

## Catalog Outline

Highlighted areas are NOT in the current 2010-2012 catalog

Highlighted area ARE in the current 2010-2012 catalog

Highlighted area request to REMOVE from future catalog

1. Calendar
2. Introduction
  - a. Force of publication
  - b. All applies to Grad Studies unless specifically mentioned differently in Grad Studies section
  - c. Introduction (marketing statement)
  - d. History of UWS
  - e. UWS Today
    - i. University facilities
      1. List buildings
  - f. Community information
3. Governance
4. Institutional Information
  - a. Accreditation (include any program accreditation as well) an Affiliations
  - b. Mission Statement
    - i. System
    - ii. UWS
  - c. Five major initiatives
  - d. Assessment (page 40)
  - e. Education Options at UWS
    - i. Undergrad
    - ii. Distance Learning Center
    - iii. Grad Studies
    - iv. Associate degree
    - v. Continuing Ed
    - vi. Distance Learning Center
    - vii. Special Adults
    - viii. Pre-College
      1. Youth Options
      2. Upward Bound

REMOVE the "Terms to Know" page 7

5. General Information
  - a. Diversity statement
  - b. Equal Opportunity statement
  - c. Nondiscrimination
  - d. ADA
  - e. Student-Right-To-Know
  - f. Drug-Free Schools and Campus Act
  - g. Student Code of Conduct
    - i. Academic dishonesty
  - h. Safety & Health Policy (page 51)
  - i. Expectations of Students
    - i. Class attendance (page 47)
  - j. Use and disclosure of: (page 51)
    - i. Social Security Number
    - ii. Racial/Ethnic information
    - iii. Disability information
  - k. Affirmative Action (page 30)

I. Title IX (page 31)

6. Guide to Campus Services (suggest we eliminate this section-pages 8 &9)

7. Overview of Undergraduate Programs by Department

- a. Majors
- b. Minors
- c. Dual Degree Programs (still list?)

8. Admissions

- a. Contact person and info
- b. Mission statement
- c. Visit Information
- d. How to apply
  - i. Admission requirements
    - 1. New Freshmen
    - 2. Transfers
    - 3. Re-entry
    - 4. Specials
  - ii. Placement exams
    - 1. Placement chart
- e. Application Procedures
- f. Advanced Admission
  - i. High School Students
  - ii. Youth Options
  - iii. Special Students
    - 1. Moving from special to degree-seeking
  - iv. Transfer
  - v. AP

9. Office of International Programs (OIP)

- a. Contact person and info (list for each program)
- b. Int'l student services (page 31)
- c. Admission of Int'l Students
  - i. TOEFL
  - ii. How to Apply
  - iii. Admission
    - 1. Conditional
    - 2. ESL
    - 3. Int'l Transfers
  - iv. Immigration Procedures
  - v. Insurance requirements
  - vi. Application Procedures
- d. Study Away
  - i. Study Abroad (very limited page 11)
    - 1. Faculty led programs
    - 2. Wisconsin in Scotland
    - 3. Other SA
  - ii. National Student Exchange

10. Registrar's Office

- a. Registrar contact information
- b. Mission statement
- c. FERPA-Data Privacy
  - i. Access to public records (page 51)
- d. Registration and registration changes (page 44)
  - i. DL Class registration (page 44)
  - ii. Official Enrollment (page 45)
  - iii. Drop/add (page 45)
    - 1. Administrative Drops

