.) maximum) contract is permitted per student in a term. A three unit (cr.) independent study is not allowed during three week interims.

5. No more than six units (crs.) of independent study and/or other "atypical" units (crs.) may apply to a degree.

6. Registration for independent study is subject to the same drop/add policies as other courses.

## COURSE GRADE DESIGNATIONS

Grade point averages are determined by dividing the number of grade points earned in courses by the number of units (crs.) attempted in those courses. Point values are related to the various letter grades as follows:

Letter Grade	Grade Points Per Unit (Cr.)
A	4.00
AB	3.50
B	3.00
BC	2.50
C	2.00
F	0.00

Grades of CD and D are not used for graduate courses. Several other grade designations are assigned to courses in special circumstances, as follows:

### Pass (P)/Fail (F)

Certain University of Wisconsin Oshkosh courses are offered on a Pass/Fail basis. (A pass at the graduate level is comparable to a B or better letter grade.)

Pass units (crs.) are recorded as units (crs.) earned. However, these units (crs.) are not considered as units (crs.) attempted in computing the semester and cumulative graduate grade point averages.

Grades of Failure (F) in a Pass/Fail course are considered as units (crs.) attempted in computing the semester and cumulative grade point averages.

### Incomplete (I)

The designation of "Incomplete" is assigned when a student is unable to complete the course work because of illness, injury, or other extenuating circumstances. "I" designations may also be assigned to students in project-centered courses in which instruction is highly individualized, or individually-paced courses in which the material is extensively organized and students can progress at individual rates determined by their abilities. In the latter case, an "I" may be assigned only if at least two-thirds of the course objectives have been accomplished within the grading period and the student has maintained a consistent

rate of progress in the course. Arrangements between the student and instructor will be made in writing through which the Incomplete can be removed within the next 17-week semester.

These arrangements must be described in full on a "Work Incomplete" form or appropriate written documentation to be filed with the department chairperson (Dean in the Colleges of Business Administration and Nursing) before the official grade list is completed. Courses for which an Incomplete has been assigned are included as part of the semester unit (cr.) load. Incomplete designations are not included in any grade point computations prior to graduation.

Incomplete designations, when the instructor has not assigned an appropriate course letter grade by the last day of the following 17-week semester, will automatically lapse to an "F." The Registrar's Office will alert both the student and the department chair of these impending grade lapses before they are made. Extensions of time may be arranged by submitting written requests to the Graduate Studies office. The request for extension should state the reason why work is still incomplete, the expected date of completion and include the instructor's recommendation regarding the extension.

Incomplete grades affect a student's eligibility for graduate assistantships, determination of academic standing, and some financial assistance. Contact the School of Graduate Studies for more information about eligibility affected by Incomplete grades.

#### **Not Reported (NR)**

Not reported is assigned when an instructor has not filed an official grade by the time the student grades are posted by the Registrar's Office. NR is changed to the appropriate grade as soon as the instructor submits the grade.

#### **Audit (AU)**

A course being audited carries no degree unit (cr.) and is not counted in the grade point average. It is considered part of a student's semester unit (cr.) load. Students who audit courses are expected to attend class regularly, but need not take examinations or do course work, which would require evaluation by the instructor. The instructor may withdraw a student for non-attendance. Audit-only fees are assessed when a student's enrollment is only in audit courses. Full degree-credit fees are assessed when audit units (crs.) are taken in conjunction with degree program units (crs.). Full Special Course Fees will be assessed, if applicable. Student may change from audit to unit (cr.) during the first five class days of a 14-week, 17-week, eight-week, or seven-week term, or during the first two class days of a three-week or four-week term. Students may change from unit (cr.) to audit after these times during the official drop period of a term, provided they have obtained the instructor's signature on the change card.

Audit courses may not satisfy unit (cr.) requirements for "full-time" or "half-time" status for financial aid purposes, or for eligibility for certain student services.

Students changing from unit (cr.) to audit after the first week of a term will be charged the full per unit (cr.) fee for the course.

#### **In Progress (IP)**

The IP designation is noted for theses, field reports, field projects and clinical papers not completed in the term of registration. The IP designation is replaced by the P (Pass) designation by the Graduate School upon completion and when the thesis is submitted and approved by the Graduate School. The IP designation is not used in any cumulative computation.

### **Full Standing, Probation, and Suspension**

Each student is regarded as having one of three academic standings: full, probationary, or suspension. Some programs have more restrictive academic standing policies. Please consult the program for their requirements.

#### **A student is in full standing when:**

1. The student was admitted in full standing and maintains a cumulative graduate grade point average of 3.00 or above.
2. The student was admitted on probation and achieves full standing by earning a 3.00 graduate grade point average and completes nine graded graduate units (crs.) since the term of admission.

#### **A student is on probation when:**

1. The student has been admitted on probation and has completed less than one full term or its equivalent (i.e., 9 graded graduate units (crs.)).
2. An admitted student was in full standing at the beginning of a term and has a cumulative overall graduate grade point average of less than 3.00 at the end of the term regardless of the number of units (crs.) attempted/earned.

