

# **UNIVERSITY OF WISCONSIN-WHITewater**

## **GRADUATE POLICIES, PROCEDURES & UNIVERSITY INFORMATION**

**Background.** The University of Wisconsin-Whitewater was founded in 1868 as a Normal School to train teachers. Since that time, it has progressed to State Teachers College, State College, and State University. Then in 1972, with the merger of the nine state universities and the former University of Wisconsin, UW-Whitewater became a member of the University of Wisconsin System. The UW System now includes 13 universities and 13 two-year centers. The combined enrollment makes it the fourth largest system of higher education in the United States.

UW-Whitewater has grown to over 10,500 students with more than 1,000 faculty, staff and administrators. It is now a comprehensive university offering both undergraduate and graduate degrees. More than 60 majors are offered in four undergraduate colleges: Arts and Communication, Business and Economics, Education, and Letters and Sciences. In addition, the Office of Graduate Studies, Continuing Education, Extension and Summer Session enroll hundreds of students on and off campus in both credit and noncredit programs.

**The Campus.** The University is located in southeastern Wisconsin approximately 45 miles southeast of Madison, 50 miles southwest of Milwaukee, and 100 miles northwest of Chicago. The 400 acre campus is situated in the northwest corner of the City of Whitewater within walking distance of the city's business district.

The campus includes 46 academic/auxiliary buildings, a nature preserve and arboretum, and 43 acres set aside for baseball, football, soccer, softball, track, and tennis.

The focal point of the campus is a two-block mall which links classroom and administrative buildings with the multipurpose University Center. North of the mall lie residence halls, the student health center, the DLK Kachel Fieldhouse, the Williams Physical Education and Recreation Center, and the 12,500 seat Perkins Stadium. To the west is the Center of the Arts and the Young Auditorium which serves as a regional cultural center.

**Graduate Education.** Until the early 1960s, UW-Whitewater had only offered undergraduate degrees. In response to societal needs for greater specialization and increased education in the professional work force, graduate programs were initiated at the University of Wisconsin-Whitewater in the early 1960s. Since then, UW-Whitewater has granted 10,500 master's degrees. It is presently the fourth largest graduate school in the UW System with 1,138 students enrolled during the spring of 2001.

Master's degree programs are available in accounting, business administration, business education, communication, communicative disorders, curriculum and instruction,

educational administration, counseling, computer information systems, public administration, reading, occupational and environmental safety and health, school business management, school psychology, and special education. An extensive program of evening classes is offered for those who are employed during the day. It is possible to complete some master's degree programs through summer and evening work without being a full-time student during the academic year.

Graduate degree programs at UW-Whitewater are fully accredited by the North Central Association, the American Assembly of Collegiate Schools of Business, the American Speech-Language-Hearing Association, the National Council for Accreditation of Teacher Education, and the Wisconsin State Department of Public Instruction.

Information on the specific degree programs is found in the section on Degree Programs. For further information on graduate studies and current class schedules, contact: Office of Graduate Studies and Continuing Education, Roseman 2015, University of Wisconsin-Whitewater, Whitewater, WI 53190-1790; (262) 472-1006; or visit the Website <http://www.uww.edu>.

## **GRADUATE EDUCATION AND ACADEMIC ASSESSMENT**

Graduate education at the University of Wisconsin-Whitewater uses knowledge and skills acquired through baccalaureate degrees and professional experiences as a foundation for advanced-level study and professional development. The goal of graduate education is to prepare individuals to apply an advanced knowledge-base and refined analytic, communicative and functional skills to problems encountered in their professional careers.

Graduate courses are taught by individuals who have earned "graduate faculty" status or have been approved by the graduate faculty of a department and the Dean of Graduate Studies and Continuing Education. Together these are individuals who are active scholars and productive professionals equipped to pass along timely experiences and knowledge about their evolving discipline.

Graduate course work, generally, will introduce students to contemporary issues in the discipline and help them develop a critical perspective for evaluating these and future developments. Graduate course work will help students develop an understanding for how a discipline is organized and how it conducts its research. In that regard, graduate course work is designed to be significantly different from its undergraduate counterpart in the following ways:

- requiring a greater depth and intensity of study;
- demanding a higher level of academic/intellectual rigor;
- focusing primarily on advanced and specialized topics;
- exploring the integration of theory and practice; and
- relying on pedagogical practices that require more personal interactions with the instructor, more collaborative interactions with

fellow graduate students, and more self-directed learning than undergraduate studies.

Academic Assessment. Academic assessment is a process where academic programs: 1) articulate a set of knowledge-based, cognitive-based and skill-based objectives defining the competencies that students will acquire in completing the curriculum; 2) collect data from students, alumni, alumni-employers and other sources that allow it to assess the competency level of its graduates relative to its outlined objectives; 3) utilize the assessment data to make revisions to the curriculum, pedagogical processes, evaluation procedures, and/or program objectives; and 4) share their assessment results with faculty, students and alumni. Assessment helps the programs achieve one of the most important and difficult challenges facing the modern university: providing curricula that are well-focused, timely, and designed and delivered in such a way that they prepare graduates to be creative, successful professionals.

Graduate education at UW-Whitewater runs its academic assessment at two levels. At one level, each graduate program engages in the four steps outlined above. To assist with the data collection, students in the various programs may be asked to assemble portfolios of their work, or may have their thesis or comprehensive exams assessed by a committee of faculty, and/or they may be asked to complete an exit interview.

At a comprehensive level, the School of Graduate Studies requires all students completing a degree program to complete an exit survey. These surveys provide an on-going chronicle of student perceptions that are used to assess how well graduate programming is achieving the five comprehensive objectives that characterize the desired outcomes of all graduate programs (see the inside cover of this catalog).

## **ADMISSION REQUIREMENTS**

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

Students may be admitted to a graduate degree program either in good standing or on probation. Certain other special categories are established for persons not attempting to complete a degree at this institution. These special categories are "[noncandidate for degree](#)" and "guest transfer of credit."

Admission in Good Standing. Requirements for admission to a degree program in good standing are as follows:

1. A baccalaureate or higher degree from a regionally accredited institution.
2. At least a 3.00\* overall grade point average in all the graduate work previously completed at UW-Whitewater, with no grades of I or P pending.
3. One of the following:

- a. At least a 2.75 overall grade point average in the undergraduate degree program.
  - b. At least a 2.90 grade point average in the last half of the undergraduate degree program.
  - c. A master's degree or higher from an institution regionally accredited at the corresponding graduate level.
  - d. At least 12 credits of graduate work completed on a regular grade basis at UW-Whitewater.
4. Any additional requirements set by individual departments or colleges for admission to specific degree programs.

\*All grade point averages are on a 4.00 basis.

**Admission on Probation.** A student who does not meet the requirements for admission in good standing may be admitted to a degree program on probation after furnishing credible evidence of ability to do satisfactory graduate work. Such credibility is determined by the admitting academic department or individual Program Coordinator, and could be a creditable postgraduate employment record; a satisfactory score on the Graduate Record Examination, [GMAT](#) or [Miller Analogies Test](#); or the successful completion of graduate work at a regionally accredited institution.

Students admitted on probation must meet the criteria above for good standing status within the first 12 credits attempted, including repeated courses. Those failing to do so will be ineligible to take further graduate work in that degree program.

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

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

**Guest [Transfer of Credit](#).** Persons attending another graduate school who wish to take graduate courses at UW-Whitewater and transfer them to that institution may do so. The Graduate Office at UW-Whitewater provides a form to be completed by an official of the graduate school to which the credits are to be transferred. The form certifies that the student is attending the other institution and states the provisions for approval of the work taken at UW-Whitewater toward the degree at the other institution.

**Deficiencies in Background for Graduate Study.** If a department finds that a student lacks the proper academic background for graduate studies, it may specify that deficiencies be made up before the student completes a degree. In some cases, deficiencies may have to be made up by registering in undergraduate courses that do not count toward completion of a master's degree.

**Seniors Taking Graduate Courses.** UW-Whitewater undergraduate students with senior status may be allowed to take at most six graduate credits at UW-Whitewater provided they have completed at least 90 semester credits with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work) and have the written recommendation of the department chairperson of their undergraduate major. Eligibility for this privilege must be established with the Graduate Office and is not available to seniors at other institutions or students who already possess a bachelor's degree. Seniors may not use graduate-level credits to satisfy requirements for the bachelor's degree, and undergraduate fees will be charged for their graduate-level work.

## **APPLICATION PROCESS**

Application to Degree Programs. To apply for admission to a graduate degree program, individuals must:

1. Send a completed application for admission form together with a \$45 nonrefundable application fee payable to UW-Whitewater, to the Graduate Studies Office. All requests to transfer and/or apply previously taken graduate course work toward the degree requirements must be included in the application. Application forms may be obtained from the Graduate Office or by [visiting the Website](#).
2. Submit an official degree-bearing transcript from the institution that granted the bachelor's degree and that includes at least 60 semester hours of course work. If fewer than 60 semester hours of course work were completed at the degree-granting institution, additional official transcripts may be required at the discretion of the Graduate School.
3. In addition to the official bachelor's degree-bearing transcript, submit copies of transcripts for all undergraduate work that was applied to the bachelor's degree, if that course work was not included in the degree-bearing transcripts. These transcripts may be unofficial copies and may be submitted by the applicant.
4. Submit, directly from the granting institution, an official transcript showing completion of any master's or higher degrees.

5. Submit, directly from the granting institution, official transcripts for any other graduate work completed, if the work is to be considered for transfer into the student's degree program. If official transcripts for previously completed graduate work are not provided at the time of application to the program, credit for that work cannot be transferred at a later date.
6. Have official transcripts sent directly from the registrar's office at the institution where the work was completed to the School of Graduate Studies, Roseman 2015, UW-Whitewater, Whitewater, WI, 53190. (Note: Transcripts from UW-Whitewater will be ordered by the Graduate School.) Transcripts faxed to UW-Whitewater or submitted personally by applicants will not be accepted. In the case of an institution in a foreign country that does not issue transcripts other than the single official copy presented to the student, a photocopy may be submitted provided that the applicant presents the official document for verification of authenticity at the Graduate Office upon arrival at UW-Whitewater.
7. Submit all other credentials (e.g., test scores and letters of recommendation) required for admission to the particular program for which admission is being sought.