- iv. Withdraw (page 46)
  - 1. Total and partial
- v. Cross-registration
- vi. Seniors enrolling in Graduate Courses (page 46)
- e. Grades (page 43)
  - i. Grade point average
  - ii. Semester grades
  - iii. Mid-term grades
  - iv. Change of grades
  - v. Final Grade appeal (does not include exam grades)
  - vi. Auditors (page 45)
  - vii. Repeats (page 41 & 46)
  - viii. Incompletes (page 46)
  - ix. In-Progress
  - x. Pass/Fail (page 45)
- f. Credit definition (page 43)
  - i. Load (page 45)
  - ii. Overload
    - 1. Summer load (page 45)
  - iii. Class attendance (page 47)
  - iv. Excess Credits Policy (page 45)
- g. Exams
  - i. Final exams
- h. Course numbering
  - i. Remedial do not count for Dean's list
  - ii. Pre-requisites
- i. Class level standing (page 44)
- j. Honors—Dean's List (page 47)
- k. Academic Standing (page 47-48)
  - i. Good standing
  - ii. Probation
  - iii. Suspension
    - 1. Reinstatement
      - a. Personal appeals
- l. Petition Appeals
- m. Residency
- n. Challenge Exams
- o. Sequential Credit
- p. Change in Catalog Requirements
- q. Curriculum changes
- r. Graduation Requirements
  - i. Application for degree (page 41)
  - ii. Degree Progress Reports (page 46)
  - iii. Baccalaureate degree (page 36)
    - 1. Graduation Honors (page 41)
  - iv. Associate degree (page 40)
  - v. Concurrent degree
  - vi. Second degree (page 40)
  - vii. Four-degree guarantee
  - viii. Commencement (page 42)
  - ix. Learning Goals for the Gen-Ed Program
- s. Internship Policy (page 46)
- t. Name and Address Changes
- u. Accommodation for Pregnancy & Birth (page 47) Move to SSS Disabilities?
- v. Accommodations of religious beliefs
- w. Transcripts (page 47)

- x. Transfer Transcripts (page 48)
  - i. Credits allowed by Examination
    - 1. Military
    - 2. CLEP, AP, DANTES, PLA
- y. Veteran's Benefits (financial aid section—page 22)

#### 11. Academic Advising Center

- a. Contact person and info
- b. Mission statement
- c. Advisement
  - i. Undeclared
  - ii. Pre-business
  - iii. Advisor assignment
  - iv. Releases (electronic)
- d. Declaring a major/minor
  - i. Changing major/minor

#### 12. Financial Aid

- a. Contact person and info
- b. Mission statement
- c. Application process & deadlines
- d. Costs
- e. Scholarships (don't list every single one—remove this section)
- f. TAP
- g. Loans and payback and exit counseling
  - i. Perkins Loan Program
- h. Workstudy (employment) (LTE opportunities)
- i. SAP
  - i. GPA
  - ii. Completion rate
  - iii. Probation & suspension
  - iv. Standards
  - v. Duration of eligibility
  - vi. Appeal process
- j. Refunds
- k. Grades
  - i. Repeats (page 46 refer to registrar section)
  - ii. Incompletes
  - iii. In-Progress

#### 13. Cashier's Office (should it be Cashier's Office or Bursar's Office? (called Tuition & Fees in 2010-2012 catalog—page 17)

- a. Contact person and info
- b. Mission statement
- c. Semester costs
  - i. Tuition
    - 1. Auditing, senior citizens, disabled, military
    - 2. Distance Learning
  - ii. Fees (seg fees)
  - iii. Course fees (labs and misc.)
  - iv. Late fees
- d. Residency status
  - i. Minnesota students
- e. Refunds
  - i. Tuition
  - ii. Room & Board AND Residence Hall deposit
  - iii. Financial aid—return to title IV
  - iv. Miscellaneous fees
- f. Payment

- i. Payment plans
- ii. Late payments
- g. Returned checks
- h. Delinquent Accounts
  - i. Collection agency referrals
- i. Extenuating Circumstances Committee

#### 14. Student Support Services (page 33)

- a. Disability services (some on page 30)
  - i. ADA concerns
- b. Courses offered through SSS (page 33)
- c. Testing (placement exams)
- d. Access & Bridge
- e. Upward Bound (scholarship info page 29)
- f. ASSIST Early Warning Program
- g. Leadership in Sustainability Seminar (page 33)
- h. McNair Scholars Program (page 32)
- i. Tutoring
  - i. Math Lab
  - ii. Academic Support Center (non-math tutoring)
  - iii. On-line tutoring

