

GRADUATE SCHOOL POLICIES UNIVERSITY OF WISCONSIN-STOUT

Revised: December 2016

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THE UNIVERSITY OF WISCONSIN-STOUT**
December 2016

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GRADUATE POLICIES OF THE UNIVERSITY OF WISCONSIN-STOUT
Revised December 2016

1.0 ADMISSION FOR PROGRAM ENROLLMENT

- 1.1 **Eligibility for Admission:** A person who has a Bachelor's or higher degree, awarded by an accredited institution of higher education, may apply for admission. Such accreditation will usually be by an accrediting agency recognized by the United States Department of Education, the Council on Postsecondary Accreditation, or in selected cases, an agency judged appropriate by the Graduate Student Evaluator.
- 1.1.1 **Master's Program Admission:** An applicant for a Master's program must have been awarded a Bachelor's degree or equivalent, or apply for Dual Level (see 1.7.1). A program or combination of programs in higher education encompassing a period of study of at least four academic years which lead(s) to the award of a diploma(s) or certificate(s) may be judged by the Program Director and the Director of Graduate Studies to be equivalent to a Bachelor's degree.
- 1.1.2 **Education Specialist Program Admission:** An applicant for an Education Specialist Program must have been awarded a Master's degree or apply for Dual Level (see 1.7.2).
- 1.1.3 **Educational Doctorate Program Admission:** An applicant for an Educational Doctorate Program must have been awarded a Master's degree. (4-24-13)
- 1.1.4 **Non-Program Enrollment:** See Section 3.0. (Renumbered 4-24-13)
- 1.1.5 **Enrollment Management Limits:** Students who are otherwise qualified may be denied admission to a program or the University due to enrollment limits. (Renumbered 4-24-13)
- 1.2 **Application for Admission:** Persons seeking admission to a graduate or certification program must submit a properly completed Application for Graduate Admission form (paper or electronic) to the Graduate Student Evaluator 30 days before the expected term of enrollment, or by other established deadlines.
- 1.2.1 **Official Transcripts:** Applicants need to submit transcripts that show the bachelor's degree awarded plus all transcripts of any graduate work attempted and/or completed. All transcripts must bear the official institutional seal and signature. The applicant must request the registrar from these other institutions to send the official transcripts. An applicant may submit an official transcript providing it bears no restrictive statement. *In rare cases an applicant may submit an attested copy (notarized or certified as true copy) of a transcript.* UW-Stout transcripts need not be requested. (REV 03/26/03)
- 1.2.1.1 **Partial Transcripts:** If the transcript from the bachelor's degree granting institution shows less than 55 semester hours of credit, then transcripts from all other institutions attended for the degree will be required. The Graduate Student Evaluator may waive this requirement, for transcripts which show only a small number of credits earned, provided those that are furnished meet the degree plus 55-credit requirement.

1.2.1.2 **Not Final Transcripts:** An applicant applying prior to being awarded a degree must submit a transcript which shows work completed through the date of application. Such applications are subject to re-evaluation based upon the final transcript. Admission of any student accepted to an advanced program and who has not been awarded the requisite degree by the date of enrollment will be voided. Upon subsequent receipt of the requisite degree, the student may reapply for admission. (REV 03/26/03)

1.2.2 **Application Fee:** A non-refundable fee is required.

1.2.3 **Program Specific Admission Requirements:** Certain programs, as indicated in the current Graduate Bulletin, may require additional information such as a program application, academic transcripts, references, a resumé, and a statement of goals. Refer to the electronic Graduate Bulletin maintained on-line for the most current requirements. (REV 03/26/03)

1.2.4 **English Language Proficiency:** All applicants from countries in which English is not the official language of instruction must take either the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL) and have the official score sent to the Graduate Student Admissions Evaluator, unless they have completed a Bachelor's or Master's degree from a regionally accredited institution in the United States, within the last five years, or have successfully completed an English as a Second Language program at an institution with which we have an agreement. The minimum acceptable scores are as follows: IELTS: 6.5, TOEFL: 79 [iBT (composite)], 550 (paper-based). Applicants with TOEFL scores of 75 to 78 [iBT (composite)], 533 to 549 (paper-based) will be considered for admission and required to take at least one graduate level writing and research course through UW-Stout's ESL program. A newly admitted or current student with a score of 79 (iBT) or greater or 550 or greater (paper-based) could be recommended for a language course by the program director. Individual programs may have higher minimums or standards required; refer to the program website for the most current requirements. (REV 12/11) (REV 9/16)