**IN ADDITION, INTERNATIONAL STUDENTS MUST:**

8. **Credential Evaluation Requirement**  
All applicants for the Spring 2004 term, and all subsequent terms, must submit an official general evaluation of all foreign education credentials. Educational Credential Evaluator, Inc., P.O.Box 5787 Milwaukee, WI 53217. (414) 289-3400  
Or visit <http://www.ece.org>.
9. Arrange for an official Test of English as a Foreign Language ([TOEFL](#)) score to be sent directly to the Graduate Office if English is not the native language. A TOEFL score of 550 is required for admission into some of the degree programs and is strongly recommended for the others. Students have an alternative option. They can choose to attend the Wisconsin English as a Second Language Institute ([WESLI](#)) in Madison, WI, and substitute an acceptable WESLI score in lieu of the TOEFL score. Students would need to successfully complete the WESLI's 700 level, including academic reading and writing, and academic listening and speaking skills, with a rating of "very good" or higher.
10. Send a completed [certification of finances form](#) to the Graduate Office to demonstrate that there is adequate financial support available during the planned period of study. Forms will be issued upon request by the Graduate Office.
11. Have a former professor send a letter of recommendation directly to the Graduate Office attesting to the student's ability to pursue graduate study in the United States.

All application credentials must be sent to the School of Graduate Studies, Roseman 2015, UW-Whitewater, Whitewater, Wisconsin 53190-1790. These materials become the property of the University and are not returned to applicants or forwarded to other institutions. Applications will not be processed until all of the above credentials have been received. All application material (including transcripts and other material that may be required) must be received at least 45 days prior to the start of classes to be considered for admission for a given term. Please note: Individual programs may have earlier deadlines. In order to ensure receipt of all application materials by the deadline, applications should be submitted at least three months before the beginning of the term the applicant plans to attend. Applications received or completed fewer than 45 days prior to the start of classes will be considered for admission for the following term. Students whose applications for program admission are pending may enroll in course work as noncandidate for degree students, but are subject to the twelve credit limit on course work that may be taken prior to the term of a program admission and then applied toward the completion of a degree.

Application for admission will be considered during the applicant's last term of undergraduate study; however, admission will be conditional upon the applicant attaining the baccalaureate degree and meeting all the requirements for admission.

After application credentials have been evaluated, students will be notified of their admission status. If accepted into a degree program, they will be assigned an adviser and sent class registration material.

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

Graduate students who seek state [professional education licensure](#) should also contact the Director of Licensure for current licensure requirements.

**Registration.** Since UW-Whitewater reserves the right to cancel classes that have insufficient enrollment and to restrict classes filled to capacity, students are strongly advised to register in advance by the published dates in order to attain the classes they need. Advance registration also enables departments to make timetable adjustments when possible to accommodate student requests.

**Reactivation.** Applicants who do not enroll in graduate course work at UW-Whitewater within a calendar year of the beginning of the term for which they were admitted and students who have not enrolled in graduate course work within a calendar year are considered inactive. Inactive students and students who have completed their degree programs must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at, and must be submitted to, the Graduate Office (Roseman 2015).

## **ACADEMIC REQUIREMENTS AND POLICIES**

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

General graduate school academic requirements and policies (contained in this section) may be changed by the actions of the Graduate Council. Each graduate student is responsible for adhering to all current graduate school policies. Students are apprised of updated graduate policies through the timetable. Information about changes in general graduate school policies is also available at the Graduate Studies Office (Roseman 2015).

**Licensure.** Many degree programs allow students to attain licensure within the degree program. However, licensure requirements are different from degree requirements. Questions about licensure should be directed to the Licensure Office. Please see the section on Admission to Professional Education on pages 21-24 for more information.

**Minimum Degree Credit Requirements.** All graduate degree programs at UW-Whitewater require at least 30 graduate credits distributed according to the requirements of the individual programs. The minimum credit requirements and credit distribution for specific degree programs are stated in this catalog under program descriptions.

At least half of the graduate work in a degree program and at least half of the work in an emphasis within the program must be completed in courses numbered 700 or higher. In addition, a grade point average of at least 3.00 (B) overall in the graduate work taken toward the degree, as well as in all the graduate work taken in the student's emphasis, is required for graduation.

**Credit Restrictions.** Undergraduate courses, including those taken to make up deficiencies in background or in supervised teaching, will not be counted toward the number of graduate credits required for a degree. Undergraduate courses may not be used to satisfy master's degree requirements, and graduate courses may not be used to satisfy undergraduate requirements at UW-Whitewater.

Beginning with the fall 2003 term, the minimum required overall grade point average for graduation will be 3.00. No course in the major or emphasis or any other required course in which a grade of below C (2.00) has been earned may be applied toward the completion of any degree. However, some programs may require higher standards.

During a semester, students may register for at most 15 credits, while those on probation should not take more than 12 credits. Graduate assistants must be registered for at least nine graduate credits, but no more than 12 credits each semester. During the 12-week summer session, students are limited to a total of 12 credits. Courses taken on an audit basis are subject to the above limits.

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

**Course Repeats.** Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original course and grade remain on the transcript; however, the last grade and credits earned replace the originals and are the only ones used in computing the grade point average in the degree and emphasis. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

**Course Retakes.** A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be retaken for graduate credit. Although, exceptions may be granted by the student's degree Program Coordinator when the field of knowledge has changed to the degree that the course content has changed substantially from the first time the student took the course to the present. Graduate courses may not be retaken unless indicated otherwise in the Graduate Catalog.

**Transfer of Credit.** All course work, with the exception of up to nine credits, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer credits may be applied towards the credit requirements of a degree program. Some specific consortium arrangements between UW-Whitewater and other institutions may allow more than nine credits to be completed at the participating institutions.

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

Students who have already been admitted to a degree program here and who wish to take a course at another institution and have it transferred to UW-Whitewater, must obtain permission prior to enrolling in the course. Forms for this prior approval are available in

the Graduate Office. The institution at which the student wishes to earn graduate credit may also require documentation of the student's graduate status at UW-Whitewater.

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

For the purpose of interpreting the transfer of credit policy and the other policies of this bulletin, the degrees listed below are considered to be separate degrees to which the policies apply. The 12 credit limit on courses taken prior to program admission does not apply to changes in emphases within any of the degree programs below. Students in existing degree programs not listed below who wish to transfer to one of the listed degree programs should contact the Graduate Office.

M.B.A. - Business Administration  
M.P.A. - Accounting  
M.S. - Business Education  
M.S. - Communication  
M.S. - Communicative Disorders  
M.S. - Curriculum & Instruction  
Ed.S. - Education Specialist  
M.S. - Counselor Education  
M.S. - Computer Information Systems  
M.S. - Safety  
M.S.E. - Reading  
M.S. - Safety  
M.S.E. - School Business Management  
M.S.E. - School Psychology  
M.S.E. - Special Education

Students may not receive a master's degree from a degree program in which they already hold a master's degree, although they may complete a second emphasis within a degree program.

**Degree Program Options.** At the discretion of the individual degree programs, the following options are available to graduate students:

**Comprehensive examination option.** A minimum of 30 credit hours of course work, including a comprehensive examination.

**Thesis option.** A minimum of 30 credit hours of course work, including a thesis taken for one to six credits.

**Course work option.** A minimum of 36 credit hours of course work.

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

When options exist, students should consult their adviser early in their studies to determine which plan best meets their needs. A thesis may be advised for those who wish to seek depth in an academic area, while those who prefer a breadth of knowledge may select comprehensive examinations. Students formally declare the thesis option by registering for the course, 799 Thesis Research, after completing a Thesis

Proposal Form in the Graduate Studies Office. They declare the comprehensive examination option by submitting their graduation application to take the comprehensive examination. After declaring an option, students are permitted to change options only once. Changing options penalizes students who have either prepared a thesis or invested time preparing for the comprehensive examination. Changes in options must occur before students have failed twice in their first option. Failure occurs when a student's comprehensive examination is adjudged a failure or at any time a student's thesis committee formally indicates failure.

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

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

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

**Thesis.** The thesis option requires a minimum of 30 credits of graduate course work including a thesis for which up to six credits may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue

significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a degree program must formally enroll and pay fees for at least one credit of 799 Thesis Research. Before being allowed to register for 799 Thesis Research, a student must submit to the Graduate Office a thesis proposal form indicating the thesis topic, the proposed number of credits, and the thesis adviser. This form, signed by the thesis adviser, must be on file before a student will be allowed to register for 799 Thesis Research. Enrollment and fee payment for 799 Thesis Research is done only once even though the thesis may require more than one term to complete. With the adviser's permission, in succeeding terms students may increase the number of thesis credits up to the maximum of six by submitting a revised thesis proposal form, then adding and paying for the additional credits.

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

Students also must pass an oral examination over their thesis administered by an appointed thesis committee. The oral examination will be held in an open meeting, announced at least one week prior to the examination. A student's committee will consist of a minimum of three persons, two of whom, including the committee chairperson, must have graduate faculty status. Committee members may be brought in from outside the faculty of the degree program. The majority of the thesis committee members must sign the signature page of the thesis, signifying acceptance by the committee of the thesis.

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

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

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

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

**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. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

**Use of Human Subjects in Research.** Federal law and University policy requires that all research projects involving human subjects be designed as much as possible to protect the rights of the subjects. This pertains to projects for classes on research methodology, independent studies, and thesis research. Prior to initiation of the work, each proposal involving human subjects and its provisions for their protection must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB). This includes surveys. Research that has not been reviewed and approved by the IRB will not be covered by the UW-Whitewater liability insurance.

It is the policy of UW-Whitewater that all research shall be conducted under the supervision of a qualified faculty or staff member. Therefore, all students must submit a complete IRB protocol review form signed by the faculty advisor.

All IRB forms and guidelines can be obtained from the [Office of Research and Sponsored Programs](#), 2047 Roseman; or from the [Information Clearinghouse](#) Website. Call (262) 472-5212 with questions and document requests.