#### 15. Vice Chancellor for Campus Life (one short paragraph on page 30)

- a. Contact person and info
  - i. Assessment
- b. Dean of Students (one short paragraph on page 31)
  - i. Contact person and Info (same as VC for Campus Life)
  - ii. Student rights and responsibilities
    - 1. Chapter 14 & Chapter 17
- c. First Year Experience
  - i. Contact person and info (page 3)
  - ii. SOAR (page 32)
- d. Career Services
  - i. Contact person and info
  - ii. Testing
  - iii. Jacket jobs
  - iv. Resume help
- e. Bookstore (one short paragraph on page 30)
  - i. Contact person and info
  - ii. Products sold
  - iii. See book costs on E-Hive when enrolling in courses
- f. Campus Involvement (page 32/33)
  - i. Contact person and info
  - ii. YAC (page 33)
  - iii. Mascot Team (page 33)
  - iv. Volunteerism & Service (page 33)
  - v. Leadership (page 33)
  - vi. Student Organizations
    - 1. Sorority
    - 2. Student Government
- g. Campus Recreation (one short paragraph on page 30)
  - i. Contact person and info
  - ii. Intramurals
    - 1. Outdoor activities
    - 2. Facilities
      - a. Climbing wall
      - b. Ropes (page 38—under facilities)

## 3. Wellness

## h. Multi-Cultural Affairs (page 32)

- i. Contact Person and Info
- ii. First Nations (page 31)
- iii. Gender equity programs (page 31)

## i. Residence Life (page 32)

- i. Contact Person and Info
- ii. Mission statement
- iii. Application procedure and contract
- iv. Room & Board costs
- v. Requirements for living on-campus

## j. Wisconsin Covenant

- i. Contact Person and Info

## k. Childcare (short paragraph on page 31)

- i. Contact person and info
- ii. Prices charged
- iii. Hours of operation
- iv. Services for the children

## l. Food Service Or should it be titled Dining Services? (short paragraph on page 31)

- i. Contact person and info
- ii. Prices on various meal plans

## 1. Jacket Cash

## m. Health &amp; Counseling (page 31)

- i. Contact person and infor
- ii. Services offered
- iii. Student Health Insurance

## n. Yellowjacket Union (page 34)

## 17. Security or Should it be listed as Campus Safety? Short paragraph on page 30)

- a. Contact Person and Info
- b. Mission statement
- c. Parking (page 32)
- d. Relationship with local police
- e. Emergency Response Plan

## 18. Athletics (page 35)

- a. AD info
- b. Mission Statement
- c. Sports offered and coach contact info
  - a. Affiliations
- d. WIAC information
- e. Facilities (page 35 & 6)
- f. MWC
  - a. GYM
  - b. Field house
  - c. Swimming pool
  - d. Weight and cardio room

## 19. Library (page 32)

- a. Contact person and info
- b. Mission statement
- c. Collection
- d. Computer access
- e. Hours of operation
- f. Inter-library loan?

## 20. Writing Center (page 34)

- a. tutoring

## 21. Technology Services (page 34)

- a. Contact person and Info

- b. Mission Statement
- c. Location and hours of operation for all labs (including in Res halls and YU and everywhere)
- d. E-Hive
- e. Email
- f. Wi-Fi access
- g. Help Desk
- h. Downloading unauthorized info (songs)
- i. Atomic Learning

## 22. Distance Learning Center (page 112)

- a. Contact person and info
- b. Mission statement
- c. Degree programs
  - a. Communicating Arts
  - b. Elementary Ed
  - c. Individually Designed
  - d. Sustainable Management
- d. Online courses
- e. Interactive Television Courses (ITV)
- f. How on-campus students enroll
- g. Costs (outside of plateau)

## 23. Continuing Education (page 111)

- a. Contact person and info
- b. Mission statement
- c. Certificate programs
  - a. Mediation /Conflict Resolution
  - b. Paralegal
  - c. Non-profit Admin
  - d. Leadership Superior/Douglas County
  - e. Northwoods Non-Profit
  - f. Human Resource Generalist
  - g. Health & Human Issues
  - h. Exploritas ??
- d. Outreach courses

## 24. Lake Superior Research Institute

- a. Contact person and info
- b. Mission statement
- c. Research Activities
- d. Public Education
- e. Student Outreach

## 25. General Education Program (should this be here or in the Registrar section???)

- a. Requirements (page 37)
- b. Learning goals
  - a. For the program
  - b. For Gen-Ed Core
  - c. For Knowledge Categories
  - d. For non-Western & Diversity
  - e. For Co-requisites
- c. Assessment

