

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

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

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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 questions 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.