**Care and Use of Laboratory Animals.** All students involved in the care or use of animals and all facilities used for such animals must operate within the guidelines of the Guide for the Care and Use of Laboratory Animals. Copies of the guide and other pertinent materials may be obtained from the Office of Research and Sponsored Programs, 2031 Roseman, (262) 472-5212 or from the Information Clearinghouse Website <<http://www.uww.edu/orsp>>.

**Grading System.** Students may earn regular grades of **A, AB, B, BC, C, D,** and **F** in graduate courses. Grading is based upon a 4.00 system: each semester credit of **A** is

assigned four grade points, each semester credit of **AB** is assigned 3.5 grade points, each semester credit of **B** is assigned three grade points, etc. Students' degree grade point averages and their grade point averages in a major or emphasis area (as shown on their academic progress reports) are calculated upon the graduate course work attempted at UW-Whitewater and graduate courses accepted in transfer from other institutions. Students' overall UW-Whitewater grade point averages (shown on transcripts) are calculated solely upon all the graduate course work attempted at UW-Whitewater.

In addition to the regular grades mentioned above, instructors may assign special grades in certain situations. A grade of **S** denotes the student has passed a course taken on a pass/fail basis. Students registered for a course on this basis receive either an **S** or an **F**. While grades of **F** count in computing grade point averages, **S** grades do not. Instructors decide what constitutes pass for their courses. Students should request the criteria prior to the deadline for changing registration. After the tenth day of classes (less for summer and short-term courses), a student's registration may not be changed from a pass/fail basis to a regular grade basis or vice versa. All 799 Thesis Research courses are graded on a pass/fail basis. Workshops may be taken on a pass/fail basis. Other courses made available by departments on a pass/fail only basis are so indicated in advance in the timetable of classes. Since the decision on whether or not a course taken on a pass/fail basis will count in a degree program rests with the degree program, students should attain appropriate permission from the degree Program Coordinator prior to taking a course pass/fail.

A grade of **NC** indicates an unsuccessful attempt of a practicum graded on a satisfactory/no credit basis. This grade differs from an **F** in that it is not computed in the grade point average.

In courses designed to extend beyond the term of registration, e.g., thesis research, instructors may assign a grade of **P** to indicate progress toward completion. In courses not designed to extend beyond the term of registration, instructors may assign a grade of **I** to indicate a student's course work was incomplete due to documented extenuating circumstances. Neither **P** nor **I** grades are calculated into the term or cumulative grade point averages. An **I** grade is accompanied by a signed contract in which the instructor specifies the work to be completed by the student. A **P** or **I** grade is replaced by a regular grade when the course work is completed. The grade point average for the term in which the course was registered, as well as for subsequent terms, and cumulative grade point averages will then be retroactively computed using the regular grade replacement. A regular grade cannot be changed to a **P** or **I** on a temporary basis. With the exception of 799 Thesis Research, course work must be completed within one calendar year from the time the **P** or **I** grade was assigned. Students may petition instructors for extensions of this deadline. Instructors granting extensions will then inform the Registrar's Office. The Registrar's Office automatically changes a **P** or **I** grade to an **F** when the work has not been completed by the deadline.

A grade of **N** is recorded by the Registrar's Office when an instructor does not report a grade for a student officially registered for the course. The **N** grade is the same as an **F** in

every way except for the possibility of it being removed or changed with appropriate documentation provided by the student. The student must take the initiative to remove or change any **P**, **I**, or **N** grades.

The grading symbol for audit is **X**. This grade is not calculated in the grade point average. No credit is earned in courses registered under this option.

**Permanent Academic Record.** A permanent academic record will be maintained in the Records Department of the Registrar's Office. Students share in the responsibility for the accuracy of their records. Each semester's final grade report should be reviewed carefully and the Registrar's Office should be contacted immediately if there are any errors. No changes will be made to course entries that are not appealed within two years of the posting date, and changes will not be made to a record after the degree is officially entered.

**Academic Probation.** Students in degree programs who fail to maintain at least a 3.00 overall grade point average for all graduate work completed at UW-Whitewater are placed on academic probation. A student on academic probation must attain at least a 3.00 overall grade point average within the next 12 graduate credits attempted at UW-Whitewater (including courses that are repeated) in order to be returned to good standing status. Failure to accomplish this will result in the student being dropped from the degree program with ineligibility to take further graduate work in that degree program.

**Changes in Registration.** Students who intend to make a change in their class schedule, including withdrawal from the University, are subject to the procedures, deadlines, and fee refund policies that are printed in the timetable of classes for the given term. Failure to follow the procedures and meet the deadlines may result in students receiving failing grades for not completing the course work.

In general, students may not add a course after the first week of classes in a regular academic term. If a student drops a course after the tenth day of classes in Fall or Spring terms, a "W" grade will be recorded on the student's academic record. After the sixth week in a regular academic term, or after 33% of the class days have passed in Summer session(s) or a Winterim term, drops are only processed through the instructor by appeal. Forms for the late adding or dropping of a course after the deadline are available in departmental offices.

Students who want to completely terminate their study during a term, even if they are registered for only one course, will need to file a withdrawal form. Withdrawal from the University means complete separation from all courses, residence halls, food service and related student activities for the term; however, the students' files remain active per the guidelines detailed in the section entitled Application Process. Withdrawal forms are available at the Registrar's Office. The deadline to withdraw from the University is the end of the thirteenth week of a regular academic term.

Students may, at anytime, voluntarily withdraw from a degree program by notifying the Graduate School in writing. Students may then apply for admission to any degree program, including the one from which they have just withdrawn. In all cases, a student's cumulative grade point average will be carried forward. The student will be subject to the admission requirements in effect at the time the new application is made. All graduate course work previously completed will be reevaluated. Academic departments may consider the student's prior performance in the degree program in determining eligibility for admission to the program and the status of admission (i.e., in good standing or on academic probation). A student may not be admitted into the same degree program more than twice.

**Time Limit.** Domestic students have seven years and International Students have two years in which to complete their degree program, measured from the beginning of the term in which the first course to be included in the degree was completed, but not later than the beginning of the term for which they were admitted. Based upon good cause, students may request an extension of this time limit. Such requests should be made in writing, should include the reasons for which the request is being made, and should be directed to the student's degree Program Coordinator. Requests for extensions not exceeding two additional years will be considered and acted upon by the faculty of the degree program or the degree Program Coordinator. Requests for extensions beyond two additional years will be considered only in cases of extreme and unavoidable hardship; such requests must also be acted upon by the Committee on Exceptions to Graduate Policy, and must carry the endorsement of the degree Program Coordinator. All student requests for extensions are reported by degree Program Coordinators to the Graduate Studies Office on the appropriate form.

**Graduation.** Before the beginning of the term in which a degree is expected, students should meet with their advisers to make sure that all course requirements are being met. A student's degree Program Coordinator is responsible for certifying that the student has met all of the academic requirements for graduation. No student may receive a degree until all I and P grades have been cleared and the student is in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area. Also, all financial obligations to the University must be cleared by the Accounting Office before students may be issued diplomas and final transcripts of their academic records. Students must file applications for graduation and a diploma with the Graduate Office within the first two weeks of the semester or the first week of the summer session in which they plan to graduate. Specific deadlines and fees are published in the current Timetable. Forms are available at the Graduate Office. A graduation fee must be paid no later than one month before the date of graduation regardless of whether or not students attend the voluntary commencement ceremony. The fee is payable to UW-Whitewater and should be sent to the Cashier's office. If a student fails to graduate during the intended term, a new application form for graduation must be filed in the subsequent term, although the graduation fee does not have to be paid again.

**Appeals and Grievances.** Graduate students are responsible for meeting the terms and conditions of the School of Graduate Studies and the individual program requirements. In

cases where exception to graduate school policies or other regulations seems justified, a student may petition. Requests for specific exceptions to graduate school policies should be presented by students in writing and should include clearly stated compelling reasons that may justify an exception. Such requests should be addressed to the Dean of Graduate Studies and submitted to the Graduate Office at least thirty days prior to the term for which the request would be effective. The Dean will forward each request, accompanied by a recommendation from the Program Coordinator of the student's major or emphasis, to the Committee on Exceptions to Graduate Policy for its consideration. Students are notified of the action on their requests. Actions by the Committee on Exceptions to Graduate Policy may be appealed to the Graduate Dean. Appeals of actions/decisions must be made in writing within thirty days of students being notified of actions/decisions.

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

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

## **GRADUATE COURSE INFORMATION AND POLICIES**

**Course Numbers.** Courses at UW-Whitewater are designated by an abbreviated name of the department that the course is offered from and three digits. The three digits indicate the level of the course. Courses numbered 500 or higher are graduate courses, whereas those numbered under 500 are undergraduate courses. Courses numbered 500 through 599 are junior-graduate courses, and those numbered 600 through 699 are senior-graduate courses. Courses numbered 700 or higher are open only to graduate students.

**Course Currency Policy.** Graduate courses that have not been offered for the four calendar years immediately preceding the issuance of a new bulletin are dropped from the list of approved courses. The term "offered" is defined as (1) a course wherein there has been actual enrollment and wherein instruction has occurred (in graduate/undergraduate courses, undergraduate enrollment will meet this criterion) or (2) a course which during the semester immediately preceding bulletin issuance has been scheduled for registration. Exceptions to this policy must be approved by the Graduate Council. Requests for exceptions must be accompanied by an updated course outline and bibliography.

**Course Repeat Policy.** A course may not be taken for credit more than once unless it is identified in the Catalog as a course that may be repeated for credit. If it is repeatable, the limitations of the number of times or maximum number of credits that may be applied to

the program or degree credits may be indicated. This policy applies to both courses taken in residence at UW-Whitewater and courses accepted in transfer from another institution.

**Special Courses.** These courses are available on a selected basis through most of the academic departments. The course descriptions are common to all departments. However, the prerequisites and the number of credits permitted in certain programs may differ. Note the limitation of credits for degree/programs identified in the Catalog.