## 26. Academic Departments

- a. Associate Dean of Academic Programs
  - a. Contact person and info
  - b. Service Learning
- b. Business & Economics
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught

- d. Mission statement
- e. List of majors
- f. List of minors
- g. Special admission requirements
  - 1. Transfer students
- h. Special accreditation
- i. Internships
- j. Advising
- k. Assessment
  - l. Expectations of students
- m. Clubs
- n. Preparation for Grad studies
- o. Transportation & Logistics Research Center (should this be here or in Continuing Ed section???)
  - 1. Contact person and info
  - 2. Research Activities
  - 3. Student research opportunities
- c. Communication Arts
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
    - 1. Undergrad
    - 2. Grad
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - l. Expectations of students
  - m. Clubs
- d. Educational Leadership
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
    - 1. Undergrad
    - 2. Grad
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - l. Expectations of students
  - m. Clubs
- e. Health & Human Performance
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors



- f. List of minors
- g. Special admission requirements
  - 1. Transfer students
- h. Special accreditation
- i. Internships
- j. Advising
- k. Assessment
  - 1. Expectations of students
- m. Clubs
- n. Preparation for Grad studies
- f. Human Behavior, Justice & Diversity
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs
  - n. Preparation for Grad studies
- g. Math & Computer Science
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs
  - n. Preparation for Grad studies
- h. Music
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students

- m. Clubs
  - n. Preparation for Grad studies
- i. Natural Science
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs
  - n. Preparation for Grad studies
- j. Social Inquiry
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs
  - n. Preparation for Grad studies
- k. Visual Arts
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
    - 1. Undergrad
    - 2. Grad
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs
- l. World Languages, Literature and Cultures
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement

- e. List of majors
- f. List of minors
- g. Special admission requirements
  - 1. Transfer students
- h. Special accreditation
- i. Internships
- j. Advising
- k. Assessment
  - 1. Expectations of students
- m. Clubs
- n. Preparation for Grad studies
- m. Writing, Reading & Library Science
  - a. Chair and contact info
  - b. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - c. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
  - d. Mission statement
  - e. List of majors
    - 1. Grad
  - f. List of minors
  - g. Special admission requirements
    - 1. Transfer students
  - h. Special accreditation
  - i. Internships
  - j. Advising
  - k. Assessment
    - 1. Expectations of students
  - m. Clubs

27. List of Majors and Minors in alphabetical order. Brief description of each and requirements for each.

- The following was approved by UAAC 3/29/05:
  - ✓ Each major curriculum will be headed by the title of the major entitlement, including the term “major” and the name of the degree, if not a B.A./B.S. (eg., “Communicating Arts Major,” “Sociology Major,” “Business Administration Major,” “Theater Major, Bachelor of Fine Arts”)
  - ✓ All sub-majors will be listed under the major entitlement and (with the exception of teacher certification sub-majors) will be clearly designated as “concentrations.” (eg., “Mass Communication Concentration,” “Exercise Science Concentration,” “International Peace Studies Concentration”)
  - ✓ Teacher certification sub-majors will be listed under the major entitlement and will be clearly designated by the type of certification. (eg. EC-A, MC-EA) If there is any question about what certification you offer, please clarify with the Certification Officer.
  - ✓ Further delineations within a “concentration” will be clearly designated as “tracks” (eg., “Journalism Track,” “Video Production Track”)
  - ✓ If a major or sub-major has both a comprehensive and non-comprehensive curriculum, the two curricula will be listed in the catalog as distinct sub-majors. The comprehensive sub-major will be clear designated in the catalog as “comprehensive.”
  - ✓ The catalog description of all comprehensive majors and sub-majors must clearly indicate, directly below the title of the major or sub-major, that the major or sub-major is comprehensive.
  - ✓ Majors (with the approval of the Undergraduate Academic Affairs Council) may designate areas of specialization with the term “focus.” A “focus” will appear neither on the transcript nor the degree audit and will constitute neither a sub-major nor a set of formal graduation requirements. Suggested courses within a focus will be introduced by the phrase, “Students interested in [name of focus] should take . . .” A focus may appear on the UW System’s Higher Education Location Program’s web site.
- a. Accounting major
- b. Adaptive Ed/Special Ed minor
- c. Aerospace Studies minor
- d. Applied Geographic Systems minor

