

# University of Wisconsin-Milwaukee

## Department of Biological Sciences

### Master's Degree (Non-Thesis Track) Program Guidelines (rev. 5/2019)

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

[bioscigrad-list@uwm.edu](mailto:bioscigrad-list@uwm.edu)

414-229-5137

#### I. PROGRAM BASICS

##### A. ADMISSION REQUIREMENTS

Upon acceptance to the program, students will be notified of any curricular pre-requisites that must be completed as perceived by their faculty advisor. Extra programmatic requirements (physics, organic chemistry and calculus) will be determined by the student's faculty advisor. All basic requirements must be remedied by the end of the student's first year.

##### B. GRADUATE SCHOOL REQUIREMENTS

There are a number of general Graduate School regulations and requirement for the Master's Degree that are described on the Graduate School [website](#). The student's program is governed by the rules in the [Graduate School's Academic Policies & Procedures](#) issued the year in which the student enrolled in the graduate program.

##### C. PLAN OF STUDY

1. Students must file a ***Plan of Study***, **on or before the first day of instruction** for that semester. All forms must be signed by the student and the faculty advisor. Students file the original ***Plan of Study*** with the Graduate Program Director. Forms can be found on the Biological Sciences Graduate Student [website](#) or obtained from the Graduate Program Assistant.

2. Students must update their ***Plan of Study***, **on or before the first day of instruction every semester** that they are in the graduate program. The original copy of the ***Plan of Study*** is stored with 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.***

#### II. ADVISING

Upon acceptance into the program, the student will be notified of his/her initial faculty advisor. Any questions may be addressed to the advisor, or to the Graduate Program Director of the Department of Biological Sciences. 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.

### III. COURSE REQUIREMENTS

#### A. MINIMUM COURSE REQUIREMENTS

The student, in consultation with the faculty advisor, will determine an initial schedule of courses before the beginning of the first term.

Thirty (30) credits beyond the Bachelor's degree are required. Specific course requirements are listed below. Up to four (4) credits of Advanced Independent Studies (BIO SCI 899) and up to two (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.

- 20 (of 30) credits must be in Biological Sciences courses
  - One (1) laboratory course is required
  - Two (2) seminars that include a presentation are required, to a maximum of four (4) credits
    - For example, BIO SCI 925, 929, 931, 933, 934, 935, or 936
- 2 (of 20) must be in the Graduate Capstone in Biological Sciences course (BIO SCI 800)

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.

#### B. GRADES

Continuation in the M.S. program is at the discretion of the Graduate School, the departmental Graduate Committee and the major professor. A 3.0 (4.0 basis) average or better is required in all work taken as a graduate student. Students receiving a grade of less than a "B" in Biological Sciences coursework or an overall GPA < 3.0 will receive a letter of warning from the Graduate Program Director. ***Grades of D or F are unsatisfactory and do not count in meeting degree requirements.*** Poor performance will result in the student's dismissal from the Biological Sciences Graduate Program.

### IV. CAPSTONE REQUIREMENT

All students in the non-thesis M.S. track must enroll once in BIO SCI 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 completing BIO SCI 800 and submitting the capstone paper, all students must submit a minimum of two (2) additional examples of scientific writing that have been

completed and graded during their graduate studies. At least one (1) 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.

## V. GRADUATION

In the semester when graduation is expected, there are important application deadlines that must be met. Please refer to the [Graduation Dates and Deadlines](#) and the [Calendar](#) for more information, both available from the Graduate School.

The student must submit an *Application for Graduation* in PAWS early in the semester in which graduation is anticipated. After reviewing the student's records to determine eligibility, the Graduate School will forward the approved application to the Biological Sciences Graduate Program Director. Degrees are formally awarded at ceremonies scheduled in May and December; however, degrees may also be awarded at the end of the Summer session.