

UWM

**SHELDON B. LUBAR
SCHOOL OF BUSINESS**

INSTRUCTOR'S HANDBOOK

For additional information
please contact the Lubar School

Undergraduate Student Services Center
LUB N297, (414)-229-5271
uwmbba@uwm.edu

or

Graduate Program Services
LUB N251, (414)-229-5403
mba-ms@uwm.edu

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INTRODUCTION

This handbook is designed to assist Lubar School of Business (LSB) instructors in understanding important academic procedures and regulations. The material in this handbook came from UWM's **Undergraduate Catalog**, **Graduate Catalog**, and **UWM Schedule/Timetable**. The LSB Student Undergraduate Services and Graduate Program Services staff provided additional details. More information can be obtained by consulting these publications or by contacting the LSB Undergraduate Student Services Center (LUB N297, (414)-229-5271) or Graduate Program Services (LUB N251, (414)-229-5403). For information on the School's PhD in Management Science Program, please contact Dr. Sanjoy Ghose (414)-229-4224 or Dawn Koerten (414)-229-6624, and consult the **PhD Student Handbook**. This **Instructor's Handbook** includes academic policies, procedures, programs, courses and requirements in effect at the time of publication. Changes made after the publication of this handbook may affect students' programs. Efforts will be made to publicize all changes, but it is the responsibility of students to ascertain the requirements of their programs at all times.

SELECTED ADMINISTRATION CONTACTS

V. Kanti Prasad	Dean	229-6256	dean-prasad@uwm.edu
Marie Bauschka	Executive Assistant to the Dean	229-6256	bauschka@uwm.edu
Purush Papatla	Interim Associate Dean, Academic Affairs	229-4238	papatla@uwm.edu
Charles Amble	Academic Affairs Associate	229-4238	camble1@uwm.edu
TJ Jeske	Assistant Dean – Student Services	229-5403	tjjeske@uwm.edu
Dawn Koerten	Academic Affairs and PhD Program Coordinator	229-6624	dmk@uwm.edu
Andrea Wrench	Administrative Affairs and Scholarship Coordinator	229-3820	awrench@uwm.edu
Greg Krejci	Director of Career Services	229-2707	gregkr@uwm.edu
Matthew Jensen	MBA/MS Program Manager	229-5406	jensenmg@uwm.edu
Eric Dietenberger	Sr. Information Processing Consultant	229-6707	epd@uwm.edu
Keith Kunkel	Sr. Information Processing Consultant	229-3893	kakunkel@uwm.edu

(Other contacts can be found on the Administrative Contact Card)

ACADEMIC ADVISING

1. Undergraduate Students

The Undergraduate Student Services Office (LUB N297) offers academic advising with seven full-time professional staff members. Staff members include: TJ Jeske (Assistant Dean of Graduate and Undergraduate Student Services), Alejandra Lopez (Senior Academic Advisor), James Hardy (Senior Academic Advisor), Monica Camacho (Senior Academic Advisor), Chris Pahl (Academic Advisor), Jaemi Cummins (Academic Advisor), Mary Moore-Geissler (Academic Advisor), and Rachel Doss (Academic Advisor). The office can be contacted by phone at (414)-229-5271 or via e-mail at uwmbba@uwm.edu. Individual staff members can also be contacted via email:

Monica Camacho	mcamacho@uwm.edu	James Hardy	jhardy@uwm.edu
Rachel Carr	dosr@uwm.edu	Alejandra Lopez	carreno@uwm.edu
Jaemi Cummins	mcummins@uwm.edu	Mary Moore-Geissler	moorege2@uwm.edu
Chris Pahl	pahlc@uwm.edu		

Student appointments are available Mondays and Tuesdays from 9:00 am to 6:00 pm, and Thursdays and Fridays from 9:00 am to 4:30 pm. Walk-in advising is available Wednesdays, from 9:00 am to 4:00 pm.

The staff is familiar with the curriculum and the special needs of business students. They provide services such as freshmen advising and registration, program counseling, course selection advice, registration guidance, credit transfer assistance, and information regarding appeal procedures. The Office's advisors are trained to provide all of the technical information needed for students to make their own decisions regarding their education and are a knowledgeable and supportive resource for students.

Except for new freshmen and probationary students, academic approval is not required for registration. The responsibility for selecting courses and meeting requirements rests with the student. However, it is highly recommended that students meet with an advisor at least once each semester.

The School has developed a number of initiatives to assist in recruiting and retaining minority students. These include a professional mentoring program that matches the School's minority students with Milwaukee area business professionals, and tutoring services to support minority students taking accounting, information technology, and business statistics courses.

The Student Services Office also plays an important liaison role with the Center for International Education (CIE) in the orientation and admission of international students. LSB advisors work with CIE advisors to help international students in the transfer of credits, orientation to the academic rules and regulations of UWM and the LSB, and registration. In addition, CIE facilitates the placement of UWM students who wish to study abroad, including programs tailored to business students. If you know of any students who desire an international educational experience, please refer them to the LSB advising offices at (414) 229-5271 and/or the Overseas Programs and Partnerships office in CIE at (414) 229-4846.

<http://www.uwm.edu/Dept/CIE/>

2. MBA Graduate Students

TJ Jeske is the Assistant Dean of Student Services. Matt Jensen, MBA/MS Program Manager, is responsible for program management, admissions processing, and staff assistance to the MBA and MS Program Committees. Jeff Neuhauser (Senior Academic Advisor) advises currently enrolled students in the MBA program with course scheduling, selection of MBA electives, and planning a program of study. Students may call (414) 229-5403, fax (414) 229-2372, or e-mail mba-ms@uwm.edu with their questions if on-campus advising is not convenient. MBA curriculum and further information may be viewed at the following website: <http://uwm.edu/business/academics/graduate/mba-programs/>

You may contact the Graduate Student Services staff via email:

TJ Jeske tjeske@uwm.edu
Jeff Neuhauser jeffneu@uwm.edu

Matt Jensen jensenmg@uwm.edu
Jennifer Balogh jbalogh@uwm.edu

3. MS Graduate Students

MS students are required to choose a major professor and to submit a proposed program of study to the Graduate Program Services, LUB N251, during the first ten weeks of the student's first semester of graduate enrollment. The major professor and student develop a program of study that must be approved by the MS Program Committee. Guidelines for completing the program of study and other relevant information are given to students upon admission. Matt Jensen and Jeff Neuhauser are also available to discuss with MS students any matter of student concern. More general information can be found at:

<http://uwm.edu/business/academics/graduate/>

4. PhD Graduate Students

For information regarding the doctoral program or doctoral students please contact Dr. Sanjoy Ghose, PhD Program Director (sanjoy@uwm.edu), or Dawn Koerten, Academic Affairs and PhD Program Coordinator, (dmk@uwm.edu). A comprehensive overview of academic procedures and regulations is available in the **PhD Student Handbook**:

<http://uwm.edu/business/academics/doctoral/degree-requirements/>

The Ph.D. website also includes extensive Common Questions information at:

<http://uwm.edu/business/academics/doctoral/common-questions/>

ACADEMIC SUPPORT SERVICES

1. Lubar School of Business Career Services Center

The Lubar School of Business has a Career Services Center (Lubar N203) staffed by a Director and two full-time Career Advisors, to assist business students in preparing to secure professional employment. The responsibilities of the Career Services Center range

from assisting students with résumé development and interview skills to working with employers in developing internships and full-time opportunities. Services offered by the Career Services Center include:

Résumé and Cover Letter Development
Interview Preparation
Liaison to the Business Community
Job Postings
On-Campus Interviewing
Résumé Referrals
Bus Adm 300: Career and Professional Development Course
Career Fairs
Alumni Placement Service
Internship Coordination

More information about these services can be found at: <http://uwm.edu/business/academics/career-services/>

You may contact the Career Services Center staff via email:

Greg Krejci	gregkr@uwm.edu	Jason Kantrowitz	jasonk@uwm.edu
Dan Neuwirth	neuwirt@uwm.edu		

2. Study Abroad

International educational experiences for business students are administered through UWM's **Center for International Education (CIE)** located in Garland 138. LSB students are encouraged to spend an academic year or semester of study at an overseas college or university, working with our advisors to ensure that credits will transfer smoothly and count towards the UWM degree. The LSB has affiliations with several universities overseas including universities in the United Kingdom, France, Germany and other European countries. LSB-specific programs are available for students interested in shorter international experiences such as the two-week summer programs in Central Europe, China, or Giessen, and the European UWinterIM program. Students do not need proficiency in a foreign language for the short term study abroad programs. Some scholarships may be available to students interested in international study. Please check the CIE website for further information about these programs at: <http://www4.uwm.edu/cie/studyabroad.cfm>

3. Other Campus-Wide Academic Support Services

General career counseling services are available to all UWM students at the **Career Planning and Resource Center (CPRC)**, in Mellencamp 128. Workshops exploring career decision-making, employment research, interviewing skills, and resume writing are just a few of the services offered at the CPRC. The CPRC coordinates two Career Fairs every year. A campus-wide career fair is held during the fall semester, and a Diversity Career Fair is held in February each year. Also available to all students on campus is UWM's **Panther Academic Support Services (PASS)**, located in Bolton 180. PASS's services include: group tutoring for freshman and sophomore courses; self-paced basic skills instruction; feedback on rough drafts of papers; and test preparation for Math Proficiency, the English Placement Test, Essay Proficiency, and the Pre-Professional Skills Test. They also provide assistance to students in developing computer literacy. The **UWM Writing Center** for all undergraduate students, graduate students, and faculty is located in Curtin Hall 127. This Center has a strong contingent of both undergraduate and graduate tutors who are ready to help students with writing assignments – from basic composition and research papers to job letters and business reports. The **Accessibility Resource Center (ARC)** assists students with documented learning disabilities or physical challenges to succeed in their coursework and is located in Mitchell Hall 112. Reasonable accommodations, provided through ARC, offer students of ability an equal opportunity to benefit from UWM's educational offerings. ARC services are available to students with both physical and/or cognitive disabilities. For more information about the ARC, please contact them at (414)-229-6287. For information on accessibility guidelines, recommended syllabus statements regarding disabilities, and more, see ARC's website at <http://uwm.edu/arc/for-faculty-staff/>.