- e. American Politics minor
- f. Anthropology minor
- g. Art major (see visual arts)
- h. Art minor
- i. Biology major
  - a. Cell/Molecular focus
  - b. Ecology, Aquatic Biology and Fishery Science focus
  - c. Plant sciences focus
  - d. Secondary Ed
- j. Biology minor
  - a. Biology Secondary Ed minor
- k. Broad Field Science major
- l. Broad Field Social Studies major
  - a. History concentration
  - b. Political Science concentration
  - c. Psychology concentration
  - d. Sociology concentration
- m. Business Administration major
  - a. Finance concentration
  - b. International Business concentration
  - c. Management concentration
  - d. Marketing concentration
- n. Business minor
- o. Chemistry
  - a. Forensic Chemistry concentration
  - b. Secondary Ed
- p. Chemistry minor
- q. Chinese minor
- r. Coaching minor
- s. Communicating Arts (undergrad)
  - a. Speech Communication concentration
  - b. Media Communication concentration
    - 1. Media Studies track
    - 2. Journalism track
    - 3. Digital Cinema track
    - 4. Interactive Media track
- t. Computer Science majors
  - a. Comprehensive
  - b. Traditional
- u. Computer Science minor
  - a. Computer Science Secondary Ed
- v. Criminal Justice minor
- w. Early Childhood minor
- x. Earth Science minor
- y. Economics major
- z. Elementary Education major
- aa. English majors
  - a. Secondary Ed
- bb. Engineering (see pre-engineering)
- cc. English minor
- dd. First Nations Studies minor
- ee. Forestry dual degree
- ff. Geography minor
- gg. Applied Geographic Systems minor
- hh. German minor
- ii. German teaching minor

- jj. Global Studies minor
- kk. Health minor
- ll. Health Education minors
- mm. Health & Human Performance minor
- nn. History major
  - a. Secondary ed major
- oo. History minor
- pp. History teaching minor
- qq. Individually Designed major
  - a. On-Campus
  - b. Distance Learning
- rr. Individually Designed minor
- ss. Information Technology minor
  - a. Information Technology certificate
- tt. Journalism minor
- uu. Language Arts teaching minor
- vv. Legal Studies major
  - a. Criminal Justice concentration
- ww. Legal Studies minor
- xx. Library Science minor
- yy. Library Science Education minor
- zz. Mathematics major
  - a. Discrete Applied Mathematics
  - b. Secondary Ed
- aaa. Mathematics Elementary Ed minor
  - a. Mathematics Secondary Ed
- bbb. Media Communication minor
- ccc. Mediation/Conflict Resolution certificate
- ddd. Music major
  - a. Performance Concentration
    - 1. Instrumental Performance track
    - 2. Jazz Studies Performance track
    - 3. Keyboard Performance track
    - 4. Voice Performance track
- eee. Music minor
- fff. Music Education
  - a. Choral/General Music (K-12 certification)
  - b. Instrumental Music (K-12 certification)
- ggg. Peace Studies minor
- hhh. Philosophy minor
- iii. Physical Education major
  - a. Physical Education (K-12 certification)
  - b. Community Health Promotion concentration
  - c. Exceptional Education: Physical Education (K-12 certification)
  - d. Exercise Science concentration
  - e. Wellness/Fitness Management concentration
- jjj. Photography minor
- kkk. Physics minor
  - a. Physics Secondary Ed
- lll. Political Science major
  - a. American Politics concentration
  - b. Peace Studies concentration
  - c. Political Science Secondary Ed
- mmm. Political Science minor
  - a. Political Science Secondary Ed minor
- nnn. Paralegal certificate

