Master's Degree (Non-Thesis Track) Program Guidelines
Biological Sciences (rev. 1/2017)

For questions, contact the program either by phone or E-mail.

bioscigrad-list@uwm.edu
414-229-5137

Graduate School regulations and requirements are described on the Graduate School website and the Graduate School's Academic Policies & Procedures. The specific requirements for the Biological Sciences Master's (Non-Thesis Track) Program are described below.

I. GENERAL REQUIREMENTS
   A. MAJOR PROFESSOR
      Upon acceptance into the program the student will be notified of his/her initial advisor. Any
tables may be addressed to the advisor, or to the Graduate Director of the Department of
Biological Sciences.
   B. COURSEWORK
      Before your first semester, you and your major professor will determine an initial schedule of
courses.

II. PROCEDURES TO FOLLOW AND DEADLINES TO MEET
   A. M. S. GRADUATE ADVISOR
      Upon admission to the program, the student will be assigned an advisor whose research background
is similar to the student’s stated area of interest and career goals. Students may request a specific
advisor from the faculty list; however, requesting an advisor does not guarantee availability. During
the first semester of study the student and advisor must complete and submit a Plan of Study
to the Graduate Program Director. The Plan of Study will detail the coursework to be taken for completion
of the degree and can be modified at any time during the program.
   B. PLAN OF STUDY
      1. You must file a Plan of Study-MS (Non-Thesis Track), on or before the first day of
         instruction for that semester. All forms must be signed by you and by your major professor. File
         the original Plan of Study with the Biological Sciences Graduate Director. Forms can be found
         on the Biological Sciences Graduate Student website or obtained from the Graduate Program
         Assistant.
      2. You must update your Plan of Study-MS (Non-Thesis Track), on or before the first day of
         instruction every semester you are in the graduate program. Forms can be found on the
         Biological Sciences Graduate Student website or obtained from the Graduate Program Assistant.

STUDENTS WHO DO NOT FILE A COMPLETED PLAN OF STUDY IN ANY TERM ARE
NOT MAKING SATISFACTORY PROGRESS AND WILL BECOME INELIGIBLE FOR
DEPARTMENTAL AND UNIVERSITY-WIDE FINANCIAL AID AND RISK DISMISSAL
FROM THE PROGRAM.

C. CREDITS
   Thirty (30) credits beyond the Bachelor's degree are required. Of the 30 credits, at least 20 must be
in courses offered by the Department of Biological Sciences. Of the 20 credits, all students must take
at least one laboratory course, two seminars that require a presentation (up to a maximum of 4
credits counting toward the degree; Bio Sci 925, 929, 931, 933, 934, 935, or 936) and the 2 credit Bio Sci 800 Graduate Capstone in Biological Sciences course. Up to 4 credits of Advanced Independent Studies (Bio Sci 899) and up to 2 credits in Biology Colloquium (Bio Sci 900) can count toward the degree. Any remaining coursework may be completed in other departments within UWM with the approval of the student’s advisor and the Graduate Program Director. A student may transfer graduate-level coursework into their degree program pending approval of the student’s advisor and the Graduate Program Director. For graduate-level coursework taken at UWM, up to 12 credits may be eligible for transfer. For graduate-level coursework taken at other institutions, up to 10 credits may be eligible for transfer.

D. GRADES
You must maintain a GPA of 3.0 in all graduate work. Students receiving a grade of "B-" or lower in Biological Sciences coursework will receive a letter of warning from the Graduate Director. Students with an overall semester GPA below 3.0 will receive an academic warning from the Graduate School. Continued poor academic performance may result in dismissal from the Graduate Program (see Graduate School's Academic Policies & Procedures).

E. CAPSTONE REQUIREMENTS
All students in the non-thesis M.S. track must enroll once in BioSci 800 Graduate Capstone in Biological Sciences. For successful completion of the capstone, students must demonstrate the ability to read and understand current scientific literature in the biological sciences, and apply acquired knowledge in biological sciences to a topic presentation.
In addition to BioSci 800, all students must submit a minimum of two examples of scientific writing that have been completed and graded during their graduate studies. At least one of these must be from a laboratory course or experience. These documents must be submitted to the Graduate Program Director and will be used as a portfolio to demonstrate the students’ analytic and scientific writing abilities.

F. SCHEDULING THE FINAL SEMESTER
Please refer to Graduation Dates and Deadlines and the Calendar (all available from the Graduate School).
Early in the graduating semester you must complete the Master’s Graduation Application in PAWS. The Graduate School will forward the approved application to the Biological Sciences Graduate Director. The Biological Sciences Graduate Office will review the student’s record for eligibility, and the completed application is then signed and forwarded to the Graduate School. Degrees are formally awarded at ceremonies scheduled in May and December; however, degrees may also be awarded at the end of the Summer Session.