### **690 WORKSHOP**

Group activity oriented presentations emphasizing “hands on” and participatory instructional techniques. Workshops have as their primary goal the imparting of either a specialized knowledge base regarding an instructional strategy or method or a specific skill. Presentations which are more broadly-based in content or intensive study and/or research procedures are not to be offered under a workshop number or title.

### **691 TRAVEL STUDY**

A planned and directed group excursion involving extensive academically-focused travel, usually conducted in a foreign country.

### **694 SEMINAR**

Group Activity. An advanced course of study in a defined subject matter area emphasizing small groups in intense study with a faculty member.

### **696 SPECIAL STUDIES**

Group activity. Not offered regularly in the curriculum but which is offered on topics selected on the basis of timeliness, need and interest, and generally in the format of regularly scheduled bulletin offerings.

### **790 WORKSHOP**

Group activity oriented presentations emphasizing “hands on” and participatory instructional techniques. Workshops have as their primary goal the imparting of either a specialized knowledge base regarding an instructional strategy or method or a specific skill. Presentations which are more broadly based in content or intensive study and/or research procedures are not to be offered under a workshop number or title.

### **793 PRACTICUM**

Individual activity. Provides planned practical experience in a prescribed area with an agency and under the supervision and cooperative direction of faculty and agency person.

### **794 SEMINAR**

Group Activity. An advanced course of study in a defined subject matter area emphasizing small groups in intense study with a faculty member.

### **796 SPECIAL STUDIES**

Group activity. Not offered regularly in the curriculum but which is offered on topics

selected on the basis of timeliness, need and interest, and generally in the format of regularly scheduled bulletin offerings.

### 798 INDIVIDUAL STUDIES

Individual activity focusing on areas of special interest for a variable number of credits under the sponsorship of an interested faculty member involving minimal external guidance.

### 799 THESIS RESEARCH

Guided investigation of an approved thesis topic. Students may receive credit for research activities planned in conjunction with their advisers and leading to the completion of a master's degree.

### ACADEMIC FEES

Academic Fees. Academic fees are set by the Board of Regents of the UW-System and are subject to change by the Board without notice. Fees shown here are those in effect at the time this catalog was prepared and are subject to change without notice.

### Graduate Fee Schedule

Fall 2002					
Non-Business Fees			Business Fees		
Credits	Resident	Non-Resident	Credits	Resident	Non-Resident
12	2,435.25	7,740.30	12	2712.00	8,030.10
11.5	2,435.25	7,740.30	11.5	2712.00	8,030.10
11	2,435.25	7,740.30	11	2712.00	8,030.10
10.5	2,435.25	7,740.30	10.5	2712.00	8,030.10
10	2,435.25	7,740.30	10	2712.00	8,030.10
9.5	2,435.25	7,740.30	9.5	2712.00	8,030.10
9	2,435.25	7,740.30	9	2712.00	8,030.10
8.5	2,300.95	7,311.70	8.5	2561.90	7,584.55
8	2,165.60	6,881.60	8	2411.20	7,138.40
7.5	2,030.25	6,451.50	7.5	2260.50	6,692.25
7	1,894.90	6,021.40	7	2109.80	6,246.10
6.5	1,759.55	5,591.30	6.5	1959.10	5,799.95
6	1,624.20	5,161.20	6	1808.40	5,353.80
5.5	1,488.85	4,731.10	5.5	1657.70	4,907.65
5	1,353.50	4,301.00	5	1507.00	4,461.50
4.5	1,218.15	3,870.90	4.5	1356.30	4,015.35

4	1,082.80	3,440.80	4	1205.60	3,569.20
3.5	947.45	3,010.70	3.5	1054.90	3,123.05
3	812.10	2,580.60	3	904.20	2,676.90
2.5	676.75	2,150.50	2.5	753.50	2,230.75
2	541.40	1,720.40	2	602.80	1,784.60
1.5	406.05	1,290.30	1.5	452.10	1,338.45
1	270.70	860.20	1	301.40	892.3
0.5	135.35	430.10	0.5	150.70	446.15
<b>Online Business Fees</b>					
	Resident			Non-Resident	
Per Credit	550.00			550.00	

The fee for College of Business and Economics **on-line Graduate web courses** is \$550 per unit (credit) for both resident and non-resident students for each on-line unit in which the student is enrolled.

**State Residency.** Students who have been a bona fide resident of the State of Wisconsin for one full year prior to the beginning of the term of their enrollment are exempt from payment of nonresident tuition. Also, applicants who have been continuously employed full time in this state, and were relocated to Wisconsin by their current employer; or applicants who moved to Wisconsin for employment purposes and accepted current employment before applying for admission to UW-Whitewater, may, along with their spouse and dependents, be exempt from the payment of nonresident fees provided the person making the application demonstrates an intent to establish and maintain a permanent home in Wisconsin.

In addition, persons may qualify as bona fide residents if they meet any of the following criteria:

- nonresident members of the armed forces (family included) stationed in the state, or members of the armed forces who reside in Wisconsin and are stationed at a federal military installation located within 90 miles of the borders of Wisconsin;
- graduates of a Wisconsin high school whose parents have been bona fide residents of the state 12 months prior to the beginning of the semester of enrollment, or whose last surviving parent was a bona fide resident of the state 12 months preceding his/her death;
- adult students who have been employed as migrant workers in the state for at least 2 months each year for 3 of the 5 years preceding the beginning of any semester or session for which they register at a university or center, or for at least 3 months each year for 2 of the 5 years preceding the beginning of the semester of enrollment;

- official refugees who moved to the state immediately upon arrival in the United States and who have resided in the state continuously; or
- minors or dependent adult students provided one or both parents have been bona fide residents of the state for at least 12 months preceding the beginning of the semester of enrollment.

Intent to become a bona fide resident may be demonstrated or disproved by factors including, but not limited to, filing of Wisconsin income tax returns, eligibility to vote in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, place of employment, and self support.

However, applicants who enter and remain in this state principally to obtain an education are presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence.

**Minnesota-Wisconsin Reciprocity.** This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin University. Arrangements to participate in this program may be made by filing an application with the State of Minnesota Higher Education Services Office, Reciprocity Program, 1450 Energy Park Drive, Suite 350, St. Paul, MN, 55108-5227. (Telephone: (651) 642-0567 or 1-800-657-3866; Website <http://www.mneso.state.mn.us>).

**Room and Board.** The cost of housing and meals varies greatly with different types of living accommodations and with individual life styles. However, the following information is provided as an indication of what students might expect to pay if they were to live on campus. For the fall semester of the 2001-2002 academic year, the cost of a double occupancy room in a residence hall was \$1035. The cost of a 19 meal per week plan for 17 weeks was \$670. Both prices are subject to change without notice.

**Textbooks.** Graduate students pay no textbook rental fees and are expected to purchase texts and other instructional materials that are assigned in courses. The University's textbook rental service is not authorized to rent books to graduate students. The University Bookstore (Moraine Hall) sells graduate texts and other course materials. Students should check with the instructor of the course for the needed materials and textbooks. Since text requirements differ widely, no attempt is made here to estimate textbook purchase costs.

### **Fee Payment:**

UW-Whitewater offers two methods to pay fees:

1. Payment in full. Students may pay all fees (academic, room, food) in full by the billing due date for advance registrants. If they register after the advance registration process, students should pay in full at the same time they register. Failure to receive a bill will not relieve students from making payments by the required due dates.

2. University Installment Credit Plan. If electing to use the installment plan, students must fulfill the following requirements:

A) They must have a signed Installment Credit Agreement on file with the University.

B) The balance of the financial obligation plus a FINANCE CHARGE AT AN ANNUAL RATE OF 15% (1 1/4% monthly periodic rate) on the balance. Billing statements are mailed to the student's local address as filed with the Office of the Enrollment Services; however, failure to receive a statement in no way relieves a student from the obligation to make timely payments.

C) Failure to have a signed Installment Credit Agreement on file will result in administrative charges up to \$75 if fees are not paid in full during the registration fee payment process.

## **FINANCIAL ASSISTANCE**

**Graduate Assistantships.** UW-Whitewater has a limited number of graduate assistantships for selected full-time graduate students. To be eligible for consideration, individuals must be enrolled in a graduate degree program at UW-Whitewater in good standing status. Graduate assistants must register for at least nine graduate credits, but no more than 12 credits, each semester.

Students receiving full assistantship awards are expected to perform 20 hours of service per week. Workloads for partial awards are reduced proportionately. Duties will involve assignments such as laboratory assistant, research assistant, the preparation of materials for instruction, or other assignments of an academic nature.

The amount of a full assistantship award for the 2001-2002 academic year was \$8889. The award amount and availability of graduate assistantships for subsequent years is contingent upon funding being appropriated from the Wisconsin State Legislature, and is subject to change. All students who receive at least 2/3 of a full assistantship for an academic year or one semester will qualify for fringe benefits (such as health, dental, and life insurance). When funds are available, out-of-state students who receive at least 2/3 of a full assistantship for an academic year or for one semester will be eligible for a remission of the nonresident portion of tuition costs for the corresponding time period. In addition, the out-of-state portion of the fees may be waived for the summer session if the student received at least 2/3 of a full assistantship award for the preceding spring semester.

Nonresident graduate students who are not under contract as a graduate assistant (or are under contract for less than 14 hours per week), but are enrolled for at least nine graduate credits, are eligible for special funds for remission of portions of tuition costs. Contact the Graduate Office for more information about the Non Resident Fee Remission Program.

New applicants for degree programs must complete and return an application for admission and may apply for a graduate assistantship. Students who have already been admitted to a graduate degree program should submit only an application for a graduate assistantship. Completed application forms should reach the Graduate Office by March 15 of the preceding year for first consideration. Recipients will be notified in writing and issued an employment contract as early as possible.

**Advanced Opportunity Program (AOP) Awards.** The purpose of AOP is to expand the number of minority/disadvantaged students who receive graduate degrees from UW-Whitewater. To be eligible for an AOP award, individuals must be (1) U.S. citizens or permanent residents at the time of application and (2) members of traditionally under-represented minority groups (Black, Hispanic, American Indian/Alaskan Native or statutorily designated Southeast Asian) or nonminority/disadvantaged students. Individuals who are residents of the State of Wisconsin and members of the aforementioned minority groups are given highest priority for receiving AOP awards.