University Information Technology Services (UITS) provides an array of technology-related services to faculty, students, and staff including short courses and other self-help resources for students, faculty and staff as well as an orientation to campus

communications, media and information technology resources. Classroom Support (414)-229-2382 offers training in the use of classroom technology and immediate help in case of technical difficulties in the classroom.

At the following website you may view the array of UITS services available to faculty:

<http://www4.uwm.edu/technology/services/instruction/>

REGISTRATION

1. Registration via Panther Access to Web Services (PAWS)

Students register for classes using the online system, Panther Access to Web Services (PAWS). They receive an email message indicating the earliest point at which they may register for a given semester. Students may register any time after their assigned start time.

Information about registration, PAWS, tuition, deadlines, class times, and other administrative regulations can be found in the *UWM Schedule/Timetable*, available online at: <http://www4.uwm.edu/schedule/>

PAWS Pre-Registration Steps

- 1) Students must be admitted and eligible to enroll.
- 2) The earliest time and date students may enter the PAWS system to register is the assigned time indicated on the student's PAWS account home page under "Enrollment Dates." After this initial appointment, students may reenter the system at any time.
- 3) All holds or negative service indicators on a student's PAWS account must be cleared before registering on PAWS.

Late Registration

Late registration takes place after the classes for a semester or summer session have begun. A \$50 fee is assessed to students who register late. Students are able to register through the first two weeks of classes; however they are responsible for the same academic requirements as those who have been attending since the first day of class. The "add" deadline is published in each semester's ***UWM Schedule/Timetable***, which may be viewed at the following website: <http://www4.uwm.edu/schedule/>.

2. Priorities in Registration

There are priorities in the registration system:

- 1) Year-in-School. Generally, graduate students first, followed by seniors, juniors, sophomores, freshmen, and specials (non-degree students).
- 2) Date the registration request is received in the Registrar's Office via PAWS.

3. Enrollment in Undergraduate Business Courses

- Business students not admitted to the major and UWM special students who do not hold an undergraduate degree (USS2) are not eligible to register for 400, 500, and 600-level business courses.
- UWM special students who do not hold an undergraduate degree (USS2) can register for 100, 200 and 300-level business courses if they meet course prerequisites, including class standing criteria.
- Summer-Session-Only guest students (SSO2) may enroll in any courses assuming all prerequisites are met.
- Non-Business degree students can register in 400, 500, or 600-level courses if they have completed course prerequisites and can provide evidence of an overall GPA of 2.5 or above.

4. Course Prerequisites

Course prerequisites are established to insure that students have adequate background preparation for specific courses. In unusual circumstances, if the instructor believes that a student, without specific course prerequisites, is capable of successfully completing a course, the instructor may support, in writing, the student's appeal of the prerequisite to the Undergraduate Program Committee Appeals Committee. If the faculty member teaching the course is an adjunct faculty member, support from a tenure

track faculty member must be included. There are no waivers of pre-requisite coursework for Bus Adm 600. **Students lacking the prerequisites for a particular course will be dropped administratively from that course by the LSB Undergraduate Student Services.**

5. Waitlists

Until the start of classes, students interested in a course that has reached its enrollment capacity have the option of adding themselves to the course waitlist. The waitlist process runs five days per week and moves eligible students from the waitlist to open seats in course sections. On the Thursday prior to the start of classes a snapshot of the waitlists is taken, and the waitlists are purged. Unless there is departmental intervention, seats that become available after the purge are made available on a first come, first served basis. Faculty and Staff can request a copy of the waitlist snapshot.

Students intending graduation at the completion of the current term should be given enrollment priority in 400-level or higher courses. Faculty is encouraged to contact the Student Services Center to assist in determining graduation status.

CHANGE OF REGISTRATION

1. Changes In Registration (Adding/Dropping Classes)

Adding Courses

Changes may be made to a schedule any time after initial registration and through the first two weeks of classes. Courses that have not met their enrollment capacity can be added via PAWS.

Courses that have reached their enrollment capacity require instructor and departmental approvals via an Add/Drop Form (**available at:** http://uwm.edu/registrar/wp-content/uploads/sites/125/2014/07/registration_change_form.pdf)

A representative of the LSB Undergraduate Student Services or Graduate Program Services office must review all changes in Business Administration courses before stamping add/drop forms to submit to the Registrar's Office.

Faculty is encouraged to over-enroll courses when necessary to insure program completion for graduating seniors. The Undergraduate Student Services staff can assist instructors in determining student graduation status.

Courses may be added ONLY during the first two weeks of classes.

Dropping courses

Unless a shorter deadline is established by a department and stated in the ***UWM Schedule/Timetable***, a student may drop courses through the end of the eighth week of classes, (Fall or Spring semester). Written approval by the instructor is not required during the first eight weeks. A student attempting to drop courses after the eighth week may do so only for reasons of extraordinary circumstances not related to academic performance in the course. In order to drop a course after the eighth week, an undergraduate student must first obtain written approval from the instructor and then file a written appeal with the advising office of his/her school or college. Only if both the instructor and the school/college approve will such drops be permitted. A graduate student must submit a Request for Exception form along with medical or employer documentation. The final decision regarding exceptions is made by the Graduate School.

All courses dropped after the fourth week of classes will remain on the student record and will be reflected on transcripts with a symbol of "W". Drops after the second week of class will carry a financial penalty. For courses that meet for less than the full academic semester (fall/spring terms) and for summer session courses, the above deadlines will be adjusted in proportion to the length of the course.

OTHER REGISTRATION ALTERNATIVES AND RELATED INFORMATION

1. Reading and Research Courses

The faculty of the Lubar School of Business recognizes that an independent study course or project may enhance the program of study of an individual student. To provide a framework for such courses the following guidelines have been adopted.

1. Students must meet with the faculty member who will supervise the course to agree upon the:

- outline of the specific reading or research to be undertaken.
- methodology or study approach to be used.
- project output (i.e. report, paper, presentation, etc.).
- grading plan.

2. The supervising faculty member must be a full-time tenure-track professor.
3. Applications can be picked up and submitted to the Undergraduate Student Services Office (LUB N297) or Graduate Program Services office (LUB N251) prior to enrollment in the course. The section number to be used is the instructor's number found in the current **UWM Schedule/Timetable**. (Please note that instructor code numbers change each semester). All Reading and Research courses must be added prior to the add deadline.

Forms for "Reading and Research" courses and MS "Management Research Projects" are available in the Graduate Programs Services office, LUB N251. Matt Jensen will register students after the research/project has been approved by the MS Program Committee. See the "Grading and Related Policies" section for instructions on grading these courses.

• **Undergraduate Students.** Students who have achieved junior standing may enroll in Reading and Research courses. The Lubar School of Business uses the number "499" to indicate the "Research in Industry" course and "599" to indicate advanced independent study. Bus Adm 499 and Bus Adm 599 are repeatable for credit only with prior approval of the Lubar School of Business.

A student wishing to enroll in these courses must submit a "Reading and Research" form detailing their plan of study to the LSB Student Services. The proposal must include the approval of the faculty member with whom the student proposes to work. Students wishing to add a "499" or "599" course may do so during the first two weeks of a regular semester and must submit the "Reading and Research" proposal to the Undergraduate Student Services Office (LUB N297) prior to enrollment in the course. Students may not register for "599" credit for work already completed. If the instructor with whom the student proposes to work is not a tenure-track full-time faculty member or a teaching academic staff member on an indefinite track, prior approval by the Undergraduate Program Committee is needed. Undergraduate Student Services staff registers the student in the course.

• **Graduate Students.** Graduate students may take 1-3 credits of "Reading and Research" courses by filling out the standard form and following the same procedure. Two alternative course numbers may be appropriate for graduate students: "797" indicates a research project; "799" indicates a reading and research course. If the instructor with whom the student proposes to work does not have doctoral qualifications, prior approval by the appropriate graduate program committee is needed. MBA students must request approval of the MBA Program Committee in order to enroll in two "Reading and Research" courses (even if these two courses are taken from the same instructor).

Approval for these courses is granted to MS students when they complete their "Program of Study" during the first 10 weeks of their graduate work.

MS students who take 4-6 credits for their **Management Research Project** ("899") must work with three faculty members and submit an abstract of their proposed research project, the standard "Reading and Research" form, and an "Examining Committee and Certification Form for MS Thesis/Management Research Project."

2. Internships for Credit

The faculty of the Lubar School of Business recognizes that internships with established businesses in the students' major field are an important component of undergraduate education, allowing students to apply the concepts and theories learned in their coursework. Students who have achieved junior standing and meet prerequisites may enroll in internship courses. Each subject area within the Lubar School of Business follows general requirements for successful completion of internships and may add specific guidelines for their major area. General requirements are listed below:

1. In most cases, credit earned through a 400-level Professional Internship can be applied towards the student's major. Credit earned through a 300-level Internship can be applied as a general or business elective.
2. Students completing an internship must have a business major faculty supervisor and an on-site supervisor during the internship.
 - a. The major faculty supervisor must be a full-time tenure track professor who will determine if a position qualifies for 400-level Professional Internship credit.
 - b. The student must meet with the supervising faculty member to review the Learning Goals and Professional Development Plan and complete the Method of Assessment. The forms are available in LSB Career Services Center, Lubar N203.

3. All internships are completed for 3 credits and are graded on a credit/no credit basis only.
4. Credit for an internship will be granted only when the internship is completed. Students must be registered for, and complete, the internship during the semester in which they receive credit.
5. Students may complete one 300-level and one 400-level internship course per major area.
6. Completed applications must be submitted to the Career Services Office (Lubar N203) no later than one week after the first day of classes in a given semester.

