Administrative Leadership
Application Information FAQ’s

What is the due date for applications to your program? When can I start the coursework?

There is no hard and fast date for application submissions to our master's programs. We admit master's students on a rolling basis for every semester. Once you apply and are accepted into the program, you can begin coursework the following semester. For application deadlines for the PhD programs, please visit the Urban Education Doctoral Program website.

How long will it take to process my application?

Unless you are a current UWM student, processing of the application generally takes six to ten weeks. The processing time is partially dependent on the time it takes the Graduate School to receive non-UWM transcripts and other documents (e.g., reasons statement, application fee). The Graduate School will process the application after they have received all required documents.

Do I need to take the GRE in order to apply for your program?

No, you do not need to take the GRE for admission to our programs. However, if your undergraduate grade point average is less than a 2.75, submission of official score reports of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) may provide satisfactory evidence of ability to do graduate level work, which may allow you to be admitted on probation.

Can I still apply even if my undergraduate grades are low?

An undergraduate grade point average (UGPA) of 2.75 is required for admission. Students with less than a 2.75 UGPA may be admitted on probation if satisfactory evidence of ability to do graduate level work is furnished.
Evidence includes the following: 1) Completion of 6-9 credits of post-bachelor's degree course work with grades of B or better (B- not acceptable), 2) submission of official score reports of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT), or 3) evidence of an advanced degree with a GPA of 3.0 or above or a GPA of 3.0 or above attained during the final two years (60 semester credits) of applicant's bachelor's degree program.

Can I transfer credits from another educational institution and have them count toward my degree?

Students who wish to transfer credits from other campuses to their UWM programs must fill out a Graduate Transfer Credit Evaluation Form (PDF). The application should be completed during the first semester following admission, or as soon as possible following completion of such a course. Up to 12 graduate credits may be transferred with the approval of the Graduate School and departmental advisor.

Is it possible to just take some master's degree classes, but not commit to the entire degree program?

Yes, a non-degree application can be used to register for an initial course and the full-application process can be completed at a later time. By becoming a non-degree candidate (NDC), you can take credits prior to admission and have them count toward the degree. More information on non-degree candidacy can be found at the NDC Admission webpage of the Graduate School Web site. Applicants seeking licensure in the Educational Administration concentration who already hold a master's degree are not required to complete a second graduate degree. They may register for all of the required coursework as NDC.

Once I've been accepted into the program, when do I register for classes?

Each semester there is a beginning and ending date for online registration. Students will receive an initial registration date after admission to the program. The last date to register online is the Add deadline listed in Registrar's Add/Drop Calendar. (If registering after the Add deadline, a paper Add/Drop form, available
from the department, is used. Students will be charged a $50 late fee if they register after the scheduled registration period. Additional late payment charges may also apply.)

**Can I switch my advisor halfway through my program?**

Advisors in the Department of Administrative Leadership are committed to helping candidates achieve success in their graduate programs and will be readily available to discuss any questions that they have regarding their professional objectives and academic progress. Candidates who wish to change advisors may do so by requesting a change from the Department Chair. Reasons for such a request will not be required; under no circumstances will a request for change of advisors impede progress toward the degree or licensure sought.

**What is the tuition rate for the online master's program?**

The tuition rate for three-credit, online courses designated as part of the online program will be set up as a "Special Course Fee," which is equivalent to the off-campus, resident, graduate student tuition rate for three-credit courses. This Special Course Fee will be the only charge assessed for the course. The Special Course Fee will apply to all students (including out-of-state and international students) enrolled in that course, and will be in addition to tuition and/or fees for any other classes in which the student is enrolled.

As an example, the off-campus, resident, graduate student tuition rate for a three-credit course in the 2010-11 academic year is $1793.43. Therefore, the Special Course Fee for three-credit, online courses designated as part of the online program is also $1793.43 for the 2010-11 academic year. However, tuition rates vary from semester to semester, so for the current costs, please visit the [Bursar Office - Tuition Rate Schedule](#).

The fee schedule posted by the University shows that the cost per credit hour changes to a lower rate after the student is enrolled in a certain number of credit hours. This number of credit hours is referred to as the "plateau." The plateau level for Summer is four to seven off-campus credit hours, while it is 8 or more off-campus credit hours in the Fall or Spring. **Please note:** The tuition rate for
courses with the Special Course Fee (three-credit, online courses designated as part of the online program) are not discounted through this tuition rate plateau.

You can pay tuition and fees on PAWS with a credit card or personal check through any computer that has access to the Internet.

**When is tuition due?**

Prior to the start of the semester, a tuition down payment is required. Students registering before the tuition down payment deadline must pay $200 to keep their registration; students who have not registered by the deadline must first pay a $200 tuition down payment before they can register. It takes approximately two to four hours for payment to clear before one can register. The deadline dates regarding registration, tuition down payment, and other deadlines are available online at the Registrar's Important Dates to Remember Calendar.

**How is online learning comparable to classroom learning? Is a student with the online degree at a deficit compared to a student with the live/classroom degree?**

There is a large research base that indicates the outcomes for learning in online and distance programs are comparable to face-to-face programs. In our online program, a student will have contact with our entire graduate faculty, receive the same degree, take the same courses, and have to meet the same expectations as face-to-face students. The degree is also from the University of Wisconsin-Milwaukee and is the same degree that face-to-face students receive, so there is no disadvantage.

**How long have the master's programs in Administrative Leadership department been around?**

Our face-to-face programs have been offered for the last 40 years. We have been offering online courses and programs for the past five years.