Probation is not applicable for Special, Guest and Non-degree students.

#### **A student is on suspension when:**

1. The student was on probation at the beginning of a term and has a cumulative overall graduate grade point average of less than 3.00 at the end of the nine-unit (cr.) probation period.
2. The student has been denied Admission to Candidacy and has completed 18 graduate units (crs.) normally acceptable in the degree program.
3. The student is classified as a Special, Guest, or Non-degree-seeking and the cumulative graduate grade point average is below 3.0.

#### **Suspension Appeal**

The School of Graduate Studies will place an enrollment service indicator (stop) on the records of students who are placed on suspension. Students on suspension may have

their record reviewed by their degree program and the School of Graduate Studies after one full semester of suspension and upon written appeal of the suspension. Students should initiate the written appeal and direct it to the program coordinator. The program faculty will make a written recommendation to the School of Graduate Studies regarding the request to appeal the suspension. If the faculty recommend granting the appeal, a written recommendation should contain a rationale for allowing the student to return to classes and any conditions a student must meet in future enrollment periods. The Assistant Vice Chancellor, School of Graduate Studies will make the final decision on granting the appeal and communicate the decision to the student and the program.

Special, Guest, or Non-degree students should appeal in writing directly to the Assistant Vice Chancellor, School of Graduate Studies following the semester of suspension.

# ADMISSION PROCEDURES

## The School of Graduate Studies Office

UW Oshkosh  
Dempsey Hall 337, 800 Algoma Blvd.  
Oshkosh, WI 54901  
920-424-1223  
920-424-0247 Fax  
www.uwosh.edu/grad\_school  
gradschool@uwosh.edu

## Admission to a Degree Program for Domestic Applicants

An on-line application is available on the web at <http://apply.wisconsin.edu/osh/graduate>. An applicant can also complete a written application, available from the Graduate Studies office. A \$45 non-refundable, non-waivable application fee per program application is required. Consideration for admission to an alternate program after an initial application is submitted, or transfer of application processing to another program, require a separate fee and application. Reevaluation of an application for a subsequent term is done without additional charge provided the reevaluation is within two years of the original application to the same program.

Application deadlines vary by program and processing may take from six to eight weeks. Plan accordingly in order to meet all appropriate deadlines.

Have all official transcripts sent directly to the Graduate Studies office. If an applicant is a former University of Wisconsin Oshkosh student or graduate, submission of an application is authorization for the Graduate School to request the University of Wisconsin Oshkosh transcript from the Records Office.

Submit with the application, as required by the program, up to three names (not relatives) and addresses of references who can assess your ability to do graduate work.

Note that *admission to Social Work, Achievement and Certificate programs* have different admission procedures. Contact the program or the Graduate Studies office for details.

Certain programs may have additional admission requirements such as GMAT or GRE tests, interviews, essays and other application deadlines. Please consult the appropriate section of this bulletin, the program office, or the Graduate Studies office for more information about program-specific requirements and deadlines.

## Admission to a Degree Program for International Students

An on-line application is available on the web at <http://apply.wisconsin.edu/osh/graduate>. An applicant can also complete a written application available from the

Graduate Studies office. A \$45 non-refundable, non-waivable application fee is required.

Forward original or certified/attested transcripts from the undergraduate institution(s) or a foreign credential evaluation report with a qualitative rating of each course, credits, and degree completion, directly to the School of Graduate Studies.

Provide evidence of English language proficiency. This can be demonstrated by submitting an official TOEFL test score, having attended a US college or university for more than a year, having received undergraduate instruction in English from a foreign institution (subject to verification of English as the language of instruction) or having resided continuously in the US for more than a year. The minimum TOEFL score required is 550 paper-based, or 213 computer-based. For TOEFL information, contact TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541, USA, 609-771-7000 or on the web at [www.ets.org/toefl/](http://www.ets.org/toefl/)

Request three letters of recommendation be sent to the Graduate School from people who can attest to applicant's ability to do graduate-level work.

Forward a notarized Confidential Declaration of Financial Resources which shows ability to finance two years of graduate education at the University of Wisconsin Oshkosh.

Certain programs may have additional admission requirements such as GMAT or GRE tests, interviews, essays and other application deadlines. Note that *admission to Social Work* has different admission procedures. Please consult the appropriate section of this bulletin, the program office, or the Graduate Studies office for information about program-specific requirements and deadlines.

A report of medical history and a physical examination is required of international students unless they have resided in the U.S. continuously for at least one year.

The processing time for international applications may take as long as six months. Applicants are encouraged to begin their application one year before the desired admission date. I-20 forms will be issued only after the applicant has met all the admissions requirements for full standing in a degree program. Part-time admission is not available to F-1 international applicants.

## Application Processing

### The Admission File

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. Eligible students have the right to (1) inspect and review the student's education records maintained by the school; (2) request that a school correct records which they believe to be inaccurate or misleading and; (3) provide a school with written permission from the eligible student in order to release any information from a student's record. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, and other information.