- ooo. Pre-Engineering dual degree
- ppp. Psychology major
- qqq. Psychology minor
- rrr. Science Teaching
- sss. Social Work major
- ttt. Sociology major
- uuu. Sociology minor
  - a. Sociology Secondary Ed
- vvv. Social Studies Secondary Ed
- www. Spanish minor
  - a. Spanish Secondary Ed minor
- xxx. Special Ed/Adaptive Ed minor
- yyy. Speech Communication minor
- zzz. Sport Management minor
- aaaa. Sustainable Management
- bbbb. Theatre major
- cccc. Theatre minor
- dddd. Transportation & Logistics major
- eeee. Visual Arts major
  - a. Art Education concentration (K-12 certification)
  - b. Art History concentration
  - c. Art Therapy concentration
  - d. Studio concentration
- ffff. Visual Arts Studio Art (BFA)
- gggg. Water Resources minor
- hhhh. Women's & Gender Studies minor
- iiii. Writing minor

## 28. Graduate Studies

- a. Contact person and info
- b. Mission statement
- c. History
- d. Accreditation
- e. Graduate Faculty
  - a. Full-time faculty, listed by name, degree, room, email, phone and subjects taught
  - b. Adjunct faculty, listed by name, degree, room, email, phone and subjects taught
- f. Graduate Council
- g. Admission procedures
  - a. Full Admission
  - b. Conditional Admission
  - c. Special Graduate Status
  - d. International Students
  - e. Re-entry
  - f. Transfers (page 127)
- h. Registration and registration changes
  - a. Drop/add
  - b. Withdraw
    - 1. Total and partial
  - c. Seniors enrolling in Graduate Courses
- i. Assessment
- j. Advisement
- k. Grades
  - a. Grade point average
  - b. Grades available for Graduate Faculty
  - c. Change of grades
  - d. Grade appeal
  - e. Auditors

- f. Repeats
  - g. Incompletes
  - h. In-Progress
- l. Credit definition
  - a. Overload
    - 1. Summer load
  - b. Transfer credit
  - c. Class attendance
- m. Petition Appeals
- n. Residency
- o. Challenge Exams & Prior Learning
- p. Catalog Limit Requirements
- q. Thesis, Seminar Paper or Project
- r. Graduation Requirements
  - a. Application for degree
  - b. Degree Progress Reports
  - c. Baccalaureate degree
    - 1. Graduation Honors
  - d. Second Master's degree
  - e. Commencement
- s. Academic Standing
  - a. Good standing
  - b. Probation
  - c. Suspension
    - 1. Reinstatement
      - a. Personal appeals
- t. Name and Address Changes
- u. Official Enrollment
- v. Financial Aid
  - a. Application process & deadlines
  - b. Costs
  - c. Scholarships (don't list every single one—remove this section)
  - d. TAP
  - e. Loans and payback and exit counseling
  - f. Employment (LTE opportunities)
  - g. SAP
    - 1. GPA
    - 2. Completion rate
    - 3. Probation & suspension
    - 4. Standards
    - 5. Duration of eligibility
    - 6. Appeal process
  - h. Grades
    - 1. Repeats
    - 2. Incompletes
    - 3. In-Progress
  - i. Beecroft Graduate Travel Grant
- w. Semester costs
  - a. Tuition
    - 1. Auditing, senior citizens, disabled, military
  - b. Fees (seg fees)
  - c. Course fees (labs and misc.)
  - d. Late fees
  - e. Refunds
- x. Communicating Arts
  - a. Contact person and info

- b. Mission statement
- c. Admission Requirements
  - 1. Application Deadline
  - 2. Int'l student requirements
- d. Distance Learning Option
- e. Master of Arts Degree requirements
- f. List of majors
  - 1. Communicating Arts
  - 2. Mass Communications specialization
  - 3. Speech Communication specialization
  - 4. Theatre specialization
  
