

GRADUATE ADMISSION PROGRAM REQUIREMENTS

In general, all persons who hold a bachelor's or advanced degree from a regionally accredited school may register in graduate-level courses for graduate credit. Proof of a bachelor's or higher degree is required.

Students may be admitted to a graduate degree program either in good standing or on probation. The admission status (e.g., "good standing" vs. "probation") of all applicants from baccalaureate-granting institutions that don't employ traditional grading systems will be left to the judgment and recommendation of the graduate program to which the student is applying. Certain other special categories are established for persons not attempting to complete a degree at this institution. These special categories are "noncandidate for degree" and "guest transfer of credit."

Admission in Good Standing. Requirements for admission to a degree program in good standing are as follows:

1. A baccalaureate or higher degree from a regionally accredited institution.
2. At least a 3.00* overall grade point average in all the graduate work previously completed at UW-Whitewater, with no grades of I or P pending.
3. One of the following:
 1. At least a 2.75 overall grade point average in the undergraduate degree program.
 2. At least a 2.90 grade point average in the last half of the undergraduate degree program.
 3. A master's degree or higher from an institution regionally accredited at the corresponding graduate level.
 4. At least 12 credits of graduate work completed on a regular grade basis at UW-Whitewater.
4. Any additional requirements set by individual departments or colleges for admission to specific degree programs.

*All grade point averages are on a 4.00 basis.

Deficiencies in Background for Graduate Study. If a department finds that a student lacks the proper academic background for graduate studies, it may specify that deficiencies be made up before the student completes a degree. In some cases, deficiencies may have to be made up by registering in undergraduate courses that do not count toward completion of a master's degree.

Admission on Probation. A student who does not meet the requirements for admission in good standing may be admitted to a degree program on probation after furnishing credible evidence of ability to do satisfactory graduate work

Such credibility is determined by the admitting academic department or individual program coordinator, and could be a creditable postgraduate employment record; a satisfactory score on the Graduate Record Examination, GMAT or Miller Analogies Test; or the successful completion of graduate work at a regionally accredited institution.

Students admitted on probation must meet the criteria above for good standing status within the first 12 units attempted, including repeated courses. Those failing to do so will be ineligible to take further graduate work in that degree program.

NON-DEGREE SEEKING PROGRAMS

Noncandidate for Degree (NCFD). Persons who hold a bachelor's degree or a graduate degree from a regionally accredited college or university but do not wish to be admitted to a graduate degree program are classified as NCFD students. Evidence of a bachelor's degree or an advanced degree is required for an NCFD student. This category allows the student to enroll in graduate level courses and to receive graduate credit for this work. Departments and colleges reserve the right to restrict NCFD students from their courses.

Before attempting more than 12 units as an NCFD, a student is encouraged to file an application for a degree program. Acceptance of any course work toward a graduate degree, including course work completed as an NCFD student, is at the discretion of the department. Because a graduate degree requires that the student complete a program of courses planned in consultation with an adviser, generally two-thirds or more of the course work must be completed after formal admission to the degree program. Consequently, a maximum of twelve units taken prior to admission to the program may be applied toward the completion of a degree.

Guest Transfer of Credit. Persons attending another graduate school who wish to take graduate courses at UW-Whitewater and transfer them to that institution may do so. The request for guest matriculate status form is to be completed by an official of the graduate school to which the units are to be transferred. The form certifies that the student is attending the other institution and states the provisions for approval of the work taken at UW-Whitewater toward the degree at the other institution. Students may download the Request for Guest Matriculate Status form at <http://www.uww.edu/gradstudies/> or contact the Graduate Studies Office.

Seniors Taking Graduate Courses. UW-Whitewater undergraduate students with senior status may be allowed to take at most six graduate units at UW-Whitewater provided they have completed at least 90 semester units with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work), have the written recommendation of the department chairperson of their undergraduate major and have a graduate application on file in the Graduate Studies Office. Students may download this form at <http://www.uww.edu/gradstudies/gradprogapps.xls>.

Eligibility for this privilege must be established with the Graduate Studies Office and is not available to seniors at other institutions or students who already possess a bachelor's degree. Seniors may not use graduate-level units to satisfy requirements for the bachelor's degree, and undergraduate fees will be charged for their graduate-level work.

We recommend that you use Microsoft Excel to view this file. You may also use the free [Microsoft Excel Viewer](#) if you do not have Microsoft Excel installed.



APPLICATION PROCESS

Application to Degree Programs. To apply for admission to a graduate degree program, individuals must:

1. Submit a completed application and \$45 application fee. Available at <http://www.uww.edu/gradstudies/> or from the Graduate Studies Office.
2. All requests to transfer and/or apply previously taken graduate course work toward the degree requirements must be submitted at the time of application. Transfer credit forms may be obtained by visiting <http://www.uww.edu/gradstudies/>.
3. Submit an official degree-bearing transcript from the institution that granted the bachelor's degree and that includes at least 60 semester hours of course work. If fewer than 60 semester hours of course work were completed at the degree-granting institution, additional transcripts will be required.
4. In addition to the official bachelor's degree-bearing transcript, submit copies of transcripts for all undergraduate work that was applied to the bachelor's degree, if that course work was not included in the degree-bearing transcript. These transcripts may be unofficial copies and may be submitted by the applicant.
5. Submit, directly from the granting institution, an official transcript showing completion of any master's or higher degrees.
6. Submit, directly from the granting institution, official transcripts for any other graduate work completed, if the work is to be considered for transfer into the student's degree program. If official transcripts for previously completed graduate work are not provided at the time of application to the program, credit for that work cannot be transferred at a later date.
7. Have official transcripts sent directly from the registrar's office at the institution where the work was completed to:

School of Graduate Studies
Roseman 2015 UW-Whitewater
Whitewater, WI 53190.

