

Recommendation of the Graduate Faculty Committee for Changes to the Admission, Continuation, and Dismissal Policies of the Graduate School

I. POLICY ON ADMISSION

Applicants for admission to the UWM Graduate School must have the following:

1. A baccalaureate degree, or its equivalent as determined by the UWM Center on International Education, from a regionally accredited institution, completed before the first term of enrollment in the Graduate School. Students applying to approved integrated bachelor's/master's programs are exempt from this requirement. (See GFC Document 1311 for policy on admission to integrated programs.)
2. Proficiency in the English language (see GFC Document 1373).
3. A positive recommendation for admission by the program to which the student is applying.
4. A cumulative undergraduate Grade Point Average (GPA) of at least 2.75 on a 4.0 scale, or an equivalent measure on a grading system that does not use a 4.0 scale.

Those whose undergraduate GPA is below 2.75 must provide evidence of ability to succeed in graduate study through at least one of the following:

- a. GPA of at least 3.0 during the last two years of the baccalaureate program (calculated on a minimum of 48 credits).
- b. Completion of six or more credits of program-approved post-baccalaureate courses. These courses must be at the advanced undergraduate or graduate level, taken with the last five years with a grade of B or better (B- not acceptable).
- c. Submission of official score reports from the Graduate Record Examination, the Graduate Management Admission Test, or the Miller Analogies Test that indicate competencies in areas related to the proposed graduate program. To be considered official, these scores must be sent directly from the testing agency to UWM, and must be received prior to admission.
- d. Scores on tests developed by the proposed graduate program that demonstrate potential for success in that program. These scores must be submitted prior to admission.
- e. Evidence of professional certification or licensure in a relevant area as determined by the proposed program and the director of graduate education.
- f. A graduate degree with a minimum 3.0 GPA

Prospective students should consult with the graduate program representative to determine which type of evidence is appropriate and sufficient for a given program. Completion of additional coursework and/or submission of test scores, or other types of evidence of ability is a requirement to be considered for admission, but is not a guarantee of admission.

All of an applicant's undergraduate coursework completed before award of the first undergraduate degree is included in the GPA computation. For courses that were repeated for credit, each attempt is included.

II. POLICY ON CONTINUATION

Continuation. Any student's continuation in the Graduate School is at the discretion of the Graduate School, the student's graduate program unit and the major professor. The Graduate School minimum graduation GPA requirement is a 3.0 (4.0 basis) or better in all work taken toward the degree.

Academic Warning

A graduate student will receive an academic warning if his or her semester grade point average falls below 3.0.

Graduate Dean's Approval Required to Continue

A graduate student must petition and receive the graduate program's positive recommendation and the Graduate Dean's approval, prior to registering for any further classes if the student's cumulative grade point average falls below 3.0. If a student's semester GPA and cumulative GPA are both below 3.0, the Graduate Dean's approval will take precedence over an Academic Warning.

III. POLICY ON ACADEMIC DISMISSAL

The graduate program may recommend that a graduate student be academically dismissed for reasons of poor academic performance, lack of progress toward degree, or failure to meet Graduate School or program requirements. For dismissals initiated by a graduate program, the process starts with a letter of recommendation from the program to the Dean of the Graduate School, describing the reasons for such recommendation along with any supporting documentation. The Graduate School, in consultation with the graduate program, may also initiate a dismissal for these reasons. In all cases, the Dean of the Graduate School makes the final decision regarding academic dismissal.

Recommendation for dismissal may be initiated for, **but is not limited to**, the following:

- A cumulative graduate grade point average below 3.0.
- Failing the doctoral preliminary examination.
- Failing the dissertation defense.
- Failing to have the doctoral dissertation within the time period specified for deferral status (reverts to failed dissertation defense).
- Failing to successfully defend the doctoral dissertation upon a second attempt within the specified time period.
- Exceeding the time limit for degree completion.
- Accumulating U grades in thesis or dissertation courses.

Appeal Process for Academic Dismissals.

A student who disagrees with a recommendation for dismissal may initiate an appeal. The three step process resembles the standard academic appeals process, beginning with the student's program at step one, continuing to the Graduate Scholastic Appeals Committee at step two, and culminating in a final appeal to the Dean of the Graduate School at step three. Appeals of an academic dismissal are separate from any underlying academic appeals such as a grade appeal and do not extend the deadline for such underlying appeals. An appeal of an academic dismissal must follow this sequence:

Step One

Within 30 working days of the dismissal recommendation, the student appeals to the program. This appeal must be made in writing and should contain substantiating reasons for reversing the recommendation. If the decision is negative, the program must provide the student with a written statement of the reason for the adverse decision.

Step Two

If the Step One decision is not in the student's favor, the student may, within 10 working days of receiving the decision, appeal to the Graduate Scholastic Appeals Committee. The appeal must be made in writing and should contain substantiating reasons for the appeal, a request for a specific remedy, and a rationale for the remedy sought. If a Step Two committee member was involved in making the dismissal recommendation or reviewing the Step One appeal, he or she must not participate in Step Two. The student will receive written notification of the outcome of the Step Two appeal.

Step Three

If the Step Two decision is negative, the student may, within 10 working days of receiving the decision, appeal to the Dean of the Graduate School. The appeal must be made in writing and should contain the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. This may be done using the [appeal request form](#). The appeal should be directed to the Dean's office in Mitchell Hall Room 251.

The Dean of the Graduate School is responsible for reviewing the academic appeal for procedural fairness and maintaining and protecting the rights of BOTH the graduate faculty AND graduate students.

The Step Two decision will be subject to reversal if the Dean of the Graduate School finds any of the following:

- The program or department did not follow proper procedures.
- The student did not have a fair hearing.
- There is evidence of unprofessional conduct on the part of the faculty that materially affected the academic decision.

The Dean's decision in the Step Three appeal will be conveyed in writing to the student, program, and school/college.

Duties

The Dean (or designee) contacts the appropriate department or program and requests all pertinent documentation regarding the appeal. For this reason, departments and programs and the Graduate Scholastic Appeals Committee are urged to:

Notify students in writing about department or program appeal procedures and the scheduled meeting of the appeal body.

Maintain complete minutes of the committee meetings. Inform

the student in writing of the outcome of the appeal.

To ensure that students receive correspondence regarding appeals, and to avoid claims of non-receipt, it is recommended that all materials be sent to the student by first class mail and email.

Recommendations for Action

- A. The recommended changes are approved as proposed above.
- B. Following appropriate administrative approval, the changes will become effective Fall 2019.