

GRADUATE FACULTY COUNCIL DOC. NO. 712 APPROVED JANUARY 27, 1997

RECOMMENDATIONS OF THE COMMITTEE ON REGULATIONS AND REQUIREMENTS OF THE GRADUATE SCHOOL FOR CHANGES IN POLICY ON THE TIME LIMIT FOR: 1) NON-DEGREE CREDIT, 2) UWM OFF-CAMPUS CREDIT and 3) TRANSFER OF UWM GRADUATE CREDIT INTO A GRADUATE PROGRAM

**Current Requirements for Acceptance of Non-Degree Candidate (NDC) and UWM Off-Campus Credit** (Current Graduate School Bulletin copy)

**Non-Degree Candidate 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.

**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.

**Transfer of Credit Into a Graduate Program.** There is no policy on acceptance of UWM on-campus credit taken in another program and not used toward meeting the degree requirements.

*The requirements as stated above make no provision for a time limit for the acceptance of NDC, UWM off-campus credit, or UWM graduate credit taken in another program and not used for degree requirements.*

**Summary of the Proposed Change in Policy for Acceptance of Non-Degree Credit, UWM Off-Campus Credit, or transfer of UWM graduate credit taken in another program and not used for degree requirements.**

Establish a five year time limit for acceptance of Non-Degree Credit (NDC), and UWM Off-Campus credit taken prior to admission to a UWM graduate degree program, and transfer of UWM graduate credit taken in another graduate program and not used to meet degree requirements.

### **Justification for Proposed Change**

1. Consistency with the current transfer of off-campus credit (TOCC) policy time limit of 5 years.
2. Ensure timeliness and relevance of course and degree content.

### **Proposed Graduate School Bulletin copy for Admission of Non-Degree Students**

(underlined sections indicate revisions)

#### **Admission: Non-Degree Students**

- 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. This work must be approved by the program and the Graduate School and must have been earned within five years prior to admission.

### **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 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. This work must be approved by the program and the Graduate School and must be earned within the five years prior to admission.

**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 A or B (Note: a grade of B- is not acceptable) must be earned in each course transferred.

**Recommendation for Action**

1. Acceptance of the Graduate School time limit for acceptance of credits taken prior to admission is approved as proposed.
2. The revised regulations are effective immediately following administrative approval of recommendation #1 above.