(Note: Transcripts from UW-Whitewater will be ordered by the Graduate School.)
Transcripts faxed to UW-Whitewater or submitted personally by applicants will not be accepted.

In the case of an institution in a foreign country that does not issue transcripts other than the single official copy presented to the student, a photocopy may be submitted provided that the applicant presents the official document for verification of authenticity at the Graduate Studies Office upon arrival at UW-Whitewater. A hold will be placed on their record until this is provided.

8. Submit all other credentials (e.g., test scores, letters of recommendation, goal statement, autobiography) required for admission to the particular program for which admission is being sought.

IN ADDITION, INTERNATIONAL STUDENTS MUST:

9. Submit an official "general" evaluation of all foreign educational credentials. (Contact Educational Credential Evaluators, Inc., P.O. Box 5787 Milwaukee, WI 53217. (414) 289-3400. Or visit <http://www.ece.org>). Approval for a different evaluator is at the discretion of the School of Graduate Studies.
10. Arrange for an official Test of English as a Foreign Language (TOEFL) score to be sent directly to the School of Graduate Studies if English is not the native language. A TOEFL score of 550 paper, or 213 computer, is required for admission into some of the degree programs and is strongly recommended for the others. Students may contact the TOEFL

Office at <http://toefl.org/>.

Students have an alternative option. They can choose to attend the Wisconsin English as a Second Language Institute (WESLI) in Madison, WI, and substitute an acceptable WESLI score in lieu of the TOEFL score. Students would need to successfully complete the WESLI's 700 level, including academic reading and writing, and academic listening and speaking skills, with a rating of "very good" or higher. Students can receive information on the WESLI program at (<http://wesli.com/home.cfm>).

11. Send a completed certification of finances form to the School of Graduate Studies to demonstrate that there is adequate financial support available during the planned period of study. Forms are located at <http://www.uww.edu/gradstudies>.
12. Have a former professor send a letter of recommendation directly to the School of Graduate Studies attesting to the student's ability to pursue graduate study in the United States.

Reactivation. Applicants who do not enroll in graduate course work at UW-Whitewater within a calendar year of the beginning of the term for which they were admitted and students who have not enrolled in graduate course work within a calendar year are considered inactive. Inactive students and students who have completed their degree programs must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at <http://www.uww.edu/gradstudies/>.

Transfer of Credit. All course work, with the exception of up to nine units, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer units may be applied towards the units requirements of a degree program. Some specific consortium arrangements between UW-Whitewater and other institutions may allow more than nine units to be completed at the participating institutions.

Units for a course completed at another institution may be transferred to UW-Whitewater and applied toward a graduate degree provided (1) the institution offering the course is regionally accredited at the graduate level, (2) the course appears as a graduate course on the student's graduate transcript from the institution offering the course, (3) the course is applicable toward a graduate degree at the institution offering the course, (4) the course is appropriate for the student's proposed graduate degree program at UW-Whitewater, (5) the course is not a correspondence course, nor was it taught in a format less rigorous than that for UW-Whitewater courses, and (6) the student earned a grade of at least B (3.00) for the course (B- is less than a 3.00 and will not be transferable). All requests to apply course work taken by a student prior to being accepted into a degree program at UW-Whitewater toward the degree requirements must be included in the application for admission to the degree program.

Students who have already been admitted to a degree program here and who wish to take a course at another institution and have it transferred to UW-Whitewater, must obtain permission prior to enrolling in the course. Forms for this prior approval are available at <http://www.uww.edu/gradstudies/index.php>. The institution at which the student wishes to earn graduate credit may also require documentation of the student's graduate status at UW-Whitewater.

Questions for the comprehensive examination for the master's degree may be included from courses accepted in transfer to UW-Whitewater. Students should contact their degree Program Coordinator about this matter.

The 12 unit limit on courses taken prior to program admission does not apply to changes in emphasis within any of the degree programs.

Submission. All application credentials must be sent to the School of Graduate Studies, Roseman 2015, UW-Whitewater, Whitewater, Wisconsin 53190-1790.

Application Material Policy. Admission materials become the property of the University and are not returned to applicants or forwarded to other institutions.

Deadlines. Applications will not be processed until all of the above credentials have been received. All application material (including transcripts and other material that may be required) must be received at least 45 days prior to the start of classes to be considered for admission for a given term.

Please note: Individual programs may have earlier deadlines. Information on deadlines for specific degree programs is found in the Degree Programs section of this catalog.

In order to ensure receipt of all application materials by the deadline, applications should be submitted at least three months before the beginning of the term the applicant plans to attend. Applications received or completed fewer than 45 days prior to the start of classes will be considered for admission for the following term.

Students whose applications for program admission are pending may enroll in course work as noncandidate for degree students, but are subject to the twelve unit limit on course work that may be taken prior to the term of a program admission and then applied toward the completion of a degree.

Pending Degree-Bearing Transcripts. Application for admission will be considered during the applicant's last term of undergraduate study; however, admission will be conditional upon the applicant attaining the baccalaureate degree and meeting all the requirements for admission.

Acceptance. After application credentials have been evaluated, students will be notified of their admission status. If accepted into a degree program, they will be assigned an adviser and sent an admission letter. The letter will include an assigned student ID number and information on how to register for courses.

Advising. Students are assigned faculty advisers by, and generally within, their major or emphasis department. Advisers are available to help plan each student's program of study and to assist in the selection of courses before students register for classes.

Graduate students who seek state professional education licensure should also contact the Director of Licensure for current licensure requirements. See section on Admission to Professional Education in this catalog.