• **Professional Internships.** The 400-level Professional Internship is a defined full-time work period for a minimum of 10 weeks that will potentially lead to full-time employment. For a work experience to qualify as a 400-level Professional Internship, it must meet the following requirements:

- Full-time
- New experience for the student
- Must be similar to the type of work expected to be done upon graduation
- Credit must be approved prior to start of internship
- Requires prior completion of Bus Adm 300 – Career and Professional Development

The Bus Adm 300 course instructors for each Career and Professional Development course are:

- Accounting: Paul Fischer
- Information Technology Management: Atish Sinha
- Human Resources Management: Romila Singh
- Finance: Richard Marcus
- Marketing: Xiaojing Yang
- Supply Chain & Operations Management: Anthony Ross

• **Internships.** The 300-level internship is a faculty-supervised new work experience which covers a minimum of 150 hours during the semester. To receive academic credit for this internship, the following requirements must be met:

- New experience for the student
- May be part-time or full-time position
- Must have prior approval of faculty member to enroll in the course
- Must be similar to the type of work expected to be done upon graduation

The following 150-hours internships can have any designated faculty member* in the major area supervise the experience:

- Bus Adm 394: Human Resources Management Internship
- Bus Adm 396: Finance Internship
- Bus Adm 397: Marketing Internship
- Bus Adm 398: Supply Chain & Operations Management Internship

*Designated faculty members are listed on the back of the internship application that students receive from Career Services (Lubar N203).

The Lubar School of Business uses the following course numbers to indicate internship courses:

<u>Course #</u>	<u>Course Title</u>	<u>Course Prerequisites</u>
Bus Adm 389	Real Estate Internship	Jr. st; Bus Adm 481(P); written consent of instructor
Bus Adm 394	Human Resources Management Internship	Jr. st; admission to HRM major; completion of at least one 400-level course in HRM Major; written consent of instructor
Bus Adm 396	Finance Internship	Jr. st; admission to finance major; completion of at least one 400- or 500-level course in finance major; written consent of instructor
Bus Adm 397	Marketing Internship	Jr. st; admission to marketing major; completion of at least one 400-level course in marketing major; written consent of instructor
Bus Adm 398	Supply Chain & Operations	Jr. st; admission to SCOM major;

	Management Internship	completion of at least one 400- or 500-level course in SCOM major; written consent of instructor
Bus Adm 400	Accounting Professional Internship	Sr. st; admission to accounting major; Bus Adm 300(P); Bus Adm 301 (P) and one 400-level accounting course; written consent of instructor
Bus Adm 439	Information Technology Management Professional Internship	Jr. st; admission to ITM major; Bus Adm 300(P); one 400- or 500-level ITM course; written consent of instructor
Bus Adm 449	Human Resources Management Professional Internship	Sr. st; admission to HRM major; completion of at least one 400-level course in HRM major; Bus Adm 300(P); written consent of instructor
Bus Adm 459	Finance Professional Internship	Sr. st; admission to finance major; completion of at least one 400- or 500-level course in finance major; Bus Adm 300(P); written consent of instructor
Bus Adm 469	Marketing Professional Internship	Sr. st; admission to marketing major; completion of at least one 400-level marketing course; Bus Adm 300(P); written consent of instructor
Bus Adm 479	Supply Chain & Operations Management Professional Internship	Sr. st; admission to Bus Adm major; completion of at least one 400- or 500-level SCOM course; Bus Adm 300(P); written consent of instructor
Bus Adm 490	Entrepreneur Internship	Jr. st.; Bus Adm major; Bus Adm 447(P) or completion of at least one 400-level course in student's major; written consent of instructor
Bus Adm 494	International Business Internship	Jr. st; admission to Bus Adm major; completion of Bus Adm 330(P), 350(P), and 360(P); written consent of instructor

Students wishing to enroll in an internship must submit a completed Internship Application and Learning Plan to Career Services (Lubar N203) no later than one week after the first day of classes in a given semester. This form outlines the details of their internship. Students may not register for internship credit for work already completed.

3. Auditing Undergraduate Courses

There are two types of audit alternatives available at UWM:

a) The first is for the special student who wishes to attend UWM as an audit-only student. Students should contact the Registrar's Office in Mellencamp 274 [(414)-229-3800] for further information. Students must obtain the signature of the instructor of each course they wish to audit before submitting the registration form. All Business Administration graduate courses are closed to non-degree audit-only students.

b) The second is for the UWM degree student who wishes to audit a course in addition to his/her regular course load. The student must have the instructor's signature in order to register for the course on an "audit" basis. The instructor's signature should be obtained when the audit student meets with the instructor of the course to reach agreement concerning the standards for attendance and performance to be met by the audit student. If all attendance and performance standards are met, the instructor will report a final grade of "S" (Satisfactory) and the course will appear on the student's transcript. If these standards are not met, the instructor will report a grade of "UNREC". The "UNREC" grades will not appear on the student's transcript and there will be no indication on the transcript that the student registered for the course. Auditing is not encouraged, as the audit student does not receive degree credit for the course, and it does count as an attempt of the course. However, an audit course may later be repeated once for credit.

4. MBA Internship

BusMgmt 729, MBA Internship, is an approved MBA elective. The internship requires a minimum of 120 work hours and a final report detailing the internship experience and connecting it to learning from previous graduate coursework. Prerequisites are MBA standing; completion of any 12 credits (4 courses) from the MBA core (BusMgmt 704-711); Master's GPA of 3.5 or better; and written consent of instructor. Grading is based on the assessment of supervisor at sponsoring organization (25%) and the faculty assessment of final report (75%)

Students locate their own internships and are encouraged to consult the Lubar School Career Services Center for assistance. The student's current position is not eligible for internship credit. Additionally, internships in the student's current place of employment are not allowed. Students locate a supervising instructor who must be a tenured or tenure-track faculty member in the relevant area (e.g., Marketing, Operations, Finance, etc.)

Students who have located an internship should contact the Graduate Program Services office for forms necessary to request enrollment in BusMgmt 729.

5. Undergraduate/Graduate (U/G) Courses

Courses offered for credit to both graduate and undergraduate students must be structured in ways that provide appropriate learning opportunities for both groups. Graduate students should be asked to complete course requirements that are consistent with the goals of graduate education in their chosen fields (e.g. mastery of knowledge, creative scholarship, and research competence). **Simply assigning different weights to the same set of requirements for undergraduate and graduate students, or requiring more pages for a paper are generally insufficient on their own as bases of differentiation.**

U/G courses must indicate clearly the U/G differentiation. Courses that are offered for both undergraduate and graduate credit must include differential requirements and their associated grading schemes for graduate and undergraduate students. Separate syllabi for graduate and undergraduate students are recommended.

Examples of appropriate learning opportunities for graduate students in such courses include:

- Meeting with graduate students outside of the scheduled class time.
- Holding web-based discussions among the graduate students.
- Requiring graduate students to critically analyze current literature in the field.
- Having graduate students lead a discussion or give a presentation.
- Having graduate students complete a more complicated or sophisticated design or laboratory project.
- Writing a substantial research paper.

For graduate students in U/G courses, no more than 50% of the grade shall be based on learning experiences that are the same for graduate and undergraduate students (e.g. quizzes, exams).

More information can be found at:

<http://uwm.edu/graduateschool/academic-policies-procedures/>

6. Variable Credit Courses

Several courses within the Lubar School of Business curriculum carry variable credit. This designation refers to the number of credits for which a student registers. Courses listed as Bus Adm 499, 599, 797, 799, and Bus Adm 899 are also variable credit courses (see **1. Reading and Research Courses** in this section for more information). When completing a registration form, the student enters the appropriate number of credits.

7. Credit/No Credit or Pass/Fail

Undergraduate business students may take one course each semester, up to a maximum of eight courses in total, on a credit/no credit grading basis. Students may only take courses on a credit/no credit basis if they are courses being taken to fulfill distribution requirements or are electives that are outside the Lubar School of Business and are not required for a student's major. Business Administration courses are not available to any undergraduate or graduate students on a credit/no credit basis. The exceptions to

this rule are internships, Bus Adm 394, 396, 397, 398, 400, 439, 449, 459, 469, 479, 490, 494 and (with prior approval) Bus Adm 499. Courses required for admission to the Lubar School of Business cannot be taken on a credit/no credit grading basis.

The credit/no credit option is not available to graduate students.

8. Semester Course Load for “Full-Time” Status

• **Undergraduate Students.** A full-time undergraduate student in Business Administration takes a course load of 12 to 18 credits. If the student earned a B average (3.0) or better in the preceding semester, on the basis of at least 14 graded credits, that student may carry a program of up to 19 credits if the program includes no more than 6 courses. Students must follow the standard appeals procedure in order to have an overload approved by the LSB Student Services Office. An appeal letter must be completed and submitted for approval. If the student meets the criteria listed above for 19 credits/6 courses, the appeal will be approved by the assigned advisor in the Student Services Office (LUB N297). If the student does not meet the criteria listed, he/she must request approval from his/her assigned academic advisor.

• **Graduate Students.** Graduate students must carry 8 graduate credits per semester or 6 credits during a summer session for designation of “full-time student” status. They may carry a maximum of 12 credits per fall/spring semester or 9 graduate credits in the eight-week summer session or a total of 12 graduate credits in all sessions between the conclusion of Semester II and the beginning of Semester I. Courses taken on an audit basis, 0-credit colloquiums/seminars, or Sport & Recreation courses are not taken into consideration when determining a graduate student’s credit load.

GRADING AND RELATED POLICIES

1. Introduction

Degree candidates take most of their coursework on a graded basis. For these courses a letter grade (A through F) is assigned. Each letter grade carries a specific number of grade points per credit. The scale of grades and points is as follows:

<u>Grades</u>	<u>Grade Points</u>
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Fair)	2.00
C-	1.67
D+	1.33
D (Poor)	1.00
D-	0.67
F (Fail)	0.00

A “P” grade for Progress is awarded for masters’ thesis courses only. The only course within the Business School in which a “P” grade is the appropriate grade to be given (rather than “I”—Incomplete—grades) is Bus Adm 899. All grades of “P” must be converted to the appropriate letter grade upon completion of the research project or thesis. Please note that “P” grades cannot be given for Bus Adm 420, 499, 599, 797, 799, or 999. Bus Adm 997 is a special course in terms of grading: the faculty member supervising a student registered in Bus Adm 997 “Doctoral Dissertation” must assign a Satisfactory (K) or Unsatisfactory (E) grade.

