

**RECOMMENDATION OF THE GRADUATE CURRICULUM COMMITTEE TO
ESTABLISH TRANSCRIPT-DESIGNATED DEGREE CONCENTRATIONS**

Graduate students and faculty in some graduate degree programs have expressed an interest in having official recognition of a cohesive body of coursework with a *specific focus* that is offered within a degree program. For purposes of official recognition on a student's transcript, this body of coursework will be called a transcript-designated concentration. This document establishes the requirements and procedures for initiating, changing, or discontinuing such concentrations.

A) REQUIREMENTS FOR TRANSCRIPT-DESIGNATED CONCENTRATIONS

1. A concentration consists of a minimum of 15 credits taken from list of qualifying courses, excluding common courses required of all students in the degree program.
2. Qualifying courses must be offered with sufficient frequency to prevent requests for course substitutions.
3. The curriculum will be approved by the GFC and listed in the Graduate School Bulletin. Credit distributions may be listed in the Bulletin as long as a list of qualifying courses is provided to the Graduate School (see B.1.)
4. A maximum of 6 transfer credits from an institution other than UWM may count toward a concentration, subject to Graduate School transfer policy. UWM graduate coursework taken prior to admission to the current degree program is subject to standard transfer limits. Any transfer credits applied toward a concentration are part of the total transfer limit for that degree.
5. A maximum of 3 credits of a capstone experience such as thesis, practicum, internship, or research in the area of concentration is allowed.
6. A maximum of 20% of the credits required for the concentration may be taken as independent study.
7. A student may not earn a concentration and a certificate based on identical coursework.
8. A minimum cumulative grade point average of 3.00 is required in all UWM courses applied toward the concentration.

B) Procedures for Requesting or Changing Transcript-designated Concentrations

1. The process for establishing a graduate level, transcript-designated concentration is identified in the UWM Academic Approval Matrix. For purposes of this academic action, the transcript-designated concentration is considered a submajor. The request to establish a transcript-designated concentration must include compelling reason(s) for posting the concentration on the transcript.
2. The process for dropping a graduate level, transcript-designated concentration also is identified in the UWM Academic Approval Matrix. For purposes of this academic action, the transcript-designated concentration is considered a submajor.
3. An Online Program Change (OPC) form should be completed and submitted if changes to an already approved graduate level, transcript-designated concentration are warranted.

C) VERIFICATION PROCESS

1. The concentration will be posted on a student's transcript upon degree conferral. Concentrations will not be posted external to a degree program.
2. The graduation application will be modified to enable departments to report completion of concentration. Departments will be required to identify courses from the student's transcript or program of study that apply toward the concentration.