- g. Special accreditation
- h. Internships
- i. Advising
- j. Assessment
- y. Educational Leadership
  - a. Contact person and info
  - b. Mission statement
  - c. Special accreditation
  - d. Admission Requirements
    - 1. Application Deadline
    - 2. Int'l student requirements
  - e. Distance Learning Option
  - f. Master of Science in Education Degree requirements
    - 1. MSE Program Components
    - 2. Educational Administration Knowledge Base Theme
    - 3. Specialization Core Coursework
    - 4. Practicum Requirement
  - g. List of majors
    - 1. Educational Administration
      - a. Director of Instruction specialization
      - b. Director of Special Education & Pupil Services specialization
      - c. Principalship specialization
      - d. School Business Administrator specialization
  - h. ISLLC Standards-Based Professional Development for School Leaders
    - 1. Standards Coursework
      - a. Standard 1 through 6
  - i. Internships
  - j. Advising
  - k. Assessment
  - l. Certification-Only Graduate students
  - m. Specialist Degree in Education in Educational Administration
    - 1. Admission Requirements
    - 2. Program Components
      - a. Educational Administration Knowledge Base Theme
      - b. Specialization Core Coursework
      - c. ISLLC Standards
    - 3. Internship
    - 4. Thesis Requirement
    - 5. Advising
    - 6. List of Majors
      - a. Educational Administration
      - b. Director of Instruction specialization
      - c. Principalship specialization
      - d. School Business Administrator specialization



- e. School District Superintendency specialization
- z. Human Development
  - a. Contact person and info
  - b. Mission statement
  - c. Special accreditation
  - d. Admission Requirements
    - 1. Application Deadline
    - 2. Int'l student requirements
  - e. Master of Science Degree requirements
  - f. List of majors
    - 1. Guidance & Counseling
      - a. Community Counseling specialization
      - b. School Counseling Specialization
    - 2. Special Education
      - a. Cognitive Disabilities specialization
      - b. Emotional/Behavioral Disabilities specialization
      - c. Learning Disabilities specialization
      - d. Cross categorical specialization
    - 3. Certification Programs for Special Ed licensure
    - 4. Certification Only Graduate Students
  - g. Internships
  - h. Advising
  - i. Assessment
- aa. Instruction
  - a. Contact person and info
  - b. Mission statement
  - c. Special accreditation
  - d. Admission Requirements
    - 1. Application Deadline
    - 2. Int'l student requirements
  - e. Master of Science in Education Degree requirements
  - f. List of majors
    - 1. Library Science concentration
    - 2. Instruction
      - a. Instruction Strand A specialization
      - b. Instruction Strand B specialization
    - 3. Certification Programs
  - g. Internships
  - h. Advising
  - i. Assessment
- bb. Reading
  - a. Contact person and info
  - b. Mission statement
  - c. Special accreditation
  - d. Admission Requirements
    - 1. Application Deadline
    - 2. Int'l student requirements
  - e. Master of Science in Education Degree requirements
  - f. List of majors
    - 1. Reading
      - a. Reading Specialist specialization
      - b. Reading teacher specialization
    - 2. Certification Programs
      - a. Reading 017
      - b. Reading 316
  - g. Internships

- h. Advising
- i. Assessment
- cc. Visual Arts
  - a. Contact person and info
  - b. Mission statement
  - c. Special accreditation
  - d. Admission Requirements
    - 1. Pre-requisites
    - 2. Application Deadline
    - 3. Int'l student requirements
  - e. Master of Art Degree in Art requirements
  - f. List of majors
    - 1. Visual Arts
      - a. Art Administration specialization (currently not offering)
      - b. Art Education specialization
      - c. Art History specialization
      - d. Studio Art specialization
      - e. Art Therapy specialization
  - g. Internships
  - h. Advising
  - i. Assessment

### 29. Course subject codes

- a. Course numbering system
- b. Definition of terms and codes
- c. History course codes

### 30. All courses listed by subject code, then course number, then number of credits

- a. Full course description
- b. Pre-reqs
- c. Terms offered

### 31. Faculty and Staff

- a. University of Wisconsin System
  - a. Board of Regents (names only)
  - b. Administrative Officers (names and titles)
- b. University of Wisconsin-Superior
  - a. Administrative officers and staff (name, degree, position)
- c. Faculty and Academic Staff (name, year of hire, title, subject taught, degree and college, degree and college) – note with are graduate faculty
  - a. Adjunct Faculty and Academic Staff
- d. Emeriti Faculty (names, degree, area)
- e. Alumni Association
  - a. Officer (name, title and location)
  - b. Board of Directors (name and location)
  - c. Emeritus Board Members (name and location)
  - d. Ex-officio
- f. Foundation Inc.
  - a. Board of Directors (name, title and location)
  - b. Ex-officio Board members (name and location)

### 32. Index