Reference letters submitted as part of a degree program application may also be inspected if all of the following conditions have been met:

1. The student has been admitted to the degree program for which the letters were submitted.
2. The student has attended graduate level courses within this program.
3. The admission file does not contain a written waiver of the right to see reference letters.

All graduate admission application materials submitted by an applicant become the property of the University and will not be returned to the applicant or forwarded to a third party. However, inspection of materials by the applicant/student can be granted or copies of some materials may be forwarded to a third party only after the applicant/student submits a signed and dated written request specifying:

- a. The records he or she wishes to be released.
- b. The purpose of the disclosure.
- c. The party or class of parties to whom disclosure may be made.

Individuals who are denied admission to a program are not entitled to have access to materials relating to the denial to that program. This applies even if the individual is subsequently admitted into and either enrolls in another course of study as an auditor or never enrolls regardless of admission status.

The School of Graduate Studies, in many instances, is not permitted to make copies of other university transcripts for release to the student, or for any university office other than the student's academic department. It is recommended students request copies of transcripts from other institutions directly from that university/college.

For more information about FERPA contact the Student Affairs Office (920-424-3000), the Graduate Studies office or consult the current UW Oshkosh Student Handbook.

### **Admission Evaluation Summary**

When the application file is complete, the Graduate School makes an evaluation to determine if the applicant meets the minimum admissions requirements. (See Admissions Classifications and Criteria below.) If the applicant does not meet the minimum requirements of the School of Graduate Studies, admission to the degree program may be denied. The applicant will receive a copy of the summary evaluation and an explanation of the denial. The appropriate graduate program coordinator will also receive a copy of the summary evaluation.

### **Review by Graduate Program Coordinator**

If the applicant is eligible for admission, the file and summary evaluation are sent to the appropriate graduate program coordinator for review and a recommendation on the applicant's potential to succeed in the degree program. This recommendation is based primarily on the applicant's

academic program record. No applicant is admitted to a degree program without a favorable recommendation from the program coordinator. If the application is denied, the applicant will receive a copy of the explanation of the denial.

### **Review by the School of Graduate Studies**

The Director of Graduate Admissions and Records reviews the program coordinator's recommendation. If the recommendation is favorable, the applicant is accepted into the degree program and assigned an admitted student classification.

### **Academic Advisement**

Generally, each graduate student who has been admitted to a graduate degree program is assigned an advisor within the program at the time of admission. The advisor should be consulted before a student enrolls. Each degree program has a program coordinator who may be contacted for advice and information.

Special, Guest, and Non-degree students are not assigned advisors, but may seek advice from the program faculty or Director of Graduate Admissions and Records.

### **Admissions Classifications and Criteria**

#### **Full Standing**

Admission with full standing to a graduate degree program generally requires that applicant meet all of the following minimum requirements:

1. A baccalaureate degree from a regionally accredited institution;
2. An undergraduate grade point average of at least 2.75 (4.00 scale) over a minimum of 80 graded units (crs.); or an average of at least 2.90 during the last one-half (approximately 60 units (crs.)) of the undergraduate work;
3. Background experiences as required by the particular program (e.g., satisfactory score on an admissions exam, major in a given field, teacher licensure, appropriate experience).

Note: Some programs have more stringent requirements. See the appropriate section of this bulletin or contact the individual program office.

#### **Probationary**

Applicants who do not meet standards for full standing may be admitted on probation if they have an undergraduate grade point average of at least 2.25 (4.00 scale) over a minimum of 80 graded units (crs.) and at least 2.50 (4.00 scale) in their last one-half (approximately 60 units (crs.)) of the undergraduate work. Applicants may be expected to submit additional evidence of their ability to do graduate work. This evidence might take the form of prior completed graduate course work, a score on an admissions test, or additional letters for reference. Graduate courses are not included as part of any undergraduate GPA calculation.

### **With Deficiencies**

Applicants who do not have all of the necessary undergraduate background may be admitted with deficiencies. These deficiencies will be noted by the program coordinator and must be completed before admission to candidacy or sooner. No units (crs.) earned in making up deficiencies may be counted as part of the degree program. However, grades earned in those courses (including undergraduate units (crs.)) are considered when determining academic standing.

### **With Conditions**

Applicants who meet the School of Graduate Studies full standing criteria but have not taken required tests or met other specific program admission requirements may be admitted conditionally. Usually this involves taking a standardized test, completing an interview, or providing a degree conferral transcript. After the condition(s) is/are met, the student will be reclassified as being admitted and will be assigned probationary or full standing status.

### **Special Circumstances**

Applicants whose baccalaureate grade point average falls below the 2.25 required for probationary admission may be admitted by providing qualifying evidence of ability to be successful in the intended program. This evidence must be agreed upon by the program coordinator and the Assistant Vice Chancellor, School of Graduate Studies. Evidence might be one or more of the following:

1. High scores on the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or other agreed upon standardized test.
2. Demonstrated professional success.
3. Previous admission to a graduate program at a regionally accredited college or university.
4. Successful completion of six or more units (crs.) of graduate coursework with grades of B or higher at a regionally accredited college or university.