Due to federal compliance requirements for students receiving financial aid, the academic Policy Committee recommended and the campus Faculty Senate passed a policy change that affects the **processing of “F” grades** (Document No. 2435, May 18, 2004). The instructor must indicate the week after which there is no documented participation by the student:

- F0 = No Documented Participation
- F1 = No Documented Participation after 1st Week
- F2 = No Documented Participation after 2nd Week

F3 = No Documented Participation after 3rd Week
F4 = No Documented Participation after 4th Week
F5 = No Documented Participation after 5th Week
F6 = No Documented Participation after 6th Week
F7 = No Documented Participation after 7th Week
F8 = No Documented Participation after 8th Week
F9 = No Documented Participation after 9th Week
F10 = No Documented Participation after 10th Week
F11 = No Documented Participation after 11th Week
F12 = No Documented Participation after 12th Week
F13 = No Documented Participation after 13th Week
F14 = No Documented Participation after 14th Week
F15 = No Documented Participation after 15th Week
F16 = Student Completed the Term

Note: The above applies to full-term classes during a 16-week semester. Classes which meet during only part of a semester, as well as UwinteriM and Summer Session classes, will have available marks corresponding to the session length, e.g. 'F0 – F8' for an 8-week course, 'F0 – F6' for a 6-week summer session course, etc. In the case of the 6-week course, a mark of 'F6' would equate to the student having participated in the entire course.

A cumulative of all grades earned at UWM composes a student's **Grade Point Average (GPA)**. Grade point averages are accumulated for both semester grades and overall grades. The grade point average is based upon UWM credit earned or attempted. Even though a student may receive degree credits for coursework taken elsewhere, grades for such transfer credits are not included in the University of Wisconsin-Milwaukee grade point average. However, transfer credit grades are used to determine LSB admission to the major requirements and graduation requirements. In addition, UWM credits taken as "Audit" do not apply to the UWM GPA.

2. Faculty Role on PAWS

UW-Milwaukee uses PAWS (Panther Access to Web Services) for all student-related records management. Faculty assistance related to the academic year calendar, final exam schedule, class rosters, entering final grades, etc. may be found at the following website: <https://www4.uwm.edu/paws/facadvis/>

Keep in mind that students may review final course grades in PAWS on a read-only basis after you have submitted the final grades. PAWS does not provide exam or assignment grade information.

See #5 in this area for instructions on how to activate your PAWS account.

3. Responsibility for Evaluation

The evaluation of a student's performance in a course and a decision on the appropriate grade is the responsibility of the designated instructor or instructors. The principle of equal treatment of all students shall be a fundamental guide in responding to requests for special consideration. No student should be given an opportunity to improve a grade unless that same opportunity is made available to all members of the class. This policy is not intended to exclude reasonable accommodation of verified student disability or the completion of work missed as the result of religious observance, verified illness, or justified absence due to circumstances beyond the student's control.

4. Confidentiality of Grades

Instructors are occasionally contacted by parents, other relatives or friends of students, prospective employers, credit agencies, or other instructors for information about student grades. Under federal legislation, grades are confidential information and cannot be released, except to UWM school officials, without a written waiver by the student. Students, however, may check with the instructor about a grade.

The posting of grades is a common practice throughout the University. In some cases, instructors using D2L post grades on-line. While such practice is intended to provide a service to students and is often intended to be confidential, caution should be taken to avoid a violation of students' right to privacy. The Federal Educational Right to Privacy Act (FERPA) was enacted in 1974 to provide students access to their educational records while preventing access by unauthorized third parties. FERPA impacts the practice of grade posting in two respects:

1. Social security numbers constitute personally identifiable information that is directly related to the student and, therefore, their disclosure is prohibited; and
2. A student's grades are part of the education record maintained by the educational institution and protected from disclosure.

Some instructors utilize University student identification numbers (SIN) for grade posting. For students who entered the university prior to Fall 1999, these "SINs" are derived from student social security numbers, and their use poses a risk of a breach of privacy. Any posting of grades by social security number or in an order that directly correlates with the alphabetical list for the class increases the chance of a student being identified and is legally questionable.

In order to protect the students' right to privacy, the following courses of action may be utilized:

1. Consider discontinuing the posting of student grades. The students who want to know their grades before official reports are sent out can submit a self-addressed, stamped envelope to the instructor.
2. If it is imperative that grades are posted and if the last four digits of the "SINs" are used, then rearrange those "SINs" so as not to correlate with the alphabetical class list.
3. Post grades using a random number designed to preserve the student's identity.

All new faculty must complete the online FERPA tutorial at the following website:

<http://www4.uwm.edu/academics/ferpa-facultystaff.cfm>

Other requests for information concerning student grades should be directed to the UWM Records Review office (414)-229-6431.

5. Activating PAWS Account and Submitting Grades

All grades are submitted online through the PAWS system. Instructors will receive a letter from the Department of Enrollment Services assigning them a login ID and a password in order to access PAWS and report grades. You **can activate your PAWS account** or make changes at the following website:

<https://www-ssl.uwm.edu/uits/ePanther/aa/>.

Instructions for entering grades on PAWS are emailed each semester by the Undergraduate Student Services office. Directions may also be found at the following website:

<http://uwm.edu/registrar/faculty-staff/instructor-grading/>

6. Change of Grades

Instructors may not change a semester grade after the grades have been submitted to the Registrar via the PAWS grading system. Any change in a student's grade of record, including retroactive change to drop, withdraw, or incomplete, must receive the approval of the Dean of the School or College in which the student was enrolled at the time the course was taken. Grade changes are made online via the PAWS grading system.

7. Course Outline/Syllabus

All faculty are expected to provide students, and the Associate Dean's Office, with a course outline to be distributed on the first day of class. At a minimum, this outline should list the course information, instructor information, teaching assistant information, materials required, listing of course content, grading policy, course drop/withdrawal deadlines, exam information, and an assignment schedule. The **Course Syllabus Guidelines (Appendix)** provide you with an outline for the course and also an explanation of university policies that are to be attached to the syllabus. **This information is also available on the Lubar School G-drive under the SBA Forms folder.**

Additional UWM syllabus and other Academic and Administrative Policy/Procedure information may be viewed at this site:

<http://www4.uwm.edu/secu/policies/saap/index.cfm>

Syllabi and examinations for courses from previous semesters are available for your perusal. Pam Barnes (LUB S414, (414)-229-5934) can provide assistance in helping you find what you need.

8. Office Hours

It is required that each faculty and teaching academic staff member maintain appropriate scheduled office hours to allow additional student access. You will be requested each semester by the Associate Dean to prepare a schedule of office/class hours.

9. Examination Materials

For a period of one year following the term in which the course is given, instructors shall maintain records that are sufficient to: 1) determine if an error was made in assigning or recording a grade, 2) show that the grading conforms to the instructor's announced grading policy, 3) determine the grade for a student removing an incomplete, and 4) report the performance of students who attended for only part of the term. It is suggested that instructors preserve examinations and written material not returned to students as well as class grade books.

10. Mid-term and Final Examinations

It is recommended that mid-term exams be graded and returned within 10 days of the scheduled exam to provide appropriate feedback to students. Mid-Term grades are not reported in PAWS. Final grades should be submitted via PAWS before the announced deadline.

Each semester the ***UWM Schedule/Timetable*** publishes a University Examination Schedule prepared by the Secretary of the University. Each student is responsible for arranging a course schedule that will permit satisfactory progress towards degree requirements and a class schedule that avoids (a) class and final exam scheduling conflicts and (b) an excessively demanding exam schedule. Because students know in advance when their exams are to be held and plan their study time accordingly, final exams should be given during the scheduled final examination period. Final exams for evening classes are held from 5:30-7:30PM during the week of final exams. **The time of a final examination for an individual or a class cannot be changed except in extenuating circumstances and requires the prior approval of the Office of Dean.** The change can only involve a postponement to a later date. The Secretary of the University should be notified of any approved changes in final examinations in order to avoid scheduling conflicts of day, hour, and room.

The UWM Final Examinations Policy (Doc. S-22) may be viewed at the following website:

<http://www4.uwm.edu/secu/docs/other/S22.htm>

11. Incomplete Policies

• **Undergraduate students.** An Incomplete may be given to a student who has carried a subject successfully until near the end of the semester but because of illness or other unusual and substantiated cause beyond that student's control has been unable to take or complete the final examination or to complete some limited amount of term work. An Incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above.

A course marked Incomplete must be completed prior to the last day of classes of the next succeeding semester, excluding summers sessions and UwinteriM. If the student does not remove the Incomplete during this period, the report of "I" will lapse to an "F."

This means that a student who received an "I" during a Fall OR UWinteriM semester has until the last day of classes of the subsequent Spring semester to make up the "I." A student who receives an "I" during the Spring OR Summer semester has until the last day of classes of the Fall semester to make up the "I."

The "I" will lapse to an "F" if the work is not completed, regardless of whether or not the student is enrolled the succeeding semester. The student no longer has the opportunity to have the "I" lapse to a permanent "W."

Since students have an entire semester to complete the missing coursework, appeals to extend the period of time to complete the "I" will be scrutinized and are unlikely to be approved.

• **Graduate students.** An "I" (incomplete) is assigned by the instructor if the student is unable to finish all the course requirements for the course during the original semester of enrollment. A grade of incomplete is appropriate only when the following conditions are present:

- a. The student has done satisfactory work in a substantial portion of the course requirements prior to grading time and provides the instructor with evidence of potential success for the remaining work.

- b. Extraordinary circumstances, not related to performance in the class, such as illness or family emergency, have prevented the student from finishing the course requirements on time.

An incomplete will not be given to enable a student to do additional work to improve a grade.

The instructor may deny a request for an incomplete and assign a letter grade based on the work completed at that point. It is the student's responsibility to initiate a request for an incomplete. Reasons for requesting the incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the incomplete including the date for submitting all remaining work.

The student also is responsible for seeing that the incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the "I" to a letter grade (including an "F") or to a "PI" (permanent incomplete) if the deadline for completion has not been met.

If the instructor does not change the incomplete to a regular letter grade within one calendar year from assigning the incomplete grade, the incomplete will be recorded administratively as a permanent incomplete ("PI"). (A "PI" is not computed into the grade point average.) This limitation prevails whether or not the student is enrolled. The "PI" symbol cannot be changed subsequently to a regular letter grade. A student wishing credit in a course for which a "PI" has been recorded must register again and complete the designated requirements. A student may not re-register for a course in which an "I" remains on the transcript.

A student may graduate with a "PI" provided all degree requirements have been met. All incompletes ("I's") must be removed or changed to "PI's" before the student may graduate. The student may graduate with "PI's" on their record, but not with "I's".

