

GRADUATE STUDIES

Mission Statement

Grounded in professional excellence, University of Wisconsin-Superior Graduate Programs (<https://www.uwsuper.edu/academics/graduate-programs/>) foster scholarly reflection and growth within a liberal arts tradition.

Graduate Degrees Offered

See Graduate Studies Degrees (<http://catalog.uwsuper.edu/graduate/academic-departments/>). (<https://www.uwsuper.edu/academics/graduate-programs/>)

Certification in Professional Education

Individuals seeking UW-Superior approval for certification in professional education through the graduate programs must apply for admission and must also submit a copy of their current professional educator license.

There are no conditional admissions to graduate education licensure programs.

Admission to a professional educator certification program, either as part of a degree program or separately from a degree program, may be denied or withdrawn if there is evidence that the applicant does not meet the standards, as defined by Chapter PI 34 of the Wisconsin Administrative Code for the Department of Public Instruction regarding conduct which may endanger the health, welfare, safety or education of any pupil.

Certification for educational licensure is subject to change based on licensing requirements of the Wisconsin Department of Public Instruction (<https://dpi.wi.gov/>). The online catalog maintains the most up-to-date certification requirements.

Faculty and Governance

Graduate Faculty

The Graduate Faculty is the community of scholars responsible for creating the academic climate for graduate study by teaching graduate courses, stimulating and conducting research, and advising individual graduate students. The Graduate Faculty serves as the legislative body for the graduate programs, acting within the limits of policies of the State of Wisconsin and the University of Wisconsin System Board of Regents (<https://www.wisconsin.edu/regents/>). Members of the Graduate Faculty are identified in the faculty and staff section of this catalog.

Graduate Council

The Graduate Council (<https://www.uwsuper.edu/about/administration/university-governance/>) is a council of the UW-Superior Faculty Senate (<https://www.uwsuper.edu/about/administration/university-governance/>). The Graduate Council is the policy-making body for graduate studies and acts for the Graduate Faculty in the operation of the graduate programs. The Graduate Council is responsible to the Graduate Faculty, and includes as members one representative with full graduate faculty status from each graduate degree program, a secretary elected from and by the Graduate Faculty, and the Dean of Graduate Studies.

Admission Requirements

1. Submit a completed application online. Applications may be found at www.uwsuper.edu/admissions (<https://www.uwsuper.edu/>

[admissions/](https://www.uwsuper.edu/admissions/)) or <https://apply.wisconsin.edu> (<https://apply.wisconsin.edu/homepage/>).

2. Request official transcripts of all previous undergraduate and graduate work be sent to the Graduate Studies Office directly from all institutions previously attended.
3. Remit a nonrefundable application fee to the University of Wisconsin-Superior.
4. Submit other application materials required by specific programs as identified in the following individual program descriptions.

All application forms and transcripts should be submitted in advance of registration to ensure time for processing. Recommended dates for submission of application materials are April 1 for summer or fall terms and October 15 for the spring term. Students will be admitted under the policies of the current General Catalog. Any student who applies and is admitted but does not attend the university within a one-year period must reapply for admission and must comply with the admission requirements of the then-current university catalog.

Decisions relating to admission are governed by university policy and administered by the Dean of Graduate Studies. Admission to a specific graduate program rests with the faculty advisors and departments.

Unconditional Admission

A student admitted unconditionally to a graduate degree program must meet both the requirements of the individual graduate program and the following Graduate Studies requirements:

1. The applicant holds a baccalaureate degree from an accredited college or university.
2. An undergraduate grade point average of at least 2.75/4.00 or a 2.90/4.00 grade point average in the last half of the undergraduate program. Undergraduate and graduate work from all colleges attended will be considered.
3. An undergraduate major or equivalent evidence of suitable background for entering the chosen program.
4. Evidence of proficiency in written and oral English language skills.
5. Other application material required by individual programs.

Conditional Admission

An applicant desiring to pursue a degree but not meeting one or more of the requirements for unconditional admission may be granted conditional admission if all of the following are met:

1. The applicant holds a baccalaureate degree from an accredited college or university.
2. The applicant has a grade point average greater than 2.50/4.00. Undergraduate and graduate coursework from all colleges will be considered.
3. The graduate program to which application has been made has approved the conditional admission. Additional probationary components may be required by individual graduate programs. There are no conditional admissions to graduate education licensure programs.
4. Conditionally admitted graduate students may be admitted unconditionally when the student, with faculty advisor approval, petitions the Graduate Council with substantial evidence that the student has the potential for doing satisfactory graduate work. Such evidence may include:

5. A grade point average of 3.00/4.00 or better average in the first nine semester hours of graduate work selected by the faculty advisor (work may count toward degree).
6. Other evidence as deemed important by the faculty advisor.