### **Final Term Senior**

A final term senior at the University of Wisconsin Oshkosh or another accredited college or university may be permitted to register for graduate course work during the term in which the baccalaureate degree will be awarded. Final term seniors must submit a statement from their undergraduate advisor certifying the requirements needed to complete the baccalaureate program. The student should have no more than nine units (crs.) of undergraduate work remaining in a semester nor more than three units (crs.) of undergraduate work remaining in a summer session. To be eligible to register as a final term senior, the student must meet all requirements for full standing admission to a degree program with the exception of the baccalaureate degree requirement. Final term seniors are limited to a total undergraduate and graduate load of 12 units (crs.) in a semester or six units (crs.) in a summer session. Graduate unit (cr.) earned in this status may not apply to baccalaureate requirements.

### **Admission Start**

Students apply for and are admitted to begin graduate work in a specific term. Usually the admission will be considered valid for the succeeding semester and summer session. The time period in which admission is valid will vary among programs. Students who are unable to begin graduate work in the term of admission but who wish to begin at a later time must contact the Graduate Studies office to change the original entrance term date.

### **Resumption of Course Work after Period of Non-Enrollment**

Once course work begins, registration in each successive semester (excluding summer) for admitted students is expected. However, special circumstances may result in occasional semesters with no enrollment. Students who are not able to take at least one course during a 24-month period should consult with their program coordinator to determine how to proceed.

*In all cases, the maximum period allowed without enrollment is 24 months.* Students are eligible to restart, within the 24-month maximum, simply by registering and successfully completing program courses, based upon current program and registration requirements. Students who exceed the 24-month maximum period without taking a course are required to submit a formal request to their program coordinator to resume classes. Students should expect that some qualifying experience to demonstrate currency in the program might be required. This experience will be determined with and approved by the program coordinator. Any period of non-continuous course work is still considered part of the total time toward degree completion.

# REGISTRATION PROCEDURES

## Non-Degree Student Classifications

There are several categories for students not seeking a degree. Non-degree students must have earned a baccalaureate or master's degree from an accredited institution.

**Certificate/Achievement Program Student** - Accepted into a graduate achievement or certificate program. The number of units (crs.) in which the student enrolls will vary by program. Student might also be admitted to a degree program simultaneously.

**Special Student** - Enrolled for up to 12 graduate units (crs.) without being admitted to a degree program. No more than 12 units (crs.) earned as a Graduate Special student may later apply to degree requirements including graduates of the UW Oshkosh Professional Education Program (PEP). If the student does not intend to enroll in a degree program and/or wishes to enroll for more than 12 graduate units (crs.), it is possible to register with one of the following classifications:

**Guest Student** - Admitted in full standing to a graduate program at another institution and taking coursework at UW Oshkosh with the intent of transferring the units (crs.) to his/her home institution.

**Non-Degree Student** - Completed 12 units (crs.) as a special student; or has earned a master's degree at the University of Wisconsin Oshkosh or elsewhere; or has requested this classification to permit continued graduate registration but does not intend to earn a degree. Units (crs.) earned in this category may not apply to a degree.

## Registration for Graduate Classes

1. TitanWeb registration is the primary method to register for classes (<http://www.uwosh.edu/tw/>). Logon to access the system and use the tutorials (HELP-How Do I..?), FAQs, and other on-line instructions on how to use this registration system. Registration forms are also available from the Graduate Studies office, Dempsey Hall 337, 920-424-1223 or the Registrar's office, Dempsey Hall 130, 920-424-3454. Completed registration forms can be either mailed or dropped-off for processing.

2. Some students are required to have signature approval on the registration form to enroll. Primary signature is obtained from the program coordinator (advisor). Courses such as thesis, field projects, field reports, clinical papers, independent study, and comprehensive examination also require Assistant Vice Chancellor, School of Graduate Studies approval.

Thesis, clinical paper, field project, and field report registration are open only to students who have filed an approved proposal with the Graduate School and have been admitted to candidacy. Independent study registration requires

the filing of an independent study contract form and proposal. The above categories require the approval of the Assistant Vice Chancellor, School of Graduate Studies.

Some students may be required to obtain permission from the Assistant Vice Chancellor, School of Graduate Studies to register. Among those are persons who have not satisfied conditions specified at the time of the original enrollment and those who have specific restrictions associated with a probationary and/or readmission status. Other registration "stops" may include non-payment of fees, overloads, etc.

## Faculty/Staff Registration

The University of Wisconsin Oshkosh faculty and academic staff members may enroll in graduate courses for unit (cr.) or audit and should use the enrollment procedure for registered students.

Members of the University of Wisconsin Oshkosh teaching faculty and academic staff cannot be admitted to graduate degree programs offered by the department or division related to their teaching appointment. This policy is intended to prohibit the earning of a University of Wisconsin Oshkosh master's degree within a given department only and is not intended to discourage the professional development of the University of Wisconsin Oshkosh faculty and staff. The University of Wisconsin Oshkosh faculty and academic staff members may apply to graduate programs outside of the areas of their teaching assignments and should use the admissions procedures for degree-seeking students.