When the work required for removal of an incomplete has been completed, the new grade should be submitted online. Change of Grade cards are available **only to faculty** in the LSB Undergraduate or Graduate Student Services Center (BUS N297 or N251) who need to change an I to a PI.

12. Repeating Courses

• **Undergraduate Students.** Unless a restriction is stated in the ***UWM Schedule/Timetable***, undergraduates may repeat any course once. Except in the case of courses with variable content (which may be repeated for credit as often as permitted for that particular course, as specified in the ***Undergraduate Catalog***), both grades earned for repeated courses will appear on the student's academic record, but only the highest grade is calculated into the undergraduate grade point average.

• **Graduate students** are allowed to repeat a course only once. Both attempts remain on the student's permanent record and both are counted in the graduate grade point average (GPA) calculations. The repeated course may be counted only once toward degree requirements. Graduate students who are reinstated after receiving a D+ or lower grade must repeat courses in which a D+, D, D-, F+, or F was received because degree credits will not be granted for such grades.

13. Action Regarding Unsatisfactory Grades

• **University-wide Undergraduate Academic Action Policy**

The University-wide Academic Action Policy establishes minimum standards for undergraduate students enrolled in schools and colleges. Individual schools and colleges may adopt stricter criteria; students should consult the school/college advising offices for specific information.

A student whose GPA falls below minimum university-wide standards for any grading period will be subject to the following academic actions.

- **Academic Probation:** Imposed on students whose cumulative GPA falls below 2.000. The student on academic probation whose semester GPA is 2.000 or better, but whose cumulative GPA remains below 2.000, is permitted to continue on academic probation.
- **Cleared Probation:** Achieved when cumulative GPA increases to 2.000 or above.
- **Dropped for One Semester:** Imposed on any student on academic probation who fails to earn a semester GPA of 2.000.
- **Final Probation:** Applies to a student who is permitted to enroll after any drop action. The student on final probation whose semester GPA is 2.000 or better, but whose cumulative GPA remains below 2.000, is permitted to continue on final academic probation.
- **Dropped for Two Years:** Imposed on any student on final probation who fails to achieve a semester and cumulative GPA of 2.000 or better.

- **Re-instatement/Re-admission:** A dropped student may be re-instated immediately after a drop action or re-admitted after the drop period. A re-admitted or re-instated student is placed on final probation.

Any questions related to grades or academic actions may be addressed to Assistant Dean TJ Jeske (tjjeske@uwm.edu).

- **Graduate Student Policies**

Academic Warning Statements. In addition to the above LSB requirements for continuation in the graduate program, the Graduate School has developed a computer-assisted program to monitor students' progress towards graduation. A graduate student will be placed on academic warning if any of the following conditions exist:

- * A grade below a B.
- * A semester graduate GPA below 3.000.
- * A cumulative graduate GPA below 3.000.

The purpose of the "academic warning" is to remind students that less than "B" level grade performance is unsatisfactory since the Graduate School's minimum graduation requirement is a 3.000 in all work taken for the graduate degree.

A student who has a graduate cumulative GPA below 3.000 will receive a "Graduate Dean's OK Required" notation on their semester grade report and must obtain the approval of the appropriate LSB program committee and the Graduate School Dean in order to continue. **To request permission to continue, a student must complete a request for exception form following the graduate school appeal procedure and submit it to the LSB Graduate Student Services Office (LUB N251). If the appropriate LSB program committee approves the request, a recommendation for continuation will be forwarded to the Graduate School.**

WITHDRAWAL

Withdrawal is the formal termination of a student's complete registration in all courses in a given semester. Withdrawal does not imply a prohibition against re-entry in future semesters if the student is in good academic standing at the time of withdrawal (except for Business School special students who are subject to committee approval). All students who withdraw after the first day of classes will automatically receive registration materials for the next semester. All students who withdraw prior to the first day of classes must file a re-entry application except when withdrawing from the summer term. Non-attendance does not constitute withdrawal. Withdrawals are not accepted by telephone; if you withdraw by mail, the postmark date will be used.

1. To withdraw before classes begin: the student must withdraw from classes via PAWS or send a letter via Certified Mail to the Registrar's Office giving notice of withdrawal (including student number). This notice of withdrawal must be received in the Registrar's Office either by mail, in-person, or on-line via PAWS by dates listed in the **UWM Schedule/Timetable** each semester to avoid being charged for withdrawing.

2. To withdraw after classes begin: undergraduate students withdraw in the LSB undergraduate Student Services (LUB N297). [Note: Students can withdraw at the Registrar's Office during the first two weeks of the regular semester and during the first half of their earliest summer session]. Graduate business students file the withdrawal form with the Graduate School Mitchell Hall 261. The withdrawal becomes effective on the date the withdrawal notice is received. (Withdrawals cannot be taken by telephone; if received by mail, the postmark date is used.) This date determines the amount of fee-tuition that will be assessed. Check the **UWM Schedule/Timetable** to determine the effect of withdrawal on fees.

Undergraduate students attempting to withdraw after the eighth week of classes during the regular semester may do so only for reasons of extraordinary circumstances not related to academic performance in their courses. Instructors may want to remind students who are not performing well academically of this important deadline. In order to withdraw after the eighth week, the student must first file a written appeal with their assigned academic advisor explaining and documenting any extraordinary circumstances.

Graduate students may withdraw through the eighth week of class by filing a withdrawal form with the Graduate School. Students attempting to withdraw after the eighth week of classes may do so only for reasons of extraordinary circumstances not related to academic performance in their courses. In order to withdraw after the eighth week, the student must first obtain written approval from the instructor(s) and then file a written request with their respective program committee. A recommendation will be forwarded to the Graduate School where the final decision will be made. Only if the instructor, the appropriate LSB graduate program committee, and the Graduate School approve will the withdrawal be permitted.

Any individual classes from which a student withdraws after the 4th week of class during the regular semester will remain on the student's permanent record and will be reflected on the transcript with the "W" (Withdrawal) symbol. W is not computed in a student's grade point average.

Different guidelines pertain to summer sessions. Please consult the **UWM Schedule/Timetable** for further information.

ADMISSION REQUIREMENTS

1. Undergraduate Student Admission

The Bachelor of Business Administration (BBA) degree is based on two years of college work in a business-intended program, followed by two years of study in the major.

• **New Freshmen.** Admission of freshmen into the Lubar School of Business is granted to students who fulfill the UWM admission standards. New freshmen interested in pursuing a BBA degree are admitted into business-intended programs. Business-intended students who meet additional requirements will be admitted to a major in the Lubar School of Business (see Admission to a Major).

• **Transfer Students.** Students seeking to transfer to the School with less than 56 transfer credits will be admitted into the business-intended classification if they meet the UWM admission requirements for transfer.

Applicants with 56 or more transfer credits will be admitted directly to a major if a review of their academic record indicates that they meet the admission criteria for the specific major requested (see Advancement to a Major).

Students from two-year institutions (community colleges and UW Centers) are limited to the transfer of up to 72 credits required for the bachelor degree. At least 50 percent of the business credit hours required for the business degree must be earned at UWM.

Once a business student has transferred to UW-Milwaukee, the student has ten years to complete the BBA degree.

• **Admission to a Major.** Business students may apply for admission to the major after completing all of the following requirements.

1. Complete at least 56 credits and obtain junior standing, which includes successful completion of the Mathematics and English Composition Requirements.
2. Successfully complete (with a cumulative grade point average of 2.25 or above) the Business Foundation Course Group: Communication 103 (Public Speaking) **or** Communication 105 (Business and Professional Communication), Economics 103 (Principles of Micro-Economics), Economics 104 (Principles of Macro-Economics), Math 211 (Survey of Calculus and Analytic Geometry) or equivalent, Bus Adm 201 (Introduction to Financial Accounting), and Bus Adm 230 (Introduction to Information Technology Management). Students are required to enroll for graded credit in these courses. They will not be allowed to complete these courses on a credit/no credit basis.
3. Obtain a cumulative grade point average equal to or above the standard established by the Lubar School of Business. Students who have a 2.50 cumulative grade point average or above (including transfer work, if any), are guaranteed admission.

Students should apply for admission while fulfilling the admission requirements of the Lubar School of Business, usually during the second semester of the sophomore year.

Students must be admitted to the major in order to enroll in 400-level and above business coursework.

2. Other Undergraduate Admission Options

• **Post Baccalaureate Opportunities.** Students who have completed a BBA degree at UWM can return to the campus and complete an additional business major (BUSPB) in any undergraduate major except accounting. Students who have completed a bachelor's degree in business at another AACSB accredited university can earn a Certificate of Major (BUSCM) in any undergraduate major except accounting. The Certificate of Major consists of a minimum of 12 UWM degree credits.

• **Business Special Student Opportunities.** Business Special Student (BUSSP) status is available to applicants who have earned a baccalaureate degree at an accredited university or college. Also eligible for consideration are students needing one or two courses

to complete a degree from another accredited institution. Business Special Students are eligible to take undergraduate courses only.

3. Graduate Student Admission

Admission represents a judgment as to the probability of the applicant's success in completing a graduate degree program. This judgment is based on a variety of factors. It includes but is not limited to the applicant's undergraduate and post-baccalaureate academic records, as well as specific admissions and English proficiency test scores.

A student already enrolled in the UWM Graduate School who decides to change from one graduate program to another must complete a new application for admission.

• **Admission: Regular Status.** A student must meet the following requirements in order to be considered for admission in regular status:

1. A bachelor's degree from an accredited college or university.
2. A minimum grade point average of at least 2.75 (4.0 basis), based on all undergraduate work completed prior to the awarding of the bachelor's degree.
3. Submission of official score reports from the Graduate Management Admission Test (GMAT) or the Graduate Records Exam (GRE). Official is defined as having been sent directly from the testing service to UWM.
4. Applicants who are non-native speakers of English are required to demonstrate proficiency in the English language.