1.2.5 **Credential Evaluation Report:** All international applicants who earned their degree outside of the United States must submit a credential evaluation report from a member of the National Association of Credential Evaluation Services (NACES). (New policy 11/2016)

1.3 **Evaluation of Admission Criteria:** Applicants are evaluated for admissibility on the basis of having earned the minimum degree, scholastic achievement, appropriateness of educational background, and the relevancy of work experience. An applicant may be denied admission on the basis of any one or any combination of, not having earned the minimum degree, low GPA attained, inappropriate educational background, insufficient relevant work experience, minimum TOEFL score not achieved, or enrollment limitations.

1.3.1 **Scholastic Achievement:** GPA will usually be identified on the transcripts submitted by the highest degree granting institution. In the case where the applicant's highest earned degree is a Bachelors and he/she has earned less than 55 credits from the degree granting institution, or where a grading system other than the following was used, the overall GPA will be calculated based upon the grades awarded by the institutions at which original credit was granted.

Grading System used to Evaluate Transcripts

<i>Undergraduate Work</i>			<i>Graduate Work</i>		
Grade	Points	Description	Grade	Points	Description
A	4.00	Excellent	A	4.00	Exceptional
A-	3.67		A-	3.67	
B+	3.33		B+	3.33	
B	3.00	Very Good	B	3.00	Satisfactory
B-	2.67		B-	2.67	
C+	2.33		C+	2.33	
C	2.00	Average	C	2.00	Marginal
C-	1.67				
D+	1.33				
D	1.00	Passing	D	1.00	Unsatisfactory
D-	0.67				
F	0.00	Failure	F	0.00	Failure

1.3.2 **Educational Background:** The appropriateness of course work taken will be evaluated by the Program Director(s) in relation to the optimum background specified for the program(s) requested. Educational deficiencies may necessitate additional undergraduate and/or graduate work. (REV 03/26/03)

1.3.3 **Work Experience:** Where applicable, work experience will be reviewed by the Program Director in the evaluation process. Lack of relevant work experience may lead to denial of admission (see 1.3).

1.4 **Admission Types:** Admission Types include Full, Probationary, and Dual Level. (REV and Renumbered 03/26/03)

1.4.1 **Full:** An applicant fulfilling the specified requirements for educational background and work experience will be considered for Full Admission provided that the following GPA specification was also obtained.

1.4.1.1 **GPA Admission Requirement – Master’s Program:** Individual program descriptions identify specific GPA admission requirements, as indicated in the current electronic Graduate Bulletin. The general requirement allows Full Admission if the applicant has an overall GPA of at least 2.75, or 2.90 GPA on a minimum of the last 55 credits attempted. If an applicant has earned 30 graduate credits (the equivalent of a Master’s degree) or more, the undergraduate degree grade point average can be disregarded for admission purposes. (REV 03/26/03)

1.4.1.2 **GPA Admission Requirement - Education Specialist Program:** A GPA of 3.25 in a Master’s program and/or other graduate work is required for Full Admission.

1.4.1.3 **GPA Admission Requirement – Educational Doctorate:** A GPA of 3.25 in a Master’s program and/or other graduate work is required for Full Admission. (4/24/13)

- 1.4.2 **Probationary:** An applicant fulfilling the specified requirements for educational background and work experience but lacking the specified GPA requirement for full admission will be considered for Probationary Admission, upon recommendation of the Program Director. (REV 03/26/03)
- 1.4.2.1 **Probationary – Education Specialist Applicants:** An applicant with a grade point average of 3.00 to 3.25 from Master’s program and/or other graduate work will be considered for Probationary Admission to an Education Specialist program, upon the recommendation of the Program Director. (REV 03/26/03)
- 1.4.2.2 **Probationary – Educational Doctorate Applicants:** An applicant with a grade point average of 3.00 to 3.25 from a Master’s program and/or other graduate work will be considered for Probationary Admission to the Educational Doctorate program, upon the recommendation of the Program Director. (4/24/13)

1.4.3 **Non-Program Student:** See Section 3.0 Non-Program Enrollment.