## Adding a Course

A student may add courses as follows:

Course length:		Course adds are allowed to the end of class day (without instructor's signature):	Course adds are allowed to the end of class day (with instructor's signature):
14/17	week	5th day	20th day
7	week	5th day	10th day
3	week	2nd day	5th day
8/10	week	5th day	10th day
4	week	2nd day	5th day

A student wanting to add courses after the deadlines "with course instructor signature required" must complete a REQUEST FOR LATE ADD FORM describing relevant extenuating circumstances. This form is available in the Registrar's office, Dempsey Hall 130 and must be approved by the Assistant Vice Chancellor, School of Graduate Studies before any course can be added. The above add policies also apply to thesis, clinical paper, field project, field report, and independent study.

### Dropping a Course

A student may drop courses as follows:

<b>Course length:</b>		<b>Course drops are allowed to the end of class day:</b>
14/17	week	20th day
7	week	10th day
3	week	4th day
8/10	week	10th day
4	week	5th day

Course drops completed during the above time periods will not be reflected on the student's transcript.

A student wanting to drop a course after the above deadlines must complete a REQUEST FOR LATE DROP FORM describing relevant extenuating circumstances. This form is available in the Registrar's office, Dempsey Hall 130 or through a graduate program office, and must be approved by the Assistant Vice Chancellor, School of Graduate Studies.

Some course drops approved through the late drop appeal procedure before summer 1999 may be reflected with a "W" (withdrawal) on the student's transcript

NOTE: Students who have already completed a course during the semester and wish to leave the University should DROP remaining courses rather than withdraw.

The above drop policies also apply to thesis, field project, field report, clinical paper, and independent study. The drop policy also pertains to changes from unit (cr.) to audit.

Students should consult the Fee/Refund Schedule for refunds and charges, as fee policy does not coincide with academic policy. Questions should be referred to Student Accounts, Dempsey Hall 236, Telephone: 920-424-1332.

### Withdrawal from the University

Withdrawal is a complete severance of attendance from the University. A student may request withdrawal after the opening day of classes in any semester by completing a SEMESTER WITHDRAWAL FORM, available in the Registrar's office, Dempsey Hall 130, during the following withdrawal periods:

<b>Course Length:</b>		<b>Withdrawals are allowed with advisor's signature to the end of class day:</b>
14/17	week	40th day
7	week	20th day
3	week	10th day
8/10	week	25th day
4	week	15th day

Students seeking to withdraw after these periods must complete a SEMESTER WITHDRAWAL FORM and a REQUEST FOR LATE DROP FORM for approval by the appropriate program coordinator and from the Graduate Studies office. If the request is not approved, grades will be placed on the student's record as assigned by instructors.

NOTE: Withdrawal does not remove the obligation for costs incurred by a student during a semester.

# GRADUATE DEGREE REQUIREMENTS

## Minimum Degree Units (Crs.)

The student must have earned a total of at least 30 semester units (crs.) of graduate level work from institutions with accredited graduate programs. At least 21 of these units (crs.) must be earned from the University of Wisconsin Oshkosh or from institutions having formal cooperative agreements with the University of Wisconsin Oshkosh.

## Second Master's Degree

Students who have an earned master's degree from any accredited institution may apply for another graduate program at the University of Wisconsin Oshkosh. Some units (crs.) earned as part of the first master's degree program may be accepted toward the second master's degree. Such units (crs.) (nine maximum) are governed by the School of Graduate Studies transfer policies found in this bulletin.

Applicants/students of a graduate program may petition for acceptance of up to nine units (crs.) earned before admission, including units (crs.) that applied to another master's degree. The units (crs.) involved in the petition will be evaluated by the program coordinator and the School of Graduate Studies. The result of the credit evaluation will be communicated to the student by the Graduate Studies office.

## Minimum Grade Point Average

At least a cumulative B average (3.00) must be earned on all work attempted as a graduate student and also on all work which applies to the master's degree.

No more than two courses with grades of C (not to exceed six units (crs.)), or one C and two BC grades (not to exceed nine units (crs.)), or three BC grades (not to exceed nine units (crs.)) may apply to a master's degree. Some programs will not allow grades less than "B" on required or degree courses. Also, check with the individual degree program office as some have other academic requirements for degree completion.

## Graduate Only Courses

At least half of all graduate units (crs.) being applied to a master's degree must be graduate-only courses (700-level). Consult with the individual degree program(s) for what constitutes half of the master's degree units (crs.).

## Atypical Course Unit (Cr.)

A total of no more than six units (crs.) earned in variable content courses and independent study courses may apply to a master's degree. Generally, graduate units (crs.) may not be earned by examination or by correspondence study. This policy is not intended to preclude the earning of units (crs.) by electronic or other "distance education" modes.