• **Admission with less than a 2.75 GPA.** An applicant whose overall undergraduate grade point average is below 2.75 (4.0 scale) may be considered for admission by furnishing substantial evidence of ability to succeed in graduate level work. Such evidence must include at least one of the following:

1. Evidence of an advanced degree with a 3.0 GPA or higher or a grade point average of 3.0
2. Completion of 6 or more credits of program approved post-baccalaureate coursework in an academic area directly related to the graduate program the applicant has chosen (must be recent coursework at the advanced undergraduate level). The grades earned must be a "B" or better (a "B-" is not acceptable), and the credits earned cannot be used to satisfy the graduate degree credit requirements.
3. A grade point average of 3.0 or above attained during the final 60 semester hours of the applicant's baccalaureate degree program.
4. Submission of official score reports from the Graduate Management Admission Test (GMAT) or the Graduate Records Exam (GRE), which indicate a high probability of success in graduate school. Official is defined as having been sent directly from the testing service to UWM.

• **Admission: Senior/Graduate Status.** A UWM student holding senior standing who is within 6 credits of graduation and meets both the admission (regular status) requirements of the Graduate School and the proposed graduate program may apply and be considered for one semester's concurrent enrollment in the undergraduate college and in The Graduate School. The student's entire program is subject to the regulations and requirements of The Graduate School. *The student receives graduate credit only if the requirements for the bachelor's degree, including proficiency tests, are completed by the end of the semester of senior-graduate enrollment.* The student pays graduate fees for all graduate coursework taken during the semester of senior-graduate status.

• **Admission of International Students.**

More information and requirements relevant to international students can be found at:

<http://www4.uwm.edu/cie/>

• **Admission With English Deficiency.** Students who do not meet English proficiency requirements may be admitted with an English deficiency following the approval of a request from the graduate program unit. Requests must include evidence of the student's current English proficiency and the steps necessary to achieve adequate English proficiency. Further policies and regulations can be found at: <http://www4.uwm.edu/cie/>

4. Other MBA/MS Admission Options

For individuals who have graduated from the School's MBA or MS program, or who have completed an MBA or MS program at another accredited business school, there are opportunities to register for graduate business courses.

These individuals will have graduate business student status and will be eligible to take any course for which they meet the course prerequisites. Once enrolled, the student will receive continuing registration materials. These courses do not count toward a second master degree unless the student is subsequently admitted into a degree program. For further information please contact Matt Jensen at (414)-229-5406.

5. Non-Degree Graduate Students

Students who have earned a bachelor's degree may apply as a non-degree graduate student. Students with a master's degree who wish to take limited work in a related area may also apply for non-degree graduate status. And finally, students currently enrolled in a graduate degree program at another accredited graduate school (including other UW System institutions) who wish to take limited work in the UWM Graduate School for transfer to the student's home institution may apply for non-degree graduate status. This admission, however, does not ensure admission to a graduate program. The application form and the processing fee for non-degree admission must be submitted directly to the Graduate School. Admission as a non-degree student is not an automatic process. The Graduate School and Lubar School of Business reserve the right to deny admission to applicants who do not meet their minimum admission requirements.

Additional Undergraduate Opportunities

BUSINESS SCHOLARS PROGRAM

The Business Scholars Program allows outstanding business students to build a rich portfolio of academic, extra-curricular and professional achievements. Students will build strong business competencies as well as enhanced communication and quantitative skills. International study is encouraged through the use of two-week study abroad opportunities. More information about the Business Scholars Program can be found at:
<http://uwm.edu/business/academics/undergrad/business-scholars/>

GENERAL BUSINESS MINOR

The Lubar School of Business offers a general business minor for non-business students whose professional interests are served by a better understanding of business functions and management. The General Business Minor consists of coursework in business and economics. The following website shows the requirements for a minor:
<http://uwm.edu/business/academics/undergrad/minor/>

ENTERPRISE RESOURCE PLANNING CERTIFICATE

The Lubar School of Business offers an Enterprise Resource Planning Certificate to LSB non-Information Technology Management majors. The certificate is designed to prepare students for the SAP TERP 10 certification exam. More information can be found at:
<http://uwm.edu/business/academics/undergrad/enterprise-resource-planning/>

INTERNATIONAL BUSINESS CERTIFICATE

The Lubar School of Business offers an International Business Certificate to both business and non-business undergraduate students who may be interested in living overseas or seeking international employment. More information can be found at:
<http://uwm.edu/business/academics/undergrad/international-business/>

INVESTMENT MANAGEMENT CERTIFICATE

The Lubar School of Business offers an Investment Management Certificate to business undergraduate students who may be interested in managing a balanced (fixed income and equity) investment management fund. Admission is granted through a competitive process and the certificate includes a professional internship and the use of the David O. Nicholas Applied Finance Lab. More information can be found at:

<http://uwm.edu/business/academics/investment-management/>

REAL ESTATE CERTIFICATE

The Real Estate Certificate is designed to offer business students the opportunity to complement their major field of study with an additional concentration in real estate. The certificate is open to all undergraduate business and non-business majors and to students who have previously earned a bachelor's degree from UWM or any accredited college or university. More information on the Real Estate Certificate can be found at:

<http://uwm.edu/business/academics/undergrad/real-estate/>

ENTREPRENEURSHIP CERTIFICATE

Many students entering the Lubar School of Business will eventually work for or with small companies or will launch enterprises of their own. The Certificate is open to all undergraduate business and non-business majors and to students who have previously earned an Entrepreneurship bachelor's degree from UWM or any accredited college or university. More information can be found at:

<http://uwm.edu/business/academics/undergrad/entrepreneurship/>

BACHELOR OF ARTS IN GLOBAL STUDIES/GLOBAL MANAGEMENT

The Global Management track, focusing on the impact of globalization on business and the world economy, will prepare students as future managers capable of analyzing transnational issues; strategizing within a global, cross-cultural context; and implementing projects with a strong understanding of globalization's implications for the private and public sectors. This track will prepare students to assume leadership roles in many areas, but it will be advantageous especially in such fields as international business, consulting, education, government, and public policy.

<http://uwm.edu/cie/academics/global-studies/>

GRADUATION

1. Graduation Time Limits

• **Undergraduate Students.** Business graduates should be proficient in the latest technology and management practices. To assist our graduates as they interview for their professional career positions, the Lubar School of Business Completion-to-Degree Timeframe Policy states BBA degree and major requirements must be completed within 10 years of initial enrollment at UW-Milwaukee. Should the degree and major not be completed within the 10-year timeframe, the student would have to switch to the most current degree and major requirements. A new 10-year timeframe would then begin.

• **Graduate Students.** MS graduate students must complete all requirements for the degree within five years from the date of initial enrollment as an MS student at UWM. In areas of concentration where the total number of degree credits required exceeds 30, the student must complete all degree requirements within seven years of initial enrollment. MBA graduate students must complete all requirements for the degree within seven years from the date of first enrollment as an MBA student at UWM. Students in the Executive MBA Program must complete their degree requirements within five years. EMBA students usually are not affected by the time limit rule because the program structure enables them to graduate in two years.

2. Graduation Requirements

• **Bachelor of Business Administration.** A minimum of 123 credits is required for the Bachelor of Business Administration (BBA) degree.

LSB majors are required to earn at least a 2.25 overall grade point average (including transfer credits) for graduation.

Non-accounting majors are required to maintain a minimum 2.25 grade point average in all business and economics courses, as well as a 2.25 grade point average in all business and economics courses completed at UWM to graduate.

Accounting majors are required to earn a minimum 2.5 grade point average in all business and economics courses completed (including transfer credits), as well as a 2.5 grade point average in all business and economics courses completed at UWM to be graduated with the accounting major.

Students must earn their last 30 credits at UWM. At least 50 percent of the business credit hours required for the business degree must be completed at UWM. A minimum 12 credits in each major must be completed at UWM.

• **Graduation Honors.** In addition to the University commencement honors, the Lubar School of Business awards final honors to undergraduate students if they have an overall grade point average of 3.50 on all UWM work with a minimum of 60 graded credits. These honors are printed on a student's permanent record with the following designations: Cum Laude – cumulative GPA of 3.50-3.649; Magna Cum Laude – cumulative GPA of 3.650-3.79; Summa Cum Laude – cumulative GPA of 3.80 or above. The Lubar School of Business also recognizes outstanding academic achievement by placing undergraduate business students on the **Dean's List**. Business students who earn a 3.5 or higher grade point average on 12 or more graded UWM credits during a Fall, Spring, or Summer semester will have the Dean's List designation printed on their permanent record.

• **Master of Business Administration.** In order to graduate, an MBA student is required to achieve at least a 3.00 cumulative grade point average on all courses taken as an MBA student including MBA Foundation courses and also to achieve at least a 3.00 cumulative grade point average on the required degree credits in the MBA program. In addition, the overall grade point average calculated by the Graduate School on all UWM graduate credits must be at least 3.00.

• **Master of Science in Management/MS in ITM.** In order to graduate, an MS student is required to achieve at least a 3.00 cumulative grade point average on all courses taken as an MS student including background preparation courses and also to achieve at least a 3.00 cumulative grade point average on the required degree credits in the MS program. In addition, the overall grade point average calculated by the Graduate School on all UWM graduate credits must be at least 3.00.

• **Application for Graduation.** All students must complete an application for graduation via PAWS. A graduation fee will be assessed of all degree candidates. Students will not be cleared for graduation without payment of this fee. The fee is non-refundable. However, students who notify the Registrar's Office or the Graduate School in a timely fashion that they will not be graduating as intended may apply the fee toward a subsequent semester. It is the student's responsibility to file the application for graduation by the deadline dates printed in the **Graduate School Bulletin** and **UWM Schedule/Timetable**. The deadline dates are very early in the semester and are enforced by the Graduate School.

ADDITIONAL GRADUATE STUDENT INFORMATION

1. Program of Study (MS Graduate Students)

MS students are required to select a major professor and to submit a proposed program of study within the first ten weeks of graduate enrollment. The student must meet with the major professor to discuss and complete the program of study form. A listing of Lubar School of Business faculty by fields of study is available in the Graduate Program Services office, LUB N251. The following are some guidelines to help students complete a program of study.

- a. The student must select courses to meet all of the degree requirements, including electives.
- b. While courses that carry both undergraduate and graduate credit (U/G) may be included in the program, they should be used only to the minimum extent possible. Programs of study will be reviewed for excessive reliance on U/G courses.
- c. In some areas of concentration, students may elect to take courses outside of the Lubar School of Business. No more than nine (9) non-business credits will be approved as electives.
- d. The major professor must sign the program study form.
- e. The student then submits the form to the Graduate Program Services office, LUB N251, for review by the MS Program Committee.

