

**These instructions are ONLY for UWM graduate students to double count UWM certificate credits toward UWM graduate degree OR a second UWM graduate certificate.**

Use the link above for the *Accelerated Master's Credit Evaluation Form* OR *Graduate Transfer Credit Evaluation Form*.

**Certificate Double-Counted Credit Evaluation Form Instructions. Only UWM graduate certificate credits can double count toward either a UWM graduate degree or a second UWM graduate certificate.**

Complete **Part 1** on the following page.

1. **SELECT: 1. UWM Graduate Certificate Double-Counted Credits**
2. List graduate-level certificate credits taken
3. Sign and Date the form
4. Submit to the Graduate School

*After that, the Graduate School and your Program will complete Parts 2, 3, and 4.*

**Double-counted certificate credits between two graduate certificate programs are subject to the following restrictions:**

- ✓ Double counting between two UWM graduate certificates has a 6 credit maximum provided that both programs specify the courses as approved, required, or elective.

**Double-counted certificate credits between a graduate certificate and a graduate degree program are subject to the following restrictions:**

- ✓ Degree programs must approve the courses from certificates that can double count toward the degree.
- ✓ All credits taken in completion of certificate requirements may count towards a UWM graduate degree as long as they do not contribute more than 90% of the total credits needed to obtain the degree. (Note: Students in PhD programs must still complete the minimum residency requirements)
- ✓ Certificate courses used toward meeting degree requirements must be completed within the time limit for transfer credit.
- ✓ Courses completed for a degree may be counted toward a subsequent certificate, subject to all certificate policy requirements.
- ✓ A course may count toward no more than one certificate and one degree.
- ✓ Students may not earn a certificate subsequent to a concentration in the same area.

**Submission** Drop off or mail the evaluation form to the Graduate School.

Drop off: UWM Graduate School Mitchell Hall, 261  
Mon-Fri 9a - 4:30p

Mail: UWM Graduate School Graduate Student Services  
PO Box 340 Milwaukee WI 53201-0340



**GRADUATE CREDIT EVALUATION FORM**  
<https://uwm.edu/graduateschool/forms-downloads/>

Graduate School

Mitchell Hall, Room 261

414-229-6569

**Part 1. TO BE COMPLETED BY STUDENT**

**Check Only One Box**

1. CURRENT LAST Name,	FIRST Name	MIDDLE Name	2. UWM 9 digit CAMPUS ID
3. PREVIOUS LAST Name,	FIRST Name	MIDDLE Name	Dates Previous Name Used
4. UWM PROGRAM the credits below should transfer to or double-count for if approved by both the Program and the Graduate School			5. DAYTIME PHONE
6. UWM E-Mail Address	7. ALTERNATE E-Mail Address	8. GRADUATE PROGRAM ADVISOR'S NAME	

List courses below for evaluation. **If you selected 2a.**, only sign your name and submit directly to Major Program to complete Part 3.

INSTITUTION	COURSE DEPARTMENT CODE and COURSE NUMBER and COURSE TITLE	SEM / YEAR	CREDITS	GRADE
<i>UWM</i>	<i>BIO SCI 540G Microbial Diversity and Physiology</i>	<i>Spring 2019</i>	<i>3</i>	<i>B+</i>

Student's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Part 2. GRADUATE SCHOOL REVIEW**

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Evaluator's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**Part 3. MAJOR PROGRAM RECOMMENDATION**

Please examine the graduate credits above. Mark your credit recommendation, sign, and return this form to the Graduate School - Mitchell 261

**APPROVED** courses: check-mark next to each course and circle one: TRANSFER or DOUBLE-COUNTING

**ZERO CREDITS:** Credits are **NOT APPROVED** for transfer or double-counting OR Student checked 2a. and has no credits to transfer from undergraduate career.

REMARKS:

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Authorized Graduate Program Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 4. GRADUATE SCHOOL DECISION**

Check correct box and fill in number of credits

TRANSFER \_\_\_\_\_ number of credits

DOUBLE-COUNTING \_\_\_\_\_ number of credits

ZERO CREDITS

Processed \_\_\_\_\_

Initials / Date \_\_\_\_\_