The amount of a full AOP award for the 2001-2002 academic year was \$7,000. The award amount for subsequent years is contingent upon funding being appropriated from the Wisconsin State Legislature, and is subject to change. Out-of-state students who receive AOP awards are also eligible for a remission of the nonresident portion of tuition costs for the time period of the award.

Additional information and application forms are available by contacting the Office of the Assistant Vice Chancellor for Academic Support Services, 226 McCutchan Hall, University of Wisconsin-Whitewater, Whitewater, WI 53190-1790. Phone: (262) 472-4985.

**Financial Aid.** Financial assistance is basically available to UW-Whitewater graduate students in the form of loans and employment. These aid types make up a financial aid package. The various forms of financial aid available for graduate students are listed below. The terms and conditions are those in effect at the time of publication of this catalog and are subject to change without notice.

**Division of Vocational Rehabilitation (DVR).** DVR assistance may be available to students having some type of disability. Vocational Rehabilitation is a Division of the Wisconsin Department of Health and Social Services. Students should contact their local DVR counselor in addition to filing the Free Application for Federal Student Aid (FAFSA).

**Federal Perkins Loan.** A limited number of Federal Perkins Loans are available to graduate students who are citizens or permanent residents of the United States who have borrowed their maximum amounts in the Federal Direct Loan(s) Programs. Students must be enrolled at least half time (4.5 credits) and demonstrate financial need to be eligible. Students may borrow a total of \$40,000 for undergraduate and graduate study combined. Borrowers must sign a note for the loan which is interest free as long as they are enrolled at least half time at any eligible institution. Repayment of the principal plus 5% interest

per year begins nine months after students leave school or graduate. The repayment period is 10 years.

**Federal Direct Stafford Loan (Subsidized).** The Federal Direct Stafford Loan enables undergraduate and graduate students enrolled at least half time to borrow directly from the federal government. To be eligible, students must demonstrate financial need. The school determines financial need based on the information provided on the FAFSA. The federal government pays the interest on these loans while students are in school and during certain periods, such as grace and deferment (a postponement of repayment).

Graduate students are eligible to receive up to \$8,500 per year. There is a \$65,500 cumulative total for undergraduate and graduate study.

Federal Direct Loans are interest free until six months after graduation or the time the student leaves school. An origination fee of 3% is assessed at the time the loan is made. Interest rates are variable and are adjusted each year on July 1. The interest rate cannot exceed 8.25%.

**Federal Direct Stafford Loan (Unsubsidized).** To be eligible, students do NOT need to demonstrate financial need. However, students are obligated to pay all interest even while enrolled, which differs from the subsidized loan. Graduate students are eligible to receive up to \$10,000 in this program or up to \$18,500 in combination of both programs (subsidized and unsubsidized).

**Federal Work-Study Employment.** The Federal Work-Study program is a federally funded financial aid program available to citizens or permanent residents of the United States. To be eligible, students must (1) receive a Federal Work-Study allocation as a part of the financial package and (2) be enrolled at least half time (4.5 graduate credits) or have been accepted for such enrollment. Federal Work-Study employment is typically on campus, and work schedules are set up around classes. Students are encouraged to participate in the many community-service related activities available. Typical on-campus jobs include clerical work; assisting in the library, laboratories, or computer labs; tutoring; and child care assistance. During the summer or other vacation periods when students do not have classes, they may work a maximum of 40 hours per week. In general, the basic pay is the prevailing minimum wage. Proceeds from Federal Work-Study employment paid directly to the student are not automatically subtracted from the student bill.

**Regular Student Payroll.** Each year hundreds of on-campus part-time jobs are made available by UW-Whitewater. Jobs (similar to Federal Work-Study positions) in university offices, laboratories, or other facilities can be applied for by any student enrolled on at least a half-time (4.5 graduate credits) basis. These positions are listed via the Cable TV Channel 19 "Student Job Line." All on-campus students are paid via a bi-weekly paycheck.

**Food Service.** The private company with the contract to provide food services to UW-Whitewater hires approximately 225 students each year to work in the dining halls and for its catering service.

**Off-Campus Employment.** Each year the Financial Aid Office lists many part-time jobs in private homes, businesses, and industries in the Whitewater area. These openings are listed via the Cable TV Channel 19 “Student Jobline.” Students on foreign student visas (F-1’s) are not eligible for off-campus employment without special permission.

**Advanced Opportunity Program Grants.** AOP grants are intended for African American, Latino, American Indian, designated Southeast Asian, and disadvantaged graduate students. Both Wisconsin residents and nonresidents are eligible, although preference is given to Wisconsin residents. Full-time and part-time graduate students are eligible. For more information students may contact Academic Support Services at (262) 472-4985.

**Application for Financial Aid.** To apply for financial aid at UW-Whitewater the application process is as follows: Complete a Free Application for Federal Student Aid (FAFSA) and submit it to Federal Student Aid Programs. Continuing students may file a Renewal Application with the Federal Student Aid Programs, which will require only updating certain data elements instead of completing an entire application again. The FAFSA is available at the Financial Aid Office.

Students may also apply for federal student aid via the internet. The FAFSA website is: <http://www.fafsa.ed.gov>.

The FAFSA must be completed after January 1 of the new year once the federal income tax returns for the previous year are completed. Students should submit the FAFSA by the priority date of March 15. Applications submitted after March 15 may be too late for many aid programs.

The student must be accepted for admission before the application will be considered. It is the applicant's responsibility to submit all requested documentation on a timely basis. The status of the student's application can be determined by calling Financial Aid at (262) 472-1130.

**Summer Term.** To apply for summer term financial aid, students must complete a Summer Term Application which is available in the Financial Aid Office during the spring semester. In addition, the current academic year FAFSA must be completed no later than the spring semester (if not already on file). Graduate students must be enrolled for at least 9 credits to be eligible for aid.

For more detailed information, please contact the Financial Aid Office, 130 Hyer Hall, UW-Whitewater, Whitewater, WI 53190-1790.

**Academic Progress.** Students are required to comply with UW-Whitewater's Academic Progress requirement in order to maintain their eligibility for financial aid. Full-time graduate students who are enrolled in a degree program may receive federal financial aid for a maximum of six semesters of full-time awards. Half-time students are eligible for a maximum of 10 semesters of half-time awards. Students who receive aid based upon full-time enrollment must complete (with a "C" or better) 9 credits each semester and 18 credits each year. Half-time aid recipients should successfully complete 4.5 credits each semester and 9 credits per year. Failure to meet the above requirements will result in loss of eligibility for all major types of financial aid. Students who do not meet the requirements may appeal their academic progress status.

**Changes Affecting Financial Aid.** The student's financial aid package is subject to change based upon assistance received from other sources. This includes private scholarships, fee waivers, Division of Vocational Rehabilitation funds, AOP grants, etc. Students should notify the Financial Aid Office directly of changes that may affect their ability to fund their education. These changes may include loss of employment or benefits, a significant decrease in income, separation or divorce, death or disability.

Federal Policy for Return of Title IV Funds for Financial Aid Recipients. The Financial Aid Office must adhere to Federal law when determining the return of Financial Aid to the Financial Aid Programs.

**Reduction in Credits:** Financial Aid is awarded based on tuition and other related charges. When a student reduces credits during a term, the financial aid disbursed could exceed these charges. If this occurs, the Financial Aid Office may revise the student's financial aid, and return to the programs the amount that exceeds the reduced charges.

**Withdrawal:** If a financial aid recipient withdraws during a term, the Financial Aid Office must calculate the amount of Title IV aid the student did not earn. Unearned funds must be returned to Title IV Programs.

The basic formula is:

Earned Aid = (percent of enrollment period completed based on withdrawal date) X (aid that disbursed or could have disbursed)

Unearned Aid = (aid that disbursed or could have disbursed) - (earned aid)

The school must return:

(amount of institutional charges) X (the percent of aid that was unearned)

The student must repay:

(the amount of unearned Title IV aid to be returned) - (the amount of unearned Title IV aid due from the school)

If the repayment of funds affects grant dollars received, the student's repayment of these funds will be reduced by 50%. Students will repay loan funds based on the repayment terms of the promissory note. Repayment of grant funds can be arranged with the school if paying in full, or with the Department of Education if a payment schedule needs to be arranged.

If a student withdraws the first term, but plans to return spring term, he/she must submit WRITTEN notification to the Financial Aid Office so that aid may be reinstated and/or revised. If a student fails to notify the Financial Aid Office, the aid will remain cancelled.

### **Admission To Professional Education**

Students with a bachelor's or master's degree seeking a first time license must meet the eligibility requirements before applying for Professional Education Admission. Cumulative grade point average for admission is based on all credits received in a bachelor's and/or master's degree. Students who do not meet the minimum GPA requirement for admission should investigate the College of Education Academic Forgiveness Policy.

It is the student's responsibility to schedule an appointment at the Winther Hall Information Desk so that the Student Status Examiner in the College of Education can verify eligibility for admission to Professional Education. The student should take photocopies of degree courses to this scheduled meeting.

Students with a bachelor's or master's degree should contact the appropriate program coordinator to develop an individual licensure plan. An Advising Report (AR) is not used for graduate licensure program approval.

All students eligible to apply for admission into Professional Education will be admitted, by program, based on program space availability. Admission to Professional Education is based on 1) Completing all eligibility requirements and 2) Placement in a rank ordering of applicants according to the most recent combined (accrediting baccalaureate degree and

other degree courses that meet UW-W Admissions criteria) cumulative GPA. There are several steps in the process of applying for admission to professional education. First, students must meet the Basic Eligibility Requirements (see below). Also, they must complete an application form and attach letterhead stationary documenting 300 of the 350 hours of experiences with learners in an educational facility/facilities. Third, they must meet the General Education for Licensure Requirements (see below). Admission to professional education is guaranteed for students who meet all eligibility requirements and have a combined cumulative GPA of 3.4 or higher on accredited baccalaureate degree and all other courses that meet UW-W Admissions criteria.