2. Management Research Project or Thesis

MS students may select an "899" research project to be completed as an elective. Bus Adm 899 is a variable credit course. In most areas of concentration, the student will select between 2-6 credits. Students are not allowed to register for a one credit Bus Adm 899 and may not enroll in Bus Adm 899 more than once. For more information on the management research project or thesis, see the schedule of classes at: <http://www4.uwm.edu/schedule/>

3. Program of Study Modifications (MS Graduate Students)

Many times students wish to modify their programs of study. This generally occurs when a specific course is no longer offered or when the student changes the focus of his/her major. Program modifications must be approved prior to enrolling in the course. They must also be consistent with the normal credit requirements of the program of study. More information on program modifications can be found by visiting the Graduate Services office.

4. Foundation and Background Preparation Courses for MBA/MS Students

For some MS areas of concentration, students who do not have an undergraduate business degree must complete background courses in order to pursue the degree:

More information about the preparation courses can be found at:
<http://uwm.edu/business/academics/graduate/ms/>

5. MBA Core Courses and Electives

The revised MBA Program is effective Fall 2017. The MBA offers a set of courses providing the basis for the theory and practice of business. The core courses integrate knowledge and skills and provide an overarching view of business and not-for-profit organizations. Information about the different MBA Core Courses and Electives may be found at:
<http://uwm.edu/business/academics/graduate/mba-programs/flexible-mba/>

Career Focused Concentrations (15 credits)

Students choosing this option will complete 39 degree credits to complete the MBA program. The six Career-Focused Concentrations are:

- Business Analytics
- Entrepreneurship
- Financial Analysis
- Health Care Management
- Marketing
- Supply Chain Management

• Executive MBA Program

Since 1974, the Lubar School of Business Executive MBA (EMBA) program has established itself as one of the longest-running and most successful programs of its kind in the nation. The program utilizes an alternating Friday and Saturday schedule. For further information about the Executive MBA Program, please check the EMBA website at:
<http://uwm.edu/business/academics/graduate/executive-mba/>

6. Joint Degree Programs In Lubar School of Business

MS.MBA

Requirements for this program may be viewed at the website below:
<http://uwm.edu/business/academics/graduate/ms/ms-mba/>

7. Core Courses and Electives for MS In Management Students by Area of Concentration

Curricular requirements for each MS in Management concentration may be viewed at the Graduate School Catalog website: <http://uwm.edu/graduateschool/business-administration/>

Masters of Science In Management (MS) – Accounting (30 credits)

This area of concentration provides training in accounting to students who have obtained baccalaureate training in fields other than accounting.

Masters of Science In Management (MS) – Professional Accounting (30 credits)

This area of concentration provides professional accounting training to students who have already earned an undergraduate degree in accounting and wish to fulfill the 150 credit hour requirements to write the Certified Public Accounting (CPA) examination.

Masters of Science In Management (MS) - Finance Analysis (33 credits)

This area of concentration provides students with training in accounting, computer information systems, mathematical and statistical techniques, managerial economic analysis, and their applications to financial analysis.

Masters of Science In Management (MS) - Marketing (30 credits)

This area of concentration has a strong focus on marketing strategy, marketing research, consumer behavior, and Internet marketing incorporated into the curriculum. In addition, an emphasis on international operations gives students the tools needed to understand and overcome the economic, cultural, political, and legal barriers to international marketing.

Masters of Science In Management (MS) – Taxation (30 credits)

This area of concentration trains high caliber specialists who can provide expert guidance on tax matters to business organizations and to individuals.

8. Master of Science (MS) In Information Technology Management (30 credits)

This STEM-designated degree program attracts practicing IT professionals and prepares graduates to tackle pressing organizational problems using cutting edge technology and approaches. More information may be viewed on this Graduate School website: <http://uwm.edu/graduateschool/information-technology-management/>

9. Graduate Certificate Programs

Certificate In Business Analytics (15 credits)

The curriculum consists of courses in Technology Management, Marketing and Business Statistics that will provide students with the knowledge and skills for the management analysis, and utilization of data in strategic, operational and tactical decision making. For more information, see the Lubar school of Business website:

<http://uwm.edu/business/academics/graduate/business-analytics/>

Certificate In Enterprise Resource Planning (15 credits)

The curriculum features the most current and comprehensive training in ERP. Those completing the certificate will be prepared to take the SAP TERP10 certification exam. For more information, see the Lubar School of Business website:

<http://uwm.edu/business/academics/graduate/enterprise-resource-planning/>

Certificate In Investment Management (18 credits)

Emphasis on intensive research and applied training in complex financial tools and techniques and includes a professional internship. Central to the curriculum is the David O. Nicholas Applied Finance Lab. For more information, see the Lubar School of Business website: <http://uwm.edu/graduateschool/investment-management-certificate/>

Certificate In Nonprofit Management (15 credits)

This certificate is a collaborative effort between the Sheldon B. Lubar School of Business, the Masters of Public Administration Program in the College of Letters and Science. It responds to the growing need for trained professionals to assume management and leadership positions in non-governmental, nonprofit sector organizations. For further information, please refer to the Nonprofit Management website at:

<http://uwm.edu/graduateschool/nonprofit-management-certificate/>

10. Collaborative Programs

Requirements for the following joint degree programs may be viewed at the websites below:

Master of Human Resources and Labor Relations

<http://uwm.edu/business/academics/collaborative-programs/>

Master of Public Administration

<http://uwm.edu/business/academics/collaborative-programs/>

Master of Science In Nonprofit Management and Leadership

<http://uwm.edu/business/academics/collaborative-programs/>

MBA-MALLT / Master of Arts In Language, Literature, and Translation

<http://uwm.edu/business/academics/collaborative-programs/>

Graduate Certificate In Nonprofit Management

<http://uwm.edu/business/academics/collaborative-programs/>

Graduate Certificate In Technology Management - Online

<http://uwm.edu/business/academics/collaborative-programs/>

DNP Nursing/MBA

<http://uwm.edu/business/academics/collaborative-programs/>

11. Further Graduate Study

When a student receives a UWM Graduate degree, his/her graduate standing is formally terminated. Master's candidates who wish to continue in a doctoral program or enter another master's program must reapply to the Graduate School for admission to that program.

12. Graduate Student Credit Load Minimum

All graduate students (Master's and Ph.D.'s) must be enrolled if they use University resources. Master's students must be registered for at least one graduate credit during the semester in which their degree is awarded. Graduate students may enroll in Bus Adm 888: Candidate for Degree. This course fulfills the minimum registration requirement. These credits do not count toward the graduate degree or affect the cumulative grade point average. The only grade that can be assigned in an 888 course is S (satisfactory). Students may also enroll in other degree coursework to fulfill the minimum registration requirement. Different minimum registration requirements apply to doctoral students. Please refer doctoral questions to Dawn Koerten, Academic Affairs and PhD Program Coordinator, (414)-229-6624, LUB N418.

STUDENT ACADEMIC APPEALS

A student may appeal an academic action to the appropriate curriculum committee. An appeal is a request for an exception to an established policy or rule. The content of each appeal is carefully reviewed in order to reach a decision. Appeals should be submitted to the LSB Undergraduate Student Services or Graduate Program Services (LUB N297 or N251). Contact TJ Jeske, Assistant Dean of Student Affairs (tjjeske@uwm.edu) to request a copy of any appeal procedure discussed below.

1. Appeals of Academic Regulations and Standards

- a. The School's academic advisors, Assistant Dean of Student Affairs, and/or Undergraduate Program Committee's Appeals Subcommittee review undergraduate student appeals. Students are advised of the decision via email. The Appeals Subcommittee considers individual cases concerning the degree requirements and other academic rules and regulations established by the LSB faculty.
- b. Graduate requests are reviewed by the appropriate graduate program committee and the Graduate School. Students are advised in writing of the decision regarding their request. Students submit their requests to the LSB Graduate Program Services office.

2. Academic Appeals (Grievances)

The Lubar School of Business has established procedures for undergraduate and graduate student academic appeals. An example of a typical grievance is dissatisfaction with a grade received in a course.

Contact TJ Jeske, Assistant Dean of Student Affairs (tjeske@uwm.edu), to request a copy of the undergraduate or graduate academic appeal procedure or the grievance procedure.

STUDENT CONDUCT

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts. Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance or arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Detailed rules and procedures must be followed in cases of academic misconduct. When an instructor believes that a student enrolled in his or her course has committed an act of academic misconduct, the instructor is urged to contact the Graduate Program Services office (LUB N251, (414)-229-5403).

Campus policy regarding student misconduct may be viewed at the following address:
http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm

UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UITS)

University Information Technology Services serves the campus community by providing technology infrastructure, campus IT enterprise services and creative and media resources in support of the campus mission. UITS staff work in partnership with the professional IT colleagues in UWM's Schools, Colleges and divisions across the UWM campus.

The goal is to provide reliable and cost-effective IT services and resources used in teaching, learning, research and administrative work. For information about technology services provided to the campus community, visit the Technology website at technology.uwm.edu.

A list of the UITS Information Technology Media & Services options (with corresponding links) may be found at <https://www4.uwm.edu/technology/services/>

Lubar School of Business offers one microcomputer classroom and one microcomputer lab for instructional use in selected courses. Please contact the Office of the Dean Receptionist/HR Assistant, Paul Mirr (mirr@uwm.edu) or by phone (229-4235), to reserve these labs or to obtain microcomputer lab-related information.

SOFTWARE (MICROCOMPUTER) USE

University policy and federal law prohibit the illegal duplication or use of computer software. There is no "fair use" exception for software. University Policy S-49.5 is reprinted below:

1. The University does not condone the illegal duplication or use of software.

2. The University legally licenses the use of software from many vendors and developers. It does not own this software or the related documentation. Unless specifically authorized by the vendor or developer, no one has a right to copy this software or documentation. Even a strict educational purpose is not reason for an exception.
3. All employees (unclassified, classified, limited-term, student or contract temporary) shall use software only in accord with the applicable license agreement. Only software used in accord with the applicable licensing agreement shall be run on University equipment.
4. Violations of this policy are to be reported to the supervisor/department chair or the dean/division head or the Division of Legal Affairs.
5. According to U.S. Copyright law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment. University employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.
6. All people using personally-owned software on university computers are required to maintain ownership documentation for that software at the site where the computer is normally located and to provide such documentation upon request.