Any student, who has not become eligible for unconditional admission by the time nine semester hours of work have been completed, will be denied enrollment in graduate studies.

Special Graduate Status

Students enrolling with Special Graduate Status are students who do not wish to formally pursue a degree or certification from the University of Wisconsin-Superior. This status is reserved for people who want to enroll in graduate courses for other reasons, for example, to earn continuing education, professional development plan (PDP) credits, etc.

A potential Special Graduate Status student may be allowed to enroll in graduate courses under this status if:

1. The applicant holds a baccalaureate degree from an accredited college or university as evidenced by an official transcript.
2. The applicant does not wish to pursue a degree or certification program at this university at this time.
3. Although the applicant will submit an online application (<https://apply.wisconsin.edu> (<https://apply.wisconsin.edu/homepage/>)), applicants for Special Graduate Status are not required to pay an application fee.
4. Students enrolled as Special Graduate Students are not eligible for financial assistance.

If the student with Special Graduate Status decides to pursue a degree or a certification from the UW-Superior, a maximum of nine semester credits taken as a special student may be applied to that degree or certification program. The student will need to fulfill the admission requirements for the particular degree or certification program, pay the application fee, and understand that all other graduate admission conditions apply.

International Student Admission

Qualified international students are welcome to enroll in graduate degree programs at UW-Superior. **Note:** International students who intend to enroll in a UW-Superior graduate program in F-1 student status are eligible to apply for the Guidance and Counseling (<http://catalog.uwsuper.edu/graduate/academic-departments/education/counseling/>) graduate programs only. To be admitted, the following information must be submitted to the Graduate Studies Office:

1. A completed online Graduate Studies Application for Admission form, found at <https://apply.wisconsin.edu> (<https://apply.wisconsin.edu/homepage/>).
2. A non-refundable application fee.
3. Official copies (with literal English translation) of academic credentials (grade reports, transcripts or mark sheets) from secondary school (high school) and any postsecondary (college, university, institute) coursework.
4. A statement or certificate indicating English language proficiency. A score of 550 (paper-based), 213 (computer-based), 79 (internet-based) on the Test of English as a Foreign Language (TOEFL) is recommended. Specific departments may require higher scores and may also require the Test of Spoken English (TSE). If a department has different expectations, the desired level of proficiency will be noted in the graduate program descriptions of that department. Any deviation from these standards must be approved in advance by the

appropriate program coordinator and the Dean of Graduate Studies. Students who have not met the English proficiency requirement may apply for conditional admission.

5. Documentation of sufficient financial support to live and study full time at UW-Superior. Financial verification is required before the university will issue the U. S. government form, Form I-20, necessary to obtain an F-1 student visa or to transfer from another U. S. institution.

International graduate students may be awarded a partial nonresident tuition waiver. Information regarding nonresident tuition waivers is available here (<https://www.uwsuper.edu/paying-for-college/international-students/>).

Conditional Admission of International Students

International graduate studies applicants, who satisfy all admission requirements except the English proficiency requirement, may be considered for conditional admission. Conditionally admitted students will be eligible to enroll in a graduate program unconditionally after they have met the English proficiency requirement for UW-Superior graduate students through achieving one of the following.

1. Minimum TOEFL iBT score: 79
2. Minimum TOEFL PBT score: 550
3. Minimum IELTS score: 6.5
4. Successful completion of the English as a Second Language International (ESLI) advanced level with a recommendation of the ESLI director.
5. Earning a score of 550 TOEFL and 3+ on the Test of Written English at the Global Language Institute (GLI).
6. Successful completion of Wisconsin English as a Second Language Institute (WESLI) 700 level, with score of 76 on the Michigan Test of English Language Proficiency.
7. Successful completion of Level 112 at an ELS Language Center.
8. Successful completion of the Madison English as a Second Language School (MESLS) advanced level.