### **Basic Eligibility Requirements:**

- Pass all three portions of the Pre-Professional Skills Test (PPST). (Information about this test is available at Testing and Student Affairs Research Office-Health Center, Room 2003.)
  - Attend a Professional Education Orientation Meeting (dates available at <http://academics.uww.edu/coe/admission/calendar.htm>)
  - Pass each course (with "C"/"S" or better) or concurrent enrollment in each course of the Pre-Professional Block (not required for Early Childhood majors). The three courses of the Pre-Professional Block are "Observation and Participation," "Child Development," or "Educational Psychology" and "Education in a Pluralistic Society." The prerequisites to register for the Pre-Block are: a) Have a cumulative GPA of 2.75, b) Complete a minimum of 12 credits that would be accepted by UW-W as degree credits or hold a baccalaureate degree, and c) Pass 2 of the 3 sections of the PPST.
  - Pass (with a "C"/"S" or better) or concurrent enrollment in Speech 110 (or equivalent). See the University Catalog/Schedule of Classes or website for information about waivers, if applicable.
  - Technology Competency Assessment
  - Complete a minimum of 40 credits (Early Childhood majors must complete a minimum of 30 credits or hold a baccalaureate degree)
  - 2.75 GPA based on minimum of 40 credits (2.75 GPA on 30 credits for Early Childhood majors)
  - Experiences with Learners (minimum of 350 hours beginning with freshman year in high school)
1. At least 300 hours of verified experiences from educational facility/facilities such as schools, agencies, institutions, centers or organizations. Use letterhead stationary from the educational agency to provide verification. Verification statements should include experience descriptions, dates of involvement, total number of hours and be signed by the senior member of the agency. Some possible examples include: instructional aide, substitute teaching, day care teacher, classroom volunteer, coach, camp counselor, after school tutor, Sunday School teacher, etc.
  2. Up to 50 hours of experiences that may be related to the role of teacher not associated or attached to an educational facility (description or verification should be provided). Some possible examples include: child care, job related training, parenting, tour group leader, etc.

There will be three admission cycle deadlines in fall, spring, and summer for all students except those applying for Dual Licensure in Early Childhood. The Dual Licensure in Early Childhood program will accept applications only during the fall admission cycle. Students that meet all eligibility requirements and who turn in application forms before the deadline to turn in applications will be part of the admissions pool.

Applicants will be ranked with the pool of students applying during that particular period. Students who are not admitted may reapply during any subsequent admission period and will be re-ranked with the new pool of applicants.

Applications turned in after the deadline that meet all of the eligibility requirements will be considered on a space available basis only. If no space is available in the program for which the applicant is applying, the student's application will be placed in the applicant pool for the next admissions cycle.

Admissions outside the regular admission schedule will be granted to those students who apply to a program with space available up until two days prior to the last day to add a class of that admission term. Applications received after that date will become part of the next regular admission process whereby all applications are rank ordered by cumulative GPA. Students applying outside the regular admission cycle must meet ALL the eligibility requirements, and no one will be admitted as an exception to GPA or PPST requirements.

Admission to professional education by exception is available to those students who attempt three sections of the PPST but only pass two sections OR whose GPA is below a 2.75. No applications will be considered that do not meet either the GPA or PPST requirement. At least one of these criteria must be met. Only up to 10% of the students in each admission cycle may be admitted by exception. Candidates for admission by exception will be rank ordered by their cumulative GPA. Applicants who turn in their application after the deadline will not be eligible for consideration as an exception until the next admission cycle. Students applying for admission by exception either by PPST or GPA are not eligible for continuous admission.

Students seeking teacher licensure must be admitted to Professional Education in order to enroll in selected upper division courses (300-400) in Education.

Once admitted to Professional Education, the Assistant Dean's Office will place a hold on the student's record while a criminal background check is initiated. The cost of the criminal background check is \$5 and is the student's responsibility. Contact the Assistant Dean of the College of Education for more information.

Students admitted to the University with a declared master's degree in education are **not automatically guaranteed admission to professional education**. Students who meet stated criteria will be admitted on a space available basis.

Specific information on the process for admission into Professional Education is available at the Winther Hall Information Desk.

### **Teacher Licensure Requirements:**

The College of Education at the University of Wisconsin-Whitewater requires all students seeking initial endorsement for Wisconsin Department of Public Instruction licensure to complete the following licensure requirements:

- Pre-student Teaching Clinical Experience: Each student, under the supervision of professional school personnel, shall complete a pre-student teaching clinical

- program consisting of a minimum of 100 clock hours of experience working directly with children and youth within a school or other instructional setting. Each student will complete Observation and Participation and Field Study.
- Educational Foundations: Education in a Pluralistic Society
  - Reading and Language Arts: This requirement has been integrated into the curricula of all licensure programs.
  - Measurement and Evaluation Course: Appropriate to the licensure program, Measurement and Evaluation in Elementary Schools; Measurement and Evaluation in the Secondary Schools; or Measurement and Evaluation in Physical Education.
  - Directed Teaching:
    1. Experiences in schools. All students seeking initial endorsement for licensure by UW- Whitewater must earn credits from UW- Whitewater in conjunction with experiences in schools. Additional information about these experiences is available from the Office of Field Experiences or from the appropriate department in the College of Education.
    2. Pre-Professional Semester. A minimum of 50 hours in a school setting that serves a diverse population. Presently this experience takes place in Milwaukee, Wisconsin. The Office of Field Experiences arranges for transportation of the students. Students are assessed a transportation fee.
    3. Professional Block. One or more experiences in schools. Students are placed in schools located within the service area of the College of Education, generally within 50 miles of campus. Students are responsible for their own transportation during Professional Block experiences.
    4. Directed Teaching (“student teaching”). All students seeking initial endorsement for licensure must complete a full day, full semester experience following the daily schedule and semester of the cooperating school (not the university semester). Students who seek endorsement from UW- Whitewater must complete at least 14 credits of academic work from UW-Whitewater prior to Directed Teaching. Students are placed in schools located within the service area of the College of Education, generally within 50 miles of campus. Placements are made by the University on the basis of quality and other programmatic considerations. Students are responsible for their own transportation and housing arrangements during Directed Teaching.
- Environmental Education. Students whose programs lead to Wisconsin licensure in elementary education, science, or social studies must fulfill the statutory requirement in environmental education. In addition to appropriate work in their methods classes, students must elect one of the following courses: Human Environmental Problems or Ecology and Society.
  - Cooperatives. Students whose programs lead to Wisconsin licensure in social studies must fulfill the statutory requirements in cooperatives by selecting one of the following courses: Economic Principles, Problems and Policies, or Cooperatives.

- **Special Education.** All persons who receive an initial Wisconsin elementary or secondary license must complete a special education requirement. This requirement has been integrated into the curricula of all licensure programs. Students who successfully complete an elementary or secondary program at UW-Whitewater will have fulfilled this state requirement.
- **Human Relations Requirements.** All professional education programs leading to initial licensure require study and experiences in human relations. Specific information on the course and experience requirements is available in the Office of Field Experiences, Winther 2038.

### **General Education for Licensure Requirements:**

The State of Wisconsin through the Wisconsin Department of Public Instruction has implemented a set of teacher education program rules that are referred to as PI 4 (PI 34 beginning August 2004). These rules describe general education requirements that must be met by all teachers seeking their first teaching license, regardless of previous degrees.

Students who hold a baccalaureate/master's degree must meet the following areas:

1. Composition and Literature
2. Oral Communication
3. Mathematics
4. Fine Arts
5. National, State, and Local Government or Social Studies (beginning August 2004)
6. Biological Science
7. Physical Science (any course from Astronomy, Chemistry, Geology, Physics, or the 5-credit Physical Geography lab)
8. Western History or Western Contemporary Culture
9. Non-Western History or Non-Western Contemporary Culture
10. . Wisconsin Model Academic Standards (beginning August 2004)

All students with a baccalaureate or higher degree must schedule an appointment at the Winther Hall Information Desk in the College of Education so that the completion of the PI 4 (PI 34) requirements may be verified. Verification of this requirement must be provided to the student's Program Coordinator.

Specific information on the general education requirements and the approval list of courses are available at the Winther Hall Information Desk.

Exceptions to the GPA requirements for endorsement for initial teacher licensure may be granted by the Assistant Dean in the College of Education. No more than 10% of all students completing licensure programs in each graduation period may be granted an exception. Specific information on the process for granting licensure exceptions is available at the Winther Hall Information Desk.

### **FACILITIES AND SERVICES**

Information Systems and Operations Services. Information Systems and Operations Services consults with administrative users and develops, maintains, and implements computer systems that are needed for the University's administrative functions. University databases are designed, implemented, and maintained to insure integrity, confidentiality, and effectiveness of information systems. Information Systems and Operations Services provides training and support in the use of administrative systems and day-to-day operational services.

**Library Services.** The Library supports the curricular and research needs of the University community through the development of collections and services designed to facilitate access to information. Assistance is available at Circulation/Reserves, Reference and Periodicals desks, Archives and through email. The Library offers comprehensive instruction programs including course related instruction and tours. The Library Website <<http://library.uww.edu>> provides access, within the library and remotely, to the library catalog and licensed online resources including full-text, data and indexing/abstracting services. Library resources include an in-house collection of over 1.9 million items including over 466,800 volumes of books and bound periodicals, 1,144,000 microforms, 345,600 government documents, 18,600 audiovisual items, and 1862 current subscriptions of journals and newspapers, and online access to over 6000 e-journals, 2000 e-books and over 100 other databases.