## Admission to Candidacy

Students must be admitted to candidacy after having earned a minimum of nine but no more than 21 degree units (crs.) (varies by program). Admission to Candidacy requires a student be in good standing, have completed all deficiencies and file an Application for Admission to Candidacy form (formal plan of study). Changes in the plan of study are made by filing a Candidacy Program Modification form and receiving approval from the program advisor, coordinator and Assistant Vice Chancellor, School of Graduate Studies.

## Culminating Experience/Research

Each student must successfully demonstrate proficiency to integrate the knowledge of the discipline. The nature of this experience is determined by individual colleges or departments subject to approval by the Graduate Council. Examples of experiences which may meet this requirement include: thesis, oral or written comprehensive examination, clinical paper, field project, field report, national exam, and integrative course. Programs may require more than one of the above experiences.

NOTE: All research which deals with human and/or animal subjects must have the approval of the University Institutional Review Board (IRB) for Protection of Human Participants and/or Institutional Animal Care and Use Committee (IACUC) before actually conducting of the research. See policy statements below.

### 1. Use of Human Participants

The University encourages and supports free investigation by faculty, academic staff, and students into any general area of knowledge. The University's Institutional Review Board (IRB) for Protection of Human Participants has the responsibility to assist investigators in ensuring that the rights and welfare of human participants are adequately protected. The IRB reviews all projects that involve human participants, including but not limited to extramural grant proposals, Faculty Development support requests, master's degree theses submitted through the School of Graduate Studies, and independent study courses-graduate and undergraduate.

It is the responsibility of each investigator to submit an application for IRB review at the appropriate time so as not to delay or endanger their proposed activity. While the IRB review process typically is completed within two weeks, it may take longer if the IRB needs to request additional information because the application is incomplete or unclear.

The IRB application packet, which contains the federal guidelines governing the use of human subjects, is available from the Office of Grants and Faculty Development (920-424-1415) or on the web at [www.uwosh.edu/grants/irb.htm](http://www.uwosh.edu/grants/irb.htm)

### 2. Care and Use of Animals

The University encourages and supports free investigation by faculty, academic staff and students into any general area of knowledge. The University's Institutional Animal Care and Use Committee (IACUC) assists investigators and classroom instructors to ensure all animals used for teaching, research or other activities at this university shall

be carried out according to the principles stated in the current

"Guide for the Care and Use of Laboratory Animals" (DHHS-NIH) and the Animal Welfare Act (PL-89-544) and amendments, regardless of the species or source of funds used to conduct teaching, research and other activities. The IACUC reviews all projects and teaching protocols involving animals, including extramural grant proposals, Faculty Development proposals, graduate student research and independent study courses.

Each investigator must initiate the IACUC animal use protocol review process at the appropriate time to avoid delay. Animal use protocol forms are available from the Departments of Psychology and Biology/Microbiology or the L & S Deans Office, NE 101.

### **Thesis**

The student should select a committee chair (UW Oshkosh faculty) and two graduate faculty (with appropriate terminal degrees) designated to advise the thesis, and submit a proposal to the faculty members briefly describing what is proposed and how it will be accomplished. Research proposal forms are available in the Graduate Studies office. The thesis committee and graduate program coordinator review the proposal, assign the number of units (crs.) to be earned for the thesis (three to six units (crs.)), and indicate its approval or rejection. Five copies are forwarded to the School of Graduate Studies for approval. The thesis proposal should be submitted mid-term prior to the term of graduation. Thesis registration is open only to students who have an approved thesis proposal filed with the Graduate Studies office and have been admitted to candidacy. A thesis is formal written work and should follow the standards as established in the University of Wisconsin Oshkosh Graduate Thesis Format Policy and Style Manual, available in the Graduate Studies office or on the web at [www.uwosh.edu/grad\\_school/forms\\_pubs.htm](http://www.uwosh.edu/grad_school/forms_pubs.htm)

Note to department chairs, graduate program coordinators and faculty: If other than graduate faculty are to be thesis committee members, please submit curricular vitae with the proposal.

The degree candidate will defend the thesis in an open, public oral examination. The members of the thesis committee will conduct the examination.

Two copies of the completed thesis bearing the signatures of the members of the thesis committee on the approval page, must be approved by the Assistant Vice Chancellor, School of Graduate Studies by the end of the 14th week of the semester in which the student intends to graduate (by the end of the 8th week of a summer session). The thesis committee is responsible for attesting to the quality, accuracy, and content of the work.

A binding fee will be charged at the time the student deposits the thesis in the Graduate School. A check payable to the bindery must be sent with the thesis. Shipping, handling and mailing fees will also be paid at this time by the student.

### **Clinical Paper**

The College of Nursing graduate program requires a clinical paper or thesis. Procedures for preparation of the clinical paper may be obtained from the Nursing graduate Program coordinator. Approval forms are available in the Graduate Studies office. Proposals and due dates are similar to thesis (see above).

### **Field Project**

A field project is an option in the MPA program. Specific procedures for this type of experience are available in the Public Affairs Department. Approval forms are available in the Graduate School. Proposals and due dates are similar to thesis (see above).

