

***MSN Students
Welcome to Graduate Studies!
Summer 2008***

Important Information Regarding Policies,
Procedures, and the 2006-2008 Graduate Bulletin

Office of Graduate Studies
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Hours
7:45am to 4:30pm

Office of Graduate Studies Staff

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**UW OSHKOSH OFFICE of GRADUATE STUDIES
POLICIES, PROCEDURES, and GRADUATE BULLETIN (2006-2008)**

BULLETIN

- ❖ You as a student are ultimately responsible for completing all paperwork, procedures, etc. according to policy; do not assume others have completed necessary procedures unless you have verified they have been done.
- ❖ The bulletin represents policy of the University and Office of Graduate Studies.
- ❖ Always keep one copy; especially from the year you begin your graduate program.
- ❖ Put everything in writing.
- ❖ Call the Graduate Studies office or your program coordinator if you have any questions or discrepancies about procedures or policies.

ADVISOR

- ❖ Stay in touch with him or her.
- ❖ When your advisor is not available, talk with the program coordinator, another faculty member or contact Greg W. in the Graduate Studies office.

DUAL LEVEL COURSES

- ❖ Course with catalog numbers 3XX/5XX or 4XX/6XX ("dual level") can be taken by both undergraduate and graduate students. Make sure you register as a graduate student (either 500 or 600) when it is appropriate for the program.
- ❖ 700 level courses are for graduate students only.
- ❖ 700 level courses must make up half of the total credits toward your degree.

REPEAT COURSES

- ❖ You may repeat a course (classified as repeatable) with the permission of the program coordinator only if your first grade was B/C or lower. A course can be repeated only once.

COURSE LOADS/OVERLOADS

- ❖ Full-time: *Regular Semester*: 9 or more credits. 6 or more for a graduate assistant.
Summer Session: 5 or more credits. 3 or more credits for a graduate assistant.
- ❖ An overload is 15 to 18 credits during a spring or fall semester. Overloads require Graduate Studies office approval.

GRADUATE ASSISTANTSHIPS

- ❖ Determined by a competitive hiring process that requires completing an application and being interviewed.
- ❖ Salaried position; salary determined annually.
- ❖ Contracts are generally for 10, 15 or 20 hours per week.
- ❖ Must carry at least 6 credits and be in full academic standing (cumulative grade point average above 3.00).

INDEPENDENT STUDY

- ❖ These self-directed courses are initiated by the student, approved through the program coordinator and require Graduate Studies approval. You need to complete an independent study contract along with a written proposal that describes objectives, activities, references, grading criteria, etc. Refer to the 2006-08 Graduate Bulletin for additional details. If the study includes human participants you will also need approval of your research protocol from the Institutional Review Board.
- ❖ Must complete a registration form or add card once the independent study is approved. Follow registration deadlines identified in the University e-timetable and the semester schedule of classes.
- ❖ Can have no more than 6 independent study credits in a degree program; can take no more than three credits per semester.
- ❖ Cannot be on academic probation to participate in an independent study course.

TRANSFER COURSES

- ❖ Requires approval by your graduate program and Graduate Studies.
- ❖ Limited to no more than 9 transfer credits that may apply to a degree.
- ❖ Transfer course grades are not calculated in your UW Oshkosh graduate grade point average. However, transfer credit grades must be B or better.
- ❖ See the 2006-2008 Graduate Bulletin for more information about transfer courses.

PROBATION/SUSPENSION

- ❖ An admitted graduate student is considered on academic probation when his or her cumulative grade point average falls below 3.00 (B).
- ❖ To return to full standing, you must complete 9 credits and have a cumulative grade point average of 3.00 or better. If probation is not completed successfully, the student is suspended for at least one semester (not including summer).
- ❖ There is no probation period for special students, non-degreed students or guest matriculants.
- ❖ The Nursing program has further criteria that apply to the academic probation/suspension policy.

REGISTRATION

- ❖ Follow any instructions and deadlines as published in the semester web e-timetable or other university materials.
- ❖ If you are prevented from registering via TitanWeb for any classes, contact the Nursing Program or Graduate Studies office.
- ❖ Be certain to have appropriate signatures for "signature required" classes.
- ❖ Admission to candidacy and a research proposal must be approved before registering for thesis or clinical paper credit.

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ADMISSION TO CANDIDACY

- ❖ An agreed upon progression of study between you, the program and the Office of Graduate Studies.
- ❖ Apply for admission to candidacy between 9 and 21 credits.
- ❖ Candidacy forms can be picked up at the Nursing program office, on the web or at the Graduate Studies office.
- ❖ You must be in full standing to have your candidacy approved.
- ❖ Changes to the admission to candidacy after it is filed require completing a program modification form approved by you, a faculty advisor if appropriate, the program coordinator and Graduate Studies.

GRADUATION/DEGREE CONFERRAL

- ❖ Apply to graduate within the first four weeks of the semester you plan to graduate.
- ❖ Cannot have more than 9 transfer credits (none below a grade of "B"). Courses from other schools with grades of P/F or S/U do not count toward your degree
- ❖ Cumulative grade point average must be 3.00 or higher.
- ❖ Nursing does not accept courses with less than a "B" toward degree completion.
- ❖ No more than a total of 6 credits of independent study, service courses, or other atypical credits can apply to a degree.
- ❖ At least half of total credits must be "700" level.
- ❖ No more than two courses (not to exceed 6 credits) of "C," or no more than 9 credits of one "C" and two "B/C," or no more than three "B/C" (not to exceed 9 credits) can be counted toward degree completion.

TIME LIMITS TO COMPLETE DEGREE

- ❖ 5 years from the term of the first course that applies to your program.
- ❖ Cannot have more than 24 months without course work or you must request to restart the program.