Administrative Leadership Master’s Degree Program 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 master’s degree 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 evaluate your transcripts. 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 master’s degree 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 based on additional evidence.

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 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 master’s degree?

Students who wish to transfer credits from other campuses to their UWM programs must fill out a Graduate Transfer Credit Evaluation Form, which can be found on the Graduate School’s website. The form 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 contingent on the approval of the Graduate School and departmental advisor. We encourage consulting with an advisor prior to submitting form to Graduate School. The advisor will ask for a copy of syllabi of courses intended to transfer.
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. It is important to note that non-degree credits are considered transfer credits, so the maximum number of credits that can be taken as a non-degree student and transferred towards a degree is 12. More information on non-degree candidacy can be found at the NDC Admission webpage of the Graduate School’s website. 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. It is also important to note that non-degree students are not eligible to receive federal financial aid loans.

Once I’ve been accepted into the master’s degree 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 the Add/Drop Calendar. (If registering after the Add deadline, a paper Add/Drop form, available from the department, is used, and a Graduate School Request for Exception is also needed. There is no guarantee the exception will be approved. Students will be charged a $50 late fee if they register after the scheduled registration period. Additional late payment charges may also apply.) Information on enrollment and important deadlines can be found on the UWM One Stop Enrollment and Financial Services page.

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?

You can find Tuition and Fee information under “Graduate Fee Schedule” on the UWM One Stop Enrollment and Financial Services page.

Consult the most recent Schedule of Classes for a full list of special course fees (such as online course fees).

For information on financial aid and the FAFSA application, please visit the UWM Department of Financial Aid website. Services provided include information on grants, loans, student employment, military benefits, and the Life Impact Program.

Students are also eligible to apply for Graduate School Fellowships. These university-wide fellowships provide recipients with a monthly stipend for the academic year, coverage of in-state tuition, and
remission of out-of-state tuition. For more information on the kinds of fellowships available, please visit the Graduate School Types of Funding page.

The School of Education also awards scholarships every academic year. Please visit the School of Education Scholarships page for more information.

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 over 50 years. We have been offering online courses and programs since 2004.