### **Format Approval—Thesis, Clinical Paper, and Field Project**

Format approval is verification that the thesis/clinical paper/field project meets the School of Graduate Studies requirement for style and form. The student should contact the Graduate Studies office for a copy of the current Format Policy and Style Manual or on the web at [www.uwosh.edu/grad\\_school/forms\\_pubs.htm](http://www.uwosh.edu/grad_school/forms_pubs.htm)

The student must provide a complete draft of the thesis/clinical paper/field project to the Graduate Studies office for format approval. The deadline for submission of the complete draft is as follows:

1. Three weeks prior to the last day of the 14-week fall term for fall graduation.
2. Three weeks prior to the last day of the 14-week spring term for spring graduation.
3. Three weeks prior to the last day of the second four weeks of the summer term for summer graduation.

### **Assessment of Student Achievement**

The North Central Association (NCA) which accredits institutions of higher learning in the Midwest is requiring its institutions to assess student academic achievement for the purpose of program improvement. As a result, the 15 graduate degree granting programs have developed assessment plans which are integrated into a university assessment plan that has been approved by NCA. Implementation of assessment began in the 1995-96 academic year.

Assessment includes the following features:

1. Student learning outcome goals in the areas of a) knowledge or subject matter, b) competency or skill goals and c) affective goals.
2. Multiple instrument/measures such as exams, portfolios, theses and surveys which are the sources of the data for determining student achievement of the goals (actual student learning outcomes).
3. Evaluation criteria for comparing the actual and expected student learning outcomes for the purpose of defining acceptable levels of achievement of the goals.

4. Feedback mechanisms for program improvement if student achievement of the goals is not at a level which is acceptable to program faculty.

5. A multi-year timetable is showing the sequence for implementation of assessment.

The intention is that assessment becomes a permanent part of academic programs. Assessment will be dynamic and its features will evolve for many different reasons. However, its primary purpose of maintaining the efficacy of academic programs by monitoring student academic achievement will remain.

## **Graduation**

### **Application**

An application for graduation may be picked up at the Graduate Studies office, from a graduate program office or on the web at

[www.uwosh.edu/grad\\_school/graddegreegraduation.htm](http://www.uwosh.edu/grad_school/graddegreegraduation.htm).

A completed application is then submitted to the Graduate Studies office. The application process must be completed no later than the end of the first week of a summer session or the end of the fourth week of a spring/fall semester in which the student intends to graduate. The application process also applies to Graduate Achievement Programs (GAP) as well as master's degree programs. GAP recipients *do not* take part in commencement.

### **Graduation Check**

A graduation check will be completed in the Graduate Studies office when all grades for the semester of intended graduation have been submitted. Students whose records are incomplete (e.g., required courses still incomplete, official transcripts for transfer courses not on file, grades not recorded, etc.) or who fail to meet degree requirements will be considered for graduation in a subsequent semester. These applications for graduation will be automatically moved to future semesters for up to two years. After two years, the graduation application will be inactivated. Subsequent reactivation requires contacting the Graduate Studies office.

## **Transcript and Diploma Processing**

Degree conferral review and posting of the degree to the transcript may take up to six weeks after the official end of the semester. The degree diploma will be mailed approximately eight to 10 weeks after the official graduation date of the semester.

## **Time to Degree Completion Requirements**

All academic requirements applying to a degree, including work transferred must be completed within a seven-year time period. The College of Nursing has a five-year limit. The time begins with the beginning date of the term in which the first course toward the degree was taken. The term admitted to a program does not necessarily determine the beginning of the seven-year time limit. The seven-year period ends with the date the final requirement is completed. Any request for extension of time to degree completion should be made to the graduate program coordinator and may require condition(s) or qualifying experience(s) to receive extension approval.

## **Commencement**

Commencement ceremonies are held at the end of the 14-week term of each semester. The student's official graduation date will be the final day of classes of the 17-week fall or spring semester or eight-week summer session in which he or she completes the graduation requirements. Graduate students whose graduation date is at the end of the summer session (August) have two commencement ceremony options:

1. Participate the following December:  
Applications for graduation are due by the end of the first week of the summer session.
2. Participate the preceding May:  
Applications for graduation are due by the end of the fourth week of the spring semester.

