Graduate Course Information

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Graduate course repeat policy

A graduate student can repeat up to two courses once in which a grade of “C” or lower was earned and with the permission of the program director. The new grade will replace the original grade in the GPA calculation. Both grades will appear on the academic record.

Cross-listed courses

A course offered by more than one department that has the same course description, credits, and title but different prefixes (e.g., ECO/THA 376; BIO/MIC 714) is a cross-listed course. Students may earn credit only once for taking a cross-listed course.

Graduate course numbering policy

Courses in the 500 series and some in the 600 series are “slash” courses; they are graduate courses with a companion number in the 300 or 400 series and are open to upper division undergraduates (who have earned at least 60 credits) and graduate students. All courses with numbers in the 700 and 800 series and some in the 600 series are for graduate students only. Students in all master’s degree programs must earn at least one-half of the minimum number of semester credits required in their program in graduate-only level courses.

Course prerequisites

Course prerequisites, listed in the course description, indicate the academic preparation required for successful completion of the course. Occasionally students may have sufficient knowledge to enter courses without the formal prerequisites. In these circumstances, students may ask instructors for consent to enroll; all instructors retain the right to admit any student to their classes, subject to departmental policy. Students who do not meet the stated prerequisite(s) or the required class standing must obtain permission in writing to enroll in a class. Students will not receive credit for courses for which they do not have the appropriate class standing, specified prerequisites, or written permission to override the requirements.

Curriculum requirements and course descriptions

Specific course requirements for each of the various curricula are included in the individual program’s section of the catalog, under graduate degrees offered (http://catalog.uwlax.edu/graduate/programrequirements). Additional university requirements for a master’s degree are included in the graduate degree policy (http://catalog.uwlax.edu/graduate/degreerequirements).

Many course descriptions list the semester/year during which a course is normally offered. This serves as a guide; however, actual offerings may vary depending on staffing levels and enrollment demands.

A course marked “repeatable for credit” may be repeated only once unless otherwise specified.

Graduate Curriculum Committee

Duties and responsibilities of the committee shall include:

1. Receiving, reviewing, and acting on proposals for curricular changes from the various academic departments and graduate programs.
2. Initiating, developing, and recommending changes in the design of curricula for experimental and research purposes.
3. Informing department chairpersons/program directors, in writing, of proposals being considered that relate to experimental curricula or their programs, thus providing adequate opportunity for departments/programs to be heard prior to committee and senate action on such proposals.
4. Evaluating various curricular proposals by an established set of criteria that takes into consideration the needs of students and of society, the mission of the university, the necessity for quality programs, and the ability of the department and college to meet the resource needs of the proposal.
5. Coordinating the various curricula through formal consultation with the academic departments, graduate programs, and the Academic Program Review Committee.
6. Publishing the agenda of regularly scheduled meetings in the university newsletter.

Membership of the committee shall consist of nine members of the graduate faculty and three graduate students. The faculty membership shall include at least the following numbers of representatives from each of the following academic units: two from the College of Liberal Studies, four from the College of Science and Health, and one from the College of Business Administration. Each student member shall represent one of these academic units. The Provost/Vice Chancellor, Registrar, Associate Vice Chancellor for Academic Affairs, Director of the Library and academic deans shall serve as administrative consultants to the committee. The committee shall elect its chair.