**Networking and Telecommunications Services (NTS).** Networking and Telecommunications Services oversees the design, implementation and maintenance of the campus computing and telecommunication infrastructure. This structure includes mainframe systems, the campus ethernet network, voice and data networks, and access to the outside world via the Internet. NTS provides the vehicle that delivers technology and information services to administrative systems, computing labs, local area networks and office desktops. The primary objectives of NTS are to:

- provide an environment that enhances teaching, learning, and an administrative environment that prepares students for personal and professional success
- provide leadership to the campus in the areas of voice, data, and video communication and networking
- maintain and support current mainframe operating systems and to provide mainframe hardware and software support for the campus community
- provide state-of-the-art access to national and international networks for the campus
- provide network-based information services to the campus
- provide an environment that encourages professional development

**Instructional Technology Services (ITS).** ITS provides a wide array of services to the campus in instructional technology and academic computing. These include:

- The maintenance of general access computer labs

- Operation of the Learning Technology Center which provides faculty and staff support for Web-based learning environments and multimedia developments Web application development for instructional uses
- Audiovisual and film services
- Satellite downlink services
- Technical support for the compressed video distance education classroom
- Photographic and graphics services
- Data analysis and support

ITS also provides a range of support services to computer labs and classrooms in the colleges. ITS provides assistance in design, equipment specifications and purchase support, network connectivity installation, installation and maintenance of general application software on the servers, initial setup of lab printers and print queues, initial setup and testing of PCs to ensure functionality; and, training of college support personnel and faculty in lab and classroom maintenance.

**Observatory.** The Whitewater Observatory is a teaching and research facility. Contained in the observatory dome is a 16 inch Cassegrain reflecting telescope. The facility includes a general-purpose room in which evening observing sessions, public lectures, and supervised student research take place, and a darkroom equipped for film development and print-making by students registered in astronomy classes. While the observatory dome is maintained at an outside temperature, both the general-purpose room and photo lab are actively heated in winter and cooled in summer. Immediately outside of the observatory is a viewing area for constellation studies and for instruction in the use of small, portable telescopes. The observatory is used by astronomy classes for both daytime and nighttime activities, for lectures to the general public on alternate Friday evenings during semesters, and for tours for school groups.

**Distance Education.** As an alternative to face-to-face instruction in the traditional classroom, faculty have the ability to deliver portions of their courses to off-campus students using the following technologies: (1) Audioconferencing - WisLine is a service utilizing standard telephone lines to link individuals at sites anywhere in the state or the world; (2) Enhanced Audioconferencing - WisLine Web is a new interactive, multimedia service allowing faculty to communicate by synchronous audio while simultaneously showing PowerPoint visuals or demonstrating software, exploring Websites or graphics, or taking interactive polls; (3) Compressed Videoconferencing - A UW System digital compressed network allows interactive audio and video connections between all four-year institutions. Connectivity is being expanded to include UW Colleges and K-12 schools.

These methods of course delivery generally require synchronous interaction; therefore, students need to be at a specific site at a specific time as they would in a traditional on-campus class. Each of the interactive technologies described is available at our sister institutions across the UW System. Some technologies can be used to reach students at their offices or homes, although there may be an additional cost to the student for this kind of access.

Faculty are being trained in the use of course management tools that will enable them to teach all or a portion of their courses on the Web. The Online MBA program is one example of a UW-Whitewater graduate degree program where all of the coursework can be completed online. For more information about the Online MBA, visit the Website <http://www.academics.uww.edu/business/onlinemba/>.

Distance education courses are listed under their departmental headings in the UW-W Schedule of Classes or in the Outreach Timetable. These publications are available by contacting the Office of Graduate Studies & Continuing Education, Roseman 2013, (262) 472-1100. A complete listing of UW System credit and non-credit distance education courses is made available each semester in the form of an online catalog. The Distance Learning Catalog can be found at the Website <http://www.uwex.edu/disted/catalog>.

**Licensure.** Issues related to teacher licensure are handled by the Office of Teacher Licensing. Graduate students who seek a teaching license should be certain that their proposed program meets all of UW-Whitewater's approved program standards before embarking on a program of study. This is true in both the case of initial licensure and additions to existing licenses. In order to ascertain current licensure requirements, students should direct their questions to the Licensure Office, Winther Hall Information Desk. Phone (262) 472-1184.

**Career Services.** The services of the Office of Career Services are available to graduate students as the need may arise. Many students take advantage of these services as they explore career fields, develop career plans, prepare themselves for the job search, and actually search for employment. The services include a library of career information, career planning and employment counseling, web-based job opportunities, on campus recruiting, and an employer referral system for the benefit of registrants. For more information, contact Career Services, Andersen 2002. Phone (262) 472-1471.

**Residence Life.** The University provides residence hall accommodations for approximately 3,800 students in 14 residence halls. In addition, many property owners in the city provide housing facilities for students. On campus, a variety of residence hall living accommodations are available, including single rooms, double rooms, triple rooms, and suites. There is no University-operated housing for married students; however, most married students are able to find apartments, mobile homes, or rental houses in Whitewater or neighboring communities. For further information regarding on-campus housing, contact the Residence Life Office in Goodhue Hall, Suite 200 or call (262) 472-4200.

**Short-term Guest Housing.** The Office of Residence Life offers inexpensive overnight residence hall accommodations when space is available. For more information about the service, contact Residence Life at (262) 472-4200.

**Parking.** All persons who use unmetered University parking facilities must display a valid parking permit issued by Parking Services. To accommodate the parking needs of

on-campus resident students, commuting students, faculty, and staff, some parking facilities are restricted. Observe restrictions posted at each parking facility.

A parking permit may be purchased at the Parking Services Office located in the Visitor Center, 826 Starin Road. It is not necessary to have a permit on a vehicle that is parked at a meter; however, it is necessary to pay the meter even if the vehicle has a permit. Vehicles parked in violation of University regulations will be ticketed. For more information call Parking Services at (262) 472-1011.

**University Police.** The University of Wisconsin-Whitewater University Police Department is a full-service law enforcement agency providing 24-hour police protection and services to the campus community. The department is staffed by eleven sworn police officers, two part-time police officers and one non-sworn employee.

Part of the mission of the University Police Department is to provide protection of life and property to all persons within the boundaries of the university, to uphold the rights guaranteed under the United States Constitution, and to enforce state laws, codes and UW System regulations in a fair and just manner. The department works toward this goal by conducting investigations into alleged criminal activity, the implementation and presentation of crime prevention programs, development of new and innovative policing programs, effecting arrests, and referring individuals into the criminal justice system or conduct systems.

Anyone requiring the services of the University Police Department can contact them 24 hours a day, seven days a week, by calling (262) 472-4660. While an officer is always on duty and can be reached by telephone, non-emergency business transactions can be conducted in person during office hours of 7:45 a.m.-4:30 p.m. Monday through Friday in Goodhue Hall. Whether the victim of a crime, an injured person, a witness to an incident, someone who wants information for a presentation, or just someone who does not know where else to turn, the University Police stand ready to provide the necessary assistance.

**University Health and Counseling Services.** (John Macek, Executive Director, Ambrose Health Center, Health Services, (262) 472-1300, Counseling Services (262) 472-1305.) The University Health and Counseling Services (UHCS) provides comprehensive services and referrals for multiple concerns related to students' physical and mental health. Services are available to all currently registered UW-W students from 8:00 a.m. until 4:30 p.m. Monday through Friday during the fall and spring semesters; hours vary during the evening and during summer session and break periods. A 24-hour Crisis Line is available for all students through Walworth County Human Services. UHCS staff are committed to quality service and health education with services, programs and consultations provided in many different settings (individually and with groups).

**Health services include:** consultation and treatment by physicians, nurse practitioners, and nurse clinicians for illnesses and injuries. Many laboratory tests (including

cholesterol screening and HIV testing) and some medications are provided. Programs include weight control counseling, smoking cessation, nutrition counseling for students with eating disorders and borderline cholesterol levels, allergy shots, cold self-care, contraceptive services, diagnosis and treatment of sexually transmitted diseases through regular Personal Reproductive Care (PRC) clinics, and assistance in coordination of health care for students with chronic illnesses and/or physical disabilities. UHCS does not provide eye examinations, dental care, or consultation with specialists. Assistance with referrals to outside sources of care is provided, if needed. Charges are made for some services and supplies within the Health Services, and all outside services are the financial responsibility of the student. A number of outreach programs are offered by staff and peer educators, which focus on the individual's rights and responsibilities with personal health care issues.

Health insurance is recommended; a policy is endorsed by the university and information is available from UHCS (Health Services). Hospital care is available when needed in nearby communities. Transportation can be arranged to Fort Atkinson, Janesville or Elkhorn for medical consultation/urgent care both day and night; call UHCS at (262) 472-1300 or 1305 or Residence Life (262) 472-4200. In the case of emergencies, the City of Whitewater Rescue Squad should be contacted by calling 911 off-campus or 9-911 on-campus.

Counseling is free of charge and includes individual and group counseling (primarily short-term) for UW-W students dealing with a number of personal issues. In addition, consultation is available to faculty, staff and students. Significant outreach efforts are made with the campus and the community. The primary focus in these outreach programs is on prevention and education.

The services are staffed by professional psychologists, social workers, and counselors, as well as supervised counselors-in-training. A consulting psychiatrist is on staff part-time. If immediate or direct services are not available here, assistance is offered with appropriate referrals. Students with ANY personal concerns (adjustment to college, relationship issues, stress management, self-esteem, roommate problems, eating disorders, sexuality issues, or just want to feel better about life) are encouraged to ask for help at UHCS. All services of UHCS are confidential.

**Disabled Student Services.** (Roseman 1004, (262) 472-4711 [V/TT]) UW-Whitewater has had a program to provide services for students with disabilities since the 1970-1971 school year. In 1973, the Board of Regents of the University of Wisconsin System gave UW-Whitewater a unique, specific mission to provide services for students with disabilities. As a result, the UW-Whitewater campus is one of the most accessible campuses in the nation. More than \$5 million has already been expended to make programs and facilities accessible. In addition, professional staff members in Disabled Student Services and other campus programs are available to provide a wide variety of services to meet both ordinary and unique needs of students with disabilities. The primary goal is to integrate disabled students into existing programs to the maximum extent possible. Specialized services are provided to meet unique needs.