# GRADUATE FACULTY

**ADAMS, GARY A. (1996)**

Associate Professor of Psychology/Ph.D., Central Michigan University; M.S. Illinois State University; B.S. University of Wisconsin Oshkosh

**ADAMS, W. SAM (1968)**

Professor of Education/Human Services/Ph.D., University of Denver; M.A., Columbia University; B.Ed., University of Miami

**ADLER, GREGORY A. (1994)**

Associate Professor of Biology/Microbiology/Ph.D., Boston University; B.S., Washington and Lee University

**ALTEKRUSE, MICHAEL C. (1998)**

Psychologist of Counseling Center; Ph.D., M.S., Indiana University; B.A., Eastern Illinois University

**AMERINGER, CARL F. (1996)**

Associate Professor of Political Science/Ph.D., Johns Hopkins University; J.D., University of Virginia; B.A., Franklin and Marshall University

**ANDREWS, JOYCE A. (1989)**

Professor of Music/M.M., University of Hawaii; B.M., MacMurray College

**ANSFIELD, PAUL J. (1964)**

Professor of Psychology/Ph.D., Purdue University; M.A., Marquette University; B.S., University of Wisconsin Madison

**ARBAUGH, JON BEN (1994)**

Associate Professor of Business Administration/Ph.D., M.A., The Ohio State University; M.B.A., Wright State University; B.B.A., Marshall University

**BAHCALL, KLARA F. (1988)**

Associate Professor of Music/M.A., Bela Bartok Conservatory; B.A., F. Leiszt Academy of Music

**BAKER, NOELLE A. (2000)**

Assistant Professor of English/Ph.D., M.A., Georgia State University; B.A., Randolph-Macon Woman's University

**BANDY, D. BRENT (1984)**

Team Leader – OPS Management; Associate Professor of Business Administration/Ph.D., M.S., Northwestern University; M.B.A., University of Chicago; B.S., University of Illinois

**BARNES, KRISTIN L. (2002)**

Assistant Professor of Education & Human Services/Ph.D., Syracuse University; M.Ed., Clemson University; B.A., State University of New York

**BARRICELLI, FRANCA R. (1995)**

Department Chairperson; Associate Professor of History/Ph.D., M.A., University of Wisconsin Madison; B.A. Scripps College

**BEAM, JOHN E. (2002)**

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**BEETH, MICHAEL E. (2003)**

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**BECK, KRISTINE L. (2001)**

Assistant Professor of Business Administration/Ph.D., Florida State University; B.S., California Polytechnic

**BENDA, LAURIE A. (1999)**

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**BENTIVENGA, STEPHEN P. (1996)**

Associate Professor of Biology and Microbiology/Ph.D., Kansas State University; M.S., Illinois State University; B.A., Illinois Wesleyan University

**BENZAID, ZOUBIR (1994)**

Professor of Mathematics/Ph.D., M.S., University of Wisconsin Milwaukee; M.S., B.S., University of Central Florida

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**BERRY, MARIE A. (1994)**

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**BICKFORD, THOMAS J. (1995)**

Associate Professor of Political Science/Ph.D., University of California; M.S., London School of Economics; B.S. University of Chicago

**BOEHLER, KARL E. (1991)**

Senior Lecturer of English/M.A., Western Michigan University; B.A., University of Wisconsin Green Bay

**BORGERDING, TODD M. (1999)**

Assistant Professor of Music/Ph.D., M.A., University of Michigan; B.S., Mankato State University

**BOWEN, JOHN T. (1998)**

Assistant Professor of Geography; Ph.D., M.A., University of Kentucky; B.A., Dartmouth College

**BRANDS, MARY K. (2001)**

Lecturer of Nursing/ Pharm. D., University of Illinois Medical Center

**BRILEY, MICHAEL M. (1994)**

Associate Professor of Physics and Astronomy/Ph.D., M.S., University of Maryland; B.S., Ohio State University

**BRISCOE, GARRY J. (1999)**

Associate Professor of Computer Science/Ph.D. Curtin University of Technology; M.S., B.S. University of Melbourne

**BULLINGTON, GRADY D. (2001)**

Assistant Professor of Mathematics/Ph.D., University of Tennessee; M.S., B.A., Western Kentucky University

**BURAYIDI, MICHAEL A. (1994)**

Associate Professor of Geography/Ph.D., University of Louisville; M.E.Des., University of Calgary; B.S.C., University of Science and Technology

**BURNETT, NANCY J. (1994)**

Department Chairperson; Associate Professor of Economics/Ph.D., M.A., University of California; B.A., Pomona College

**BURR, JOHN R. (1964)**

Professor of Philosophy/Ph.D., M.A., Columbia University; B.A., University of Wisconsin Madison

**CANNON, ELIZABETH M. (1997)**

Lecturer of English/Ph.D., University of Wisconsin Madison; M.A., Indiana University; B.A., Oberlin College

**CHAPMAN, CARL E. (1981)**

Professor of Music/D.M.A., University of Illinois; M.M., Wisconsin Conservatory of Music; B.M.E., Northwestern University

**CHAPPY, SHARON L. (2000)**

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**CHIANG, BERTTRAM (1979)**

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**CIMERA, ROBERT E. (1999)**

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**CLARK, DENISE M. (2000)**

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**CORDERO, RONALD A. (1967)**

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**CROSS, JOANN N. (1980)**

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**CROSS, JOHN A. (1979)**

Associate Dean Letters and Science; Professor of Geography/Ph.D., University of Illinois; M.S., B.S., University of Florida

**DEDEE, J. KIM (1987)**

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**HANKES, JUDITH E. (1995)**

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**HARDT, DALE V. (1975)**

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**HARGIS, DAVID L. (2000)**

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