

GRADUATE FACULTY COUNCIL DOC. NO. 713 APPROVED JANUARY 27, 1997

RECOMMENDATIONS OF THE COMMITTEE ON REGULATIONS AND REQUIREMENTS OF THE GRADUATE SCHOOL FOR A CHANGE IN THE NON-DEGREE CANDIDATE POLICY FOR POST-BACHELOR'S DEGREE STUDENTS, UWM OFF-CAMPUS CREDIT POLICY, AND UWM ON-CAMPUS CREDITS NOT USED FOR THE PREVIOUS DEGREE REQUIREMENTS

**Current Requirements for Non-Degree Candidate, Post-Bachelor's Students** (current Graduate School Bulletin copy)

**Admission: Non-Degree Students.** Applicants may apply for admission on a non-degree basis. 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 the graduate program reserve the right to deny admission to applicants who do not meet the minimum Graduate School admission requirements and the program's requirements or who do not qualify for one of the non-degree admission categories. Some programs do not accept non-degree applicants.

The requirement for English proficiency for non-native speakers of English is the same for Non-Degree Candidates as for Degree Candidates. Students who require a visa for immigration purposes must have prior written permission from the Office of International Studies and Programs for enrollment under this status.

**Post-Bachelor's Degree Students.** Students who hold a bachelor's degree and who will be applying for admission to a graduate degree program in the near future may apply for non-degree graduate status. This is a one-term only admission category and does not assure admission to a graduate program. Enrollment in this category is not permitted beyond one semester.

Only 6 graduate credits taken during the one term in this category may later be applied to a master's program; this work must be approved by the program and the Graduate School. There is, however, no guarantee that non-degree coursework will be approved to count toward a degree program. If this work is used to justify admission to the Graduate School, the work will not count toward satisfying the degree credit requirements.

Students who have been refused admission to a UWM graduate degree program are not eligible for non-degree status in that program.

**Summary of Proposed Changes in the Non-Degree Candidate (NDC) Policy for Post-Bachelor's Students:**

- Eliminate the "one-term only" admission category.
- Allow more than 6 graduate credits taken in this category to be applied to a master's program.
- Allow the work to be considered for transfer into a master's program *even if* it was used to justify admission with Graduate School and program approval.
- Allow Non-Degree Candidate work to be transferred into a doctoral program.

**Current Requirements of UWM Off-Campus Credit Policy** (current Graduate School Bulletin copy)

Acceptance of UWM Off-Campus Credit: All UWM off-campus graduate instruction is given by members of the UWM faculty or ad hoc appointees approved as lecturers by the appropriate UWM major department. No more than 9 graduate credits earned in UWM off-campus graduate courses prior to admission to a UWM graduate program may be accepted toward a graduate degree program. Students enrolling in UWM off-campus courses after being admitted to a UWM graduate program must use the regular UWM registration form.

**Summary of Proposed Changes in the UWM Off-Campus Credit Policy:**

- Allow more than 9 graduate credits earned in UWM off-campus graduate courses to be accepted towards a graduate degree program.
- Allow UWM off-campus credit to be transferred into a doctoral program.

**Current Requirements for UWM On-Campus Credits Not Used Toward Meeting the Previous Degree Requirements:**

No existing policy.

**Summary of Proposed Changes for UWM On-Campus Credit Not Used For the Previous Degree Requirements:**

Establish a credit limit.

**Justification for Proposed Changes:**

- The number of part-time (non-traditional) students need to be accommodated. The current Non-Degree Candidate policy states that a post-bachelor's student can be a Non-Degree Candidate for only one semester. It further states that only six credits may be considered for transfer. This presents a problem for the part-time graduate student. Many part-time students cannot take six credits in one semester. Therefore, the recommendation is to drop the one term only policy.
- Inconsistencies in the amount of credits allowed to be considered for transfer needs to be corrected. The recommendation to make the UWM transfer credits (Non-Degree Candidate work [NDC] and UWM Off-Campus Graduate Credit [OFGC]) consistent with the Transfer of Off-Campus Credit policy which is 12 credits or 40% of the total credits required for the degree.
- Non-traditional, adult graduate students are deterred from exploring a graduate degree by first entering as a Non-Degree Candidate student with present Non-Degree Candidate policy. Students with undergraduate GPA's below 2.75 must present additional evidence (Graduate Faculty Council policy) to be considered for admission. That evidence may be post-bachelor's coursework. Present policy does not allow this coursework evidence to be used to meet future degree credit requirements. Allowing students to count coursework used to demonstrate ability decreases student expense and time to degree.
- There needs to be a policy that addresses doctoral student's requests for transferring credits. The Graduate School receives a number of appeals from doctoral students who are requesting transfer to their doctoral program previously taken NDC, OFCG, and/or UWM on-campus credits not used for meeting previous degree requirements.