Services include, but are not limited to:

- A) Pre-enrollment interview, evaluation and orientation.
- B) Specialized academic support services.
- C) Transportation to and from class and activities on and off campus (Available for a weekly charge)
- D) Adapted recreation and athletics including wheelchair football, basketball, softball, soccer and wheelchair track and field.
- E) Assistive Technology Center.
- F) Counseling for personal, social, vocational, academic and critical intervention needs.
- G) Assistance with attendant recruitment and training.
- H) Physical therapy emphasizing functional training and activities of daily living.
- I) Liaison with funding and sponsoring agencies.
- J) Enhanced work experience, career planning and placement service.
- K) Independent living skills training.

**Non-Discrimination on the Basis of Disability.** Section 504 of the Rehabilitation Act of 1973, as amended, provides that “No qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.”

The Americans with Disabilities Act (ADA) states “No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.”

Applicants or students who believe that they may have been subjected to discrimination on the basis of disability in any campus program, activity or service should contact: Compliance Coordinator, Section 504 and ADA Regulations (nonemployment), 330 Hyer Hall, (262) 472-4672.

**Students For an Accessible Society ([SAS] Roseman 1004).**

Students for an Accessible Society (SAS) is an UW-W campus organization for students with and without disabilities that has been in existence since 1971. The main goal of SAS is to break down attitudinal and architectural barriers that can infringe on the rights of persons with disabilities by educating the public and staying politically active. SAS provides members with a unique opportunity to develop life long skills imperative to living successful adult lives.

For further information on SAS, or for information concerning other areas (i.e. transportation, housing, aides, physical therapy), students may contact Disabled Student Services at (262) 472-4711. The SAS Website is <http://www.uww.edu/stdrscs/dss/students.htm>.

**Women's Center.** The Whitewater Women's Center is open during fall and spring semesters. It is a safe place for all students on campus to receive help, support, information, referrals and advocacy, on issues ranging from gender inequality to sexual violence.

The Center is a place where women and men can work together toward dissolving barriers, rules and attitudes which deny any person education, earning power, or choices about their own lives based on gender. This is done through educational programs, support groups and advocacy efforts.

Referrals utilize agencies both on and off campus that can best provide assistance to those in need. The Center also has a resource library on gender issues. For more information, please call (262) 472-2786.

**International Student Programs.** The Office of International Education and Programs provides individual and group counseling services and orientation, and assists international students with personal, academic, and financial problems as well as problems with housing, food, or immigration. The office also serves as a liaison with the academic and administrative areas of the University and coordinates cultural and social programs that interface foreign and domestic cultures such as the International Dinner and Host Family Program.

**Study Abroad, Student Exchange, and Faculty Exchange.** The Office of International Education and Programs provides necessary services and assistance to students who are interested in participating in study abroad, travel, or exchange opportunities.

**Children's Center.** The University offers high quality preschool and school-age programs for children (ages 2-6 years during spring and fall semesters and 2-11 years old during summer sessions) of students, faculty, and staff. University students receive priority in enrollment. Part-time and full-time schedules are available to suit parents' class, work, and study times on and off-campus. The Children's Center also serves as a teacher training site and is state licensed and nationally accredited. The Center is open Monday through Friday 7:30 a.m. - 5:30 p.m. during the spring and fall semesters and Monday through Friday 7:15 a.m. - 5:15 p.m. during the summer sessions. For information regarding curriculum, registration, and fees contact the University Children's Center, Roseman Building 1035, UW-Whitewater. Phone (262) 472-1768.

**Multicultural Education Center.** The Multicultural Education Center (MEC), located in UC 122, provides a friendly and inviting atmosphere that brings students, faculty and staff to its doors. The MEC has a wide array of multicultural resources that are available for students, staff and faculty, and it has an extensive multicultural library. The MEC is open to all visitors during its regular hours: Monday-Wednesday from 8:00 a.m. to 7:00 p.m., Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m. Please contact the staff at (262) 472-2798 with any questions about its resources or to reserve the facility.

**General Recreation.** Sports facilities are open evenings and weekends for unorganized recreational use. Indoor facilities are available for such activities as basketball, volleyball, track (walking/jogging), racquetball, and swimming. Outdoor areas and facilities are also available for such activities as softball, football, tennis, sandpit volleyball, and basketball. A walking/jogging trail is located near Perkins Stadium for recreational use. Equipment checkout is available for these activities with a valid University I.D. Facility reservations are also available for any of the indoor or outdoor facilities, as well as the picnic shelter near Wells Hall. Williams Center Weight Room memberships and University Fitness and aerobics memberships can be purchased through the Office of Recreation Sports and Facilities, Room 100 Williams Center. Call (262) 472-1544 for further information.

**Intramural Sports Program.** The Intramural Sports Program is available for male and female students, faculty and staff members. Tournaments and leagues are conducted throughout the school year in various activities such as Flag Football, Sand Volleyball, Ultimate Frisbee, Basketball, Innertube Water Polo, Floor Hockey, Volleyball, Wiffleball, Racquetball, Dodgeball, Indoor Soccer, Soccer, Team Handball, Badminton, Tennis, Golf, Softball, and Arena Flag Football. Entry forms for these activities are available in the Intramural Sports Office, Room 100 Williams Center or on our Intramural Website <http://www.uww.edu/staffair/recsport/IMSports/IMindex.htm>. Contact (262) 472-1145 for further information.

**Club Sports Program.** The Club Sports Program is designed to provide the opportunity for male and female students, faculty, and staff to participate in a variety of competitive, instructional, and recreational sports. Each club is formed, organized, governed, and conducted by students under the guidelines established by the Office of Recreation Sports & Facilities. Our Sport Clubs blend aspects of learning new skills, practicing with fellow participants and competing against clubs from other campuses throughout the nation. Active clubs include Men's and Women's Ice Hockey, Men's and Women's Rugby, Billiards, Bowling, Lacrosse, Men's Volleyball, Karate, Martial Arts, Cycling, Hobbits Outdoor, Ultimate Frisbee, Water Skiing, Snow Skiing, Men's Golf, Paint Ball, Hang Gliding, and the Spirit Program. Stop by the Club Sports Office, Room 100, Williams Center or call (262) 472-1145 for further information.

**Religious Groups.** The following religious organizations are represented on campus: Inter-Varsity Christian Fellowship, Catholic Student Coalition (Roman Catholic), Lutheran and Episcopal Student Movement, Latter Day Saints Student Association, UW-W Gospel Choir, United Methodist University Ministry, and WELS Lutheran Campus Ministry. In addition, the Campus Ministry Center is affiliated with the following religious faiths: Catholic, Lutheran, and Episcopal but welcomes all students. Local churches or off-campus houses maintained by religious organizations provide the facilities for religious and social programs. Some meetings are held in University facilities.

**Cultural Affairs.** Cultural Affairs provides all UW-W students the opportunity to see and work with professional performances by nationally and internationally known theatre, dance and musicians groups booked at Young Auditorium.

The Cultural Affairs Committee is composed of both students and community members who provide input to the director and help plan, produce and promote activities for the next season and volunteer to work on the events booked for this season. Volunteer activities include ushering, providing transportation for the artists from the motel to the theatre, promoting the event to students across campus, arranging artist workshops, working on Young Auditorium receptions for artists and other aspects of event production.

The Cultural Affairs Committee chooses ten to fifteen activities of the upcoming season to be listed as Cultural Affairs events. However, tickets to all Young Auditorium season events are offered to students at greatly discounted prices averaging 60% off.

**Irvin L. Young Auditorium.** The Irvin L. Young Auditorium serves as host to several performing arts series including the Cultural Affairs Series, the Party at Irvs Series (popular student entertainment), the “ILY Presents” (special events) series, as well as the “Horizons” school matinee and evening family programs. In all, thirty to thirty-five professional performing arts events are held in the facility each year. The auditorium is also utilized for various music department and continuing education-sponsored activities. The unique design of the Irvin L. Young Auditorium features a graciously appointed auditorium chamber with approximately 1,300 seats, depending on configuration pattern and number of wheelchair seats utilized. Through lighting options and architectural arrangements, the auditorium can also achieve the feeling of warmth and comfortable intimacy of a much smaller space. The clean lines and uncluttered space of the chamber create an unpretentious performing environment in this state-of-the-art facility.

One of the many striking areas is the Fern Young Terrace which offers unparalleled charm guaranteed to enhance any event it houses. The facility’s Kachel Center offers flexibility with its sprung hardwood floor. Conferences will find the room appealing for groups of up to 150 or as a space for small groups to meet before returning to the auditorium for larger sessions. Both the Fern Young Terrace and the Kachel Center can serve dual purposes as support spaces to complement auditorium functions or as versatile stand-alone meeting, rehearsal, or reception rooms.

**University Theatre.** Annually the Department of Theatre and Dance produces seven major shows, a children’s play for tour, experimental and one-act plays, and a dance production. These activities provide rich opportunities for students to see a wide range of productions.

**Music Activities.** The Department of Music sponsors a wide variety of performing groups including Concert Choir, Chamber Singers, Women's Chorale, Jazz Choir, Symphonic Wind Ensemble, Marching Band, Concert Band, Jazz Ensemble, Jazz Combos, Percussion Ensemble, Flute Choir, Clarinet Choir, Saxophone Quartets, Early

Music Ensemble, Brass Choir, and other smaller ensembles. These groups, as well as all others sponsored by the department, are open by audition to all university students. If students enjoy singing or playing a musical instrument, they will appreciate the opportunity to share in the musicianship of these groups. Contact the Music Department Office for additional information at (262) 472-1310. If students enjoy music, they will not want to miss the many interesting and exciting concerts given by the campus groups, faculty artists, and guest artists. These concerts are free to students and provide a rich and memorable break in weekly routines.

**Art Exhibitions.** The Crossman Gallery serves the Department of Art, UW-Whitewater, and the community by providing a forum for the exhibition of art works and related educational activities. By facilitating the exhibition of distinctive works of art, the gallery offers students, faculty and visitors an opportunity to enjoy and study a variety of art expressions in a free, accessible and open environment.

Crossman Gallery also serves as an extension of the educational mission of the University by enabling students to exhibit their work and conduct research into the objects presented throughout the year in the exhibition series. The exhibits and related programming provide a forum to investigate technique and thematic issues in the visual arts, explore new technology and display emerging and established talent.