Students may submit information from one of the language institutes noted above at the time of their admission to Graduate Studies. Students, who satisfy the requirement at one of the language institutes indicated above, may also be required to take the UW-Superior English as a Second Language (ESL) placement test prior to their first semester enrolled at UW-Superior and may be required to take an appropriate combination of ESL and graduate classes during their first semester at UW-Superior.

There are no conditional admissions to graduate education licensure programs.

Graduate Program Plan of Study

Assignment of a graduate advisor is made by the program coordinator of the program to which the graduate student is admitted at the time of admission. The graduate faculty advisor will work with the student to design a Plan of Study and may supervise the thesis, project, or writing requirement. The student's Plan of Study must be filed in the Graduate Studies by the end of the second semester of attendance. A minimum number of graduate credits is required for graduation from a given program. Depending upon the program, this can range from 30 to 60 credits is required for the master's degree. At least half the required minimum number of credits should be taken in courses which are open to graduate students only (numbered 700-899).

Student Responsibility

It is the responsibility of students to be informed and to follow all university and graduate policies, degree program requirements and any specific requirements of their major program.

Academic Integrity

Graduate students are expected to maintain academic integrity in meeting the requirements for a graduate degree. Evidence of academic misconduct may result in certain sanctions, such as failure in a course or dismissal from Graduate Studies. Chapter 14 UW-Superior Student Academic Disciplinary Procedures of the Wisconsin Administrative Code for the University of Wisconsin System outlines the procedures for identifying academic misconduct and the appropriate sanctions. Chapter 17 UW-Superior Student Nonacademic Disciplinary Procedures of the Wisconsin Administrative Code for the University of Wisconsin System outlines the procedures for identifying nonacademic misconduct and the appropriate sanctions. Graduate students are expected to abide by the Code of Ethics specific to their chosen field of study.

Student Identification

After registration and payment of fees, students should obtain a student identification card at the Yellowjacket Union. Several benefits are available to those who hold a current ID card, including but not limited to: use of materials from and facilities of the Jim Dan Hill Library, use of networked computer labs, use of the Marcovich Wellness Center, and discounts at many university-sponsored events.

Graduation Requirements

Completion of catalog requirements in effect upon the student's term of entry and successful completion of the student's Program Plan of Study on file in the Graduate Studies Office define the graduation requirements for the degree sought. Application for the graduate degree must be made online at the beginning of the final term of attendance. Payment of a graduation fee is required.

To graduate at the end of a specific term, all requirements and course work must be completed within four weeks before the final day of the student's last term of attendance. Students who have applied previously, but do not graduate must reapply for graduation.

Academic Progress

Academic Standing for Graduate Students (AP1112 G)

Students should choose the academic pace that best meets their personal goals; however, successful movement toward goals, combined with at least adequate acquisition of academic competence, is a responsibility of the student. The following standards have been defined for graduate students, including those seeking certification and graduate Special students. The policies and regulations listed below define the minimum academic standards of the University. A separate set of standards exist for financial aid.

Good Academic Standing

The Associate Dean of Graduate Studies shall notify the faculty advisor of any student who has failed to achieve a 3.00/4.00 grade point average by the time the student has attempted 20 semester hours of graduate work.

Graduate students who receive a stipend, salary, or nonresident tuition waiver from the university, based upon their status as a graduate student, must maintain good academic standing each term of their award

or appointment. Good academic standing is defined as a minimum cumulative grade point average (GPA) of 3.0/4.0. Students whose GPA drops below 3.0 will be placed on probation and are restricted to taking 3 credits while on probation. Transfer students accepted with less than a 3.0 cumulative GPA may be admitted on academic probation. Suspended students reinstated by the Graduate Council will be readmitted on academic probation. Students previously on probation will be suspended if their subsequent semester GPA is less than 3.0, or their cumulative GPA is below 3.0. Suspended students are required to sit-out at least one term prior to submitting a petition for reinstatement to the Graduate Council.

Academic Probation

Graduate students are placed on academic probation whenever their cumulative GPA drops below 3.0, or their semester GPA is less than 3.0, regardless of the cumulative GPA.

Graduate students on academic probation are restricted to a maximum of 6 credits while on probation.

Graduate students on probation must earn a 3.0 semester grade point average the following semester to continue enrollment. Graduate students remain on probation until their cumulative GPA improves to at least 3.0.