1.5 **Term of Validity of Admission:** Admission is granted for the term specified. Admitted applicants who do not enroll within that term must update their application with the Graduate School Office for consideration of admission to the next available term. Persons wishing to delay their enrollment for a year or longer must re-apply. Re-application within three years will not require repayment of the application fee. (REV 03/26/03)

1.6 **Change of Program:** A student may change programs, or may change from non-program to a program classification by submitting a properly completed Application for Graduate Admission or Enrollment form. All general and program admission requirements must be fulfilled to affect the change. (REV 03/26/03)

1.7 **Dual Level:** Dual level enrollment in the Master’s or Education Specialist degree program is reserved for those currently pursuing a Bachelor’s or Master’s degree, respectively, at UW-Stout or for those who will be pursuing a graduate degree at UW-Stout as stipulated by an institutional agreement. (REV 03/26/03 and 2/4/15)

1.7.1 **Dual Level Admission - Undergraduate/Master’s:** Undergraduate students may apply for admission to a graduate program or enroll as a special student and take graduate courses provided that they are within 30 credits and no more than 1 year of obtaining their Bachelor’s degree and have a minimum grade point average of 2.75 or graduate program GPA requirement on the undergraduate record on the date of enrollment. Dual level students may earn no more than 9 graduate credits, no more than 6 graduate credits in a semester and no more than 3 graduate credits during the summer session, unless otherwise stipulated by an institutional agreement. The applicant must submit a “Dual Level Program Enrollment Statement” (form 104-0116) to the Graduate Student Evaluator. A student admitted on Dual Level (Undergraduate/ Master’s) who is not awarded the undergraduate degree at the end of the specified term will be dropped from the Graduate School without loss of graduate credit. Upon subsequent receipt of the degree, the student may reapply for admission. Dual Level students are governed by the Graduate Load Limit policy (see 2.1.6). (REV 03/26/03 and 2/4/15)

1.7.1.a **Counting Dual Level Credits – Undergraduate/Master’s:** Dual level students may apply up to 6 credits, completed at the graduate level, towards their UW-Stout bachelor’s degree provided the graduate courses are delineated within the official undergraduate program curriculum. (12/16/15)

1.7.2 **Dual Level Admission – Master’s/Education Specialist:** A graduate student may be admitted to an Education Specialist program, providing that the Master’s degree will be awarded at the end of the initial term in which Education Specialist work is taken and that the graduate GPA is at least 3.25 at the time of application. All other Education Specialist admission requirements must be met. A student admitted on Dual Level (Master’s/Education Specialist) who is not awarded the Master’s degree at the end of the specified term will be dropped from the Education Specialist program without loss of credit. Upon subsequent receipt of the Master’s degree, the student may reapply for admission to an Education Specialist degree. (REV 03/26/03)

1.8 **Multiple Program Admission:** A student may apply for and enroll in more than one Master’s program simultaneously, but one Master’s program must be declared as a first Master’s and the other as the second Master’s.

2.0 GENERAL PROGRAM POLICIES AND PROCEDURES

2.1 **Program Plan:** Descriptions of Program Plans are found in the Program Inventory which is available in the Academic Affairs office and the Graduate Bulletin. Refer to the electronic Graduate Bulletin maintained on-line for the most current curriculum (including the program plan). These descriptions are regulated by the governance procedures of the University of Wisconsin-Stout. The individual student’s Program Plan is initiated by the student in conjunction with the Program Director. The Program Plan must identify the year and term of the earliest credit that will be used to meet program requirements. Graduate level academic credit will not be granted for experiential learning and/or work or life experience which occurred prior to a student’s matriculation into a graduate degree program or which was not under the direct supervision of UW-Stout. The plan will accompany the Application for Degree Candidacy (see 2.3.1). (REV 03/26/03)

2.1.1 **Credit Requirements:** Master’s programs require a minimum of 30 credits. Education Specialist programs require a minimum of 36 credits. