

UNIVERSITY OF WISCONSIN-MADISON

Department of Educational Leadership & Policy Analysis

Application of Intent to Complete Portfolio (K-12) or Capstone Experience (HCPE) and Master's Degree in 2009

PORTFOLIO OR CAPSTONE OPTION

(Complete only if you are NOT writing the Master's exam and will be meeting the requirements for completion of the degree with a portfolio or capstone.) Students writing the Master's exam should complete the Master's exam application form available on the ELPA website at <http://www.education.wisc.edu/elpa/reference/forms.htm>

Name	ID Number
Address (street)	City Zip
Telephone (work)	(home)
E-mail	Advisor

Semester and year completing Master's Degree	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> December
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Current degree program (check appropriate program):
<input type="checkbox"/> Completing Madison Master's
<input type="checkbox"/> Completing Madison Master's and Certification
<input type="checkbox"/> UW-Oshkosh Cooperative** Masters' and Certification
<input type="checkbox"/> UW-Whitewater Cooperative** Masters' and Certification

** It is the responsibility of all cooperative students to provide the Department of Educational Leadership & Policy Analysis with one updated, official copy of all transcripts listing graduate courses taken elsewhere (i.e. Whitewater, Oshkosh, etc.) as part of the degree program.

DEADLINE TO SUBMIT THIS FORM:

May Degree	submit intent form no later than March 27
August Degree	submit intent form no later than July 27
December Degree	submit intent form no later than October 27

PORTFOLIO REVIEW DEADLINES:

December Degree	Submit by November 27 (12am)	Reviewed November 28-December 4	Revisions Due December 11
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CAPSTONE EXPERIENCE DEADLINES:

December Degree	Submit first draft by November 6
	Begin revisions November 9-14
	Next draft due by November 24
	Final draft due by December 11
	Reviewed December 12-13
	Final draft completed December 13-18

Do you plan to continue in a Ph.D. program at UW-Madison?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you continuing in either the Educational Specialist Certificate Program or a certification program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Master's Degree Candidates Must...

- Be enrolled for a minimum of 2 graduate level credits (300 or above for a grade, no audits, no pass/fail).
- Pay the completion fee (if required by the Graduate School) prior to the degree deadline. Degree completion fees are only changed if you are not enrolled during the semester you intend to complete your degree.
- Meet the credit requirement for the appropriate degree and have a graduate GPA of at least 3.00.
- Remove all grades of incomplete prior to the degree deadline. If you receive an incomplete grade for the semester you are completing your degree program, you will not receive your degree until the semester the incomplete grade is changed to a letter grade.
- Have an approved program plan on file with the Department.

Please return this form to Shari Smith, Student Services Coordinator, 1152 Educational Sciences Building, 1025 W. Johnson Street, Madison, WI 53706.