**Proposed Graduate School Bulletin copy for Admission on Non-Degree Students**  
(underlined sections indicate revisions)

**Admission: Non-Degree Students**

Applicants may apply for admission on a non-degree basis. 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 the graduate program reserve the right to deny admission to applicants who do not meet the minimum Graduate School admission requirements and the program's requirements or who do not qualify for one of the non-degree admission categories. Some programs do not accept non-degree applicants.

The requirement for English proficiency for non-native speakers of English is the same for Non-Degree Candidates as for Degree Candidates. Students who require a visa for immigration purposes must have written permission from the Office of International Studies and Programs for enrollment under this status.

- Post-Bachelor's Degree Students

Students who have earned a bachelor's degree may apply as a non-degree graduate student. This admission, however, does not ensure admission to a graduate program.

The maximum number of Non-Degree Candidate credits which will be considered for transfer to a UWM master's program is the larger of either 12 credits or 40% of the total number of graduate credits required for the particular master's program. A maximum of 12 non-degree graduate credits may be considered for transfer to a doctoral program. This work must be approved by the program and the Graduate School and must have been earned within five years prior to admission. A grade of B or better (Note: a grade of B- is not acceptable) must be earned in each course considered. Applicants who have been refused admission to a UWM graduate degree program are not eligible for non-degree status in that program.

- Post-Master's Degree Students

Students with a master's degree who wish to take limited work in a related area may apply for non-degree graduate status. Credit earned in this status may later be applied to a UWM graduate degree program but only if specifically recommended by the graduate program and approved by the Graduate School. There is, however, no guarantee that non-degree coursework will be approved to count toward a degree program.

- Certification Students

Students admitted to a certification program which required coursework to be taken for graduate credit may apply for non-degree graduate status. Contact the department, program, or school in which the certification sequence is being offered for further information on whether graduate standing is advisable or necessary.

- Guest Graduate Students

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.

- Admission of Faculty and Academic Staff

Members of the UWM Academic Staff without faculty status may pursue a graduate degree at UWM. Faculty members may take graduate courses on a non-degree basis only.

- Admission on Probation

An applicant whose overall undergraduate grade point average is 2.50-2.74 (4.0 scale) may be considered for admission on probation 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 (3.0 GPA or above) or a grade point average of 3.0 or above attained during the final 60 semester hours of the applicant's baccalaureate degree program.
2. Completion of 6 or more credits of program approved post-baccalaureate coursework in an academic area directly related to the graduate program which the applicant has chosen (must be recent coursework at the advanced undergraduate level).
3. The grades earned must be a "B" or better (B- is not acceptable). The credits earned may be used to satisfy the graduate degree credit requirements with approval from the Graduate School and the program.
4. Submission of official score reports from the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), or Miller Analogies Test, that indicate a high probability of success in graduate school. (Official is defined as having been sent directly from the testing service to UWM).

All probationary students must consult the proposed graduate program unit for further information regarding conditions of probation and removal of probationary status which are unique to the program unit.

A graduate student admitted on probation, who does not clear probationary status within three enrolled semesters, must show sufficient cause for continued graduate status or the student will be academically dismissed by the Dean of the Graduate School and Research.

**Proposed Graduate School Bulletin copy for Acceptance of UWM Off-Campus Credit**  
(underlined sections indicate revisions)

**Acceptance of UWM Off-Campus Credit**

All UWM off-campus graduate instruction is given by members of the UWM faculty or ad hoc appointees as lecturers by the appropriate UWM major department. The maximum number of credits which will be considered for transfer to a UWM Master's program is the larger of either 12 graduate credits or 40% of the total number of graduate credits required for the particular master's program. A maximum of 12 graduate credits may be considered for transfer to a doctoral degree. This work must be approved by the program and the Graduate School and must be earned within

the five years prior to admission. A grade of B or better (Note: A grade of B- is not acceptable) must be earned in each course considered. Students enrolling in UWM off-campus credit courses after being admitted to a UWM graduate program must use the regular UWM registration form, not the off-campus registration form.

**Proposed Graduate School Bulletin copy for UWM On-Campus Graduate Credit Not Used for Meeting the Previous Degree Requirements**

UWM graduate on-campus credit not used for meeting the previous UWM graduate degree requirements may be considered for transfer. The previous program must verify that the coursework was not used toward meeting the previous degree requirements (if a degree was earned). The maximum number of credits which will be considered for transfer to a UWM master's program is the larger of either 12 graduate credits or 40% of the total number of graduate credits required for the particular master's degree. A maximum of 12 graduate credits may be considered for transfer to a doctoral program. This work must be approved by the program and the Graduate School and must be earned within five years prior to admission. A grade of B or better (Note: a grade of B- is not acceptable) must be earned in each course transferred.

**Recommendations for Action**

1. Acceptance of the Graduate School regulations on Non-Degree Candidates, UWM Off-Campus Credit, and UWM On-Campus credit not used for meeting the previous degree requirements are approved as proposed.
2. The revised regulations are effective for Semester I, 1997-98 following administrative approval of recommendation #1 above.