AFFIRMATIVE ACTION/ HARASSMENT

The University of Wisconsin-Milwaukee is an equal opportunity, affirmative action institution and does not discriminate in any of its education or employment practices, policies, or procedures on the basis of race, color, creed, national origin, religion, sex, disability, or any other protected status recognized by Wisconsin or federal law. Your employment is conditioned upon compliance of UWM's strong policies against illegal discrimination, including sexual and racial harassment. In further compliance with these laws and regulations, the University prohibits harassment and retaliation against complainants on any of these bases. Questions about the application of any of these policies may be directed to the appropriate admitting or employing office or to the campus Office of Equity/Diversity Services (<http://www4.uwm.edu/eds/>).

MULTIMEDIA CLASSROOM TRAINING AND OTHER MEDIA REQUESTS

All equipment in the Lubar School of Business classrooms, including the overhead projector, screen, VCR, and computer, is controlled by the Command Console. To access this console, an access code and key are needed. Before obtaining the access code, proper training in the use of the equipment must be given. Please contact any one of the Classroom Support Personnel in Bolton 238 (414)-229-2382 before the first day of class to schedule a training session. Contact that office immediately if there are problems with any of the equipment. You may view additional information regarding their services at the following website: <http://www4.uwm.edu/technology/services/instruction/>

Instructors who are not teaching in the Lubar Building can place orders for video equipment not available in other buildings with the Media & Reserve Library, (414)-229-4673. A 48-hour advance notice is necessary for video equipment orders.

UWM LIBRARY SERVICES

Multiple libraries are housed within the centrally located Gold Meir Library. The collection encompasses over 5.2 million catalogued items; other resources include a large and rapidly growing number of electronic journals and databases available via the internet.

For all information, visit the UWM Libraries website: <http://guides.library.uwm.edu/facultystaff>

STUDENT ORGANIZATIONS

There are many professional fraternities, clubs and honorary organizations for students interested in business administration. These organizations offer the student an opportunity to learn the ins and outs of the business world and to interact with other students and professionals in a chosen field. Organizations at UWM related to business are listed on the following Lubar School website page: <http://uwm.edu/business/academics/student-organizations/>

The business student organizations actively seek faculty support for their activities. Please stop by Career Student Services (LUB N203) to pick up more complete information about these student organizations or access the website under "Undergraduate Students", and "Student Organizations." Dan Neuwirth (414)-229-3766 is the Lubar School of Business liaison to these organizations.

THIS HANDBOOK INCLUDES ACADEMIC POLICIES, PROCEDURES, PROGRAMS, AND REQUIREMENTS IN EFFECT AT THE TIME OF PUBLICATION.

JULY, 2017

INSTRUCTOR'S HANDBOOK

APPENDIX

2017-2018
University of Wisconsin-Milwaukee
Sheldon B. Lubar School of Business
Course Syllabus Guidelines

All course instructors are to provide students a course syllabus that is distributed on the first day of class.

In addition, an electronic version of the syllabus is to be submitted to Faculty Services: Pam Barnes (pkb@uwm.edu) AND Nancy Okern (nao@uwm.edu).

Each syllabus should contain the following:

Course Information

- Course title
- Course number (e.g., Bus Adm xxx or BusMgmt xxx)
- Specific semester of the syllabus
- Course prerequisites or co-requisites
- Course meeting days, times, and location
- Discussion section numbers and meeting days, times, and locations (if applicable)
- URL of Course Web Site (if available)
- Course format

Instructor Information

- Name
- Office room number
- Office hours
- Office phone
- Mailbox location
- E-mail address

Teaching Assistant(s) Information (if applicable)

- Name
- Discussion section(s) assigned
- Office room number
- Office hours
- Office phone
- Mailbox location
- E-mail address

Materials and Textbook

- Required and recommended readings with full citations for each textbook and each reading outside the textbook.
- Readings (many of which have been published within 5 years of the current date unless the course covers a specific period in history)

Course Description and Prerequisites

(See appropriate UG Catalog or Graduate Catalog Course Descriptions)

- **UG Catalog Course Descriptions:**
https://www4.uwm.edu/academics/undergraduatecatalog.cfm?u=SC/C_216.html
- **Graduate Catalog Course Descriptions:**
<http://uwm.edu/graduateschool/business-administration/>

Course Learning Outcomes

(Broad goals describing what the student should know or do at the end of the course)

SAMPLE: Bus Adm 444, Human Resources Management

Upon successful completion of this course, the student will:

1. Communicate effectively current HR issues and trends in the field of study.
2. Understand HR theories as related to HR functions and how the theories relate to role as HR professional.
3. Develop critical and analytical thinking skills while exploring HR problems and issues.

Course Learning Objectives

(specific activities and experiences which will indicate in what manner the student meets the learning outcome)

SAMPLE: Bus Adm 444, Human Resources Management

1. Examine and present analysis of HR events, news, and trends while developing teamwork skills.
2. Demonstrate ability to manage and develop employee performance proactively.
3. Prepare field project report analyzing selected HR issues of an organization.

*****For a list of verbs to use in creating learning objectives:**

<https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>

Attendance Policy (graduate courses must also include this policy)

Explain the attendance expectations. If there aren't any expectations, this must also be explained to the student.

Average Time Investment/Workload Policy Statement

Example for a traditional 3-credit class:

This course meets twice weekly for 75 minutes, or a total of 37.5 hours during the semester. You should expect to take at least 60 hours over the course of the semester reading the textbook and other required materials. There are also 8 homework assignments which you should expect will require at least 5 hours each. Reserve at least 10 hours to study for and take the final exam. All told, this class is likely to take 147.5 hours of your time.

Second Example:

Expected Workload (hours)

Lecture	37.5
Required Reading	60.0
8 homework assignments at 5 hours each	40.0
Studying for and taking the final exam	<u>10.0</u>
TOTAL	147.5

Third Example:

On average, students should spend 48 hours per credit per semester on in-class activities and activities outside of the classroom (i.e. 144 hours for a 3-credit course).

Total Hours: 3 credits x 48 hours	=144 hours
In Class: 150 minutes x 15 weeks	= 37.5 hours
Reading/Viewing Course Materials: 2x class time	=75 hours
Taking Quizzes: 5 minutes x 30 periods	=2.5 hours
Working on Presentations/Assignments	= 29 hours

Grading Policy

- Detail regarding how grades will be determined (e.g., explanation of grading scale or curve)
- Weights of various assignments (list exams, homework, papers, projects, etc.)
- Specific information on the investment of time by the average student needed each week outside of class in order to achieve the learning goals of the course (e.g. You need to allocate at least 6 hours outside the classroom following each class to achieve the learning goals of this course.)
- Incomplete Policy (see course syllabus template)

Late Assignment, Make-up and Incomplete Policies

- Policy regarding late assignments
- Make-up and incomplete policies

Assignment/Project/Presentation Detailed Description and Assessment Guidelines

- Assignment/Project/Presentation description, details and policies (scope of work, qualitative expectations, late penalties, etc.)

Course Drop/Withdrawal Deadlines

- This information is available each semester from Undergraduate Student Services (x5271) or by viewing the following website:
http://www4.uwm.edu/faculty_staff/instructional_support/registrars_calendar.cfm

Examination Information

- Exam and Final Exam dates, times, and location (this information is available in the Schedule of Classes)
Or view the following website: <http://www.uwm.edu/schedule/>
- Materials that may be brought into exam (if any)
- Policy regarding make-up exams (if any)
- NOTE: Final Exams must follow dates/times published in each semester's UWM Schedule of Classes

Lecture/Assignment/Exam Schedule

- Schedule or chronology of topics including approximate assignment/project/presentation due dates and exam dates

Other (if applicable)

- Classroom policies (behavior, arriving late, leaving early, food, cell phones, beepers, etc.)
- Undergraduate/Graduate Course Differentiation (syllabus must explain fully how prerequisites, course assignments, and learning goals/assessment methodology provide graduate level learning for students enrolled for graduate credit. Coursework assigned exclusively to graduate students that accounts for at least a **third** of grade. Undergraduate and graduate requirements must be clearly differentiated. There must be clear indication that the graduate work is substantially more rigorous than the undergraduate work.)

Online or Hybrid Courses Additional Information

- Specification of course interactions:
 1. Between the instructor and students (e.g. email, D2L discussion, phone, Skype, voiceover slides, etc.)
 2. Between students, for any asynchronous or synchronous discussions (e.g. D2L, Skype, social mediate site, etc.)
 3. Between the students and the course content (e.g. D2L discussion, UWM or external websites, etc.)
- Clear statement that the course is online or blended and description of what that means
- Minimum technical requirements, e.g. computer configuration, any necessary hardware or software.
- Listing or description of the necessary computer skills for success in the course.
- Contact information for technical help.
- If a hybrid course, a statement for each course activity clearly indicating if the activity is face-to-face, online only, etc.
- If groups are used for activities, a description of how individuals and/or groups will be assessed.

University of Wisconsin-Milwaukee
Sheldon B. Lubar School of Business
Course Syllabus Template
(to be attached to all course syllabi)

<http://www4.uwm.edu/secu/SyllabusLinks.pdf>

Syllabus Links

1. *Students with disabilities.* Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner.

<http://www4.uwm.edu/arc>

2. *Religious observances.* Accommodations for absences due to religious observance should be noted. <http://www4.uwm.edu/secu/docs/other/S1.5.htm>

3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty should be noted.

Students: http://www4.uwm.edu/current_students/military_call_up.cfm

Employees: <http://www4.uwm.edu/secu/docs/other/S40.htm>

(Editorially Revised, 3/25/09)

4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf

5. *Discriminatory conduct (such as sexual harassment).* Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf

6. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. <http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>

7. *Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf

8. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. <http://www4.uwm.edu/secu/docs/other/S28.htm>

9. *Other* The final exam requirement, the final exam date requirement, etc.

<http://www4.uwm.edu/secu/docs/other/S22.htm>

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