If a graduate student's semester GPA increases to 3.0 or higher and their cumulative GPA increases to a minimum of 3.0, the graduate student will be moved to good standing status. Once the cumulative GPA is 3.0 or above, a graduate student is no longer on probation. If a graduate student fails to earn a 3.0 semester grade point average while on probation, the graduate student will be suspended.

At the end of each term, academic standing is reviewed. Whenever a graduate student's semester or cumulative GPA drops below 3.0, the graduate student and his/her advisor is notified via email to the graduate student's UW-Superior email account.

Graduate transfer students accepted with less than a 3.0 cumulative GPA from all previously attended institutions may be admitted on academic probation.

Suspended students reinstated by the Graduate Council will be readmitted on academic probation.

Academic Suspension

Graduate students on probation will be suspended if their subsequent semester GPA is less than 3.0.

Suspended graduate students are required to sit-out at least one term prior to submitting a petition for reinstatement to the Graduate Council. However, if the graduate student can provide other sufficient evidence that extenuating circumstances led to their suspension status, s/he may submit a petition for reinstatement without having sat out a term.

Reinstatement

Graduate students suspended more than two times must sit-out at least three years before petitioning for reinstatement. Petitions for reinstatement should be submitted to the Graduate Studies Office at least three weeks before the beginning of the term in which the graduate student wishes to re-enter. If a graduate student's written Petition for Reinstatement is denied, the student has the right to a personal appeal with the Graduate Council. Graduate students should be aware that a personal appeal must be supported by information and/or documentation in addition to what was provided on the original written petition.

Financial Aid Opportunities

To receive financial aid, a student must complete the Free Application for Federal Student Aid, commonly called FAFSA, at <https://studentaid.gov/h/apply-for-aid/fafsa> (<https://studentaid.gov/h/apply-for-aid/fafsa/>). Students must apply each year.

To be eligible for most financial aid, students must be enrolled as a degree-seeking at least half time. Enrollment definitions for financial aid depend on program and may be found here (<https://www.uwsuper.edu/paying-for-college/financial-aid/aid-policies/#enrollment-status>). They also must maintain satisfactory academic progress (policy may be found here (<https://www.uwsuper.edu/paying-for-college/financial-aid/aid-policies/#pageTitleWrapper>)) and comply with Selective Service registration, among other requirements.

Advanced Opportunity Program

The Advanced Opportunity Program (AOP) of UW-Superior makes funds available for eligible graduate students who are disadvantaged or belong to American ethnic minorities (limited by UW System Guidelines to Native American, African American, Hispanic/Latino, and Southeast Asian students). Applications are available in the Financial Aid Office (<https://www.uwsuper.edu/paying-for-college/financial-aid/>) and the student must file a FAFSA for consideration. Funds are limited.

Minnesota-Wisconsin Reciprocity

Minnesota and Wisconsin employ reciprocity for tuition purposes. Minnesota students may pay Minnesota resident fees at UW-Superior provided they are granted Reciprocity Fee Status by the Minnesota Office of Higher Education. Apply online at <http://www.ohe.state.mn.us/>.

Non-Resident Tuition Waiver Program

The Non-Resident Tuition Waiver (NTW) allows UW-Superior to waive a portion of the out-of-state tuition that nonresident students are charged. Graduate students applying for admission may also apply for a NTW award. Information is available here (<https://www.uwsuper.edu/paying-for-college/tuition-award-programs/>).

Beecroft Graduate Travel Grant

The Beecroft Graduate Travel Grant provides a grant of \$1,000 for travel to the New England states, the province of Quebec, or countries outside the United States and Canada to graduate students whose graduate work would be aided or enhanced by travel. Applications are available in the Graduate Studies Office or online at <https://www.uwsuper.edu/paying-for-college/financial-aid/types-of-aid/grants/>.

Graduate Tuition/Refund of Tuition and Fees

UW System policy specifies that graduate students who take undergraduate courses as part of their graduate program will be charged at the graduate tuition level for all courses. Students will receive refunds for courses dropped from their schedule according to the tuition and fee refund schedule published at <https://www.uwsuper.edu/paying-for-college/bursars-office/>. The day of record for the drop is the day written notification is received by the Registrar's Office.

Contact Information

Graduate Studies
University of Wisconsin - Superior
Swenson Hall 3065
Belknap and Catlin Ave.
P.O. Box 2000

Superior, WI 54880
Phone: 715-394-8295
Email: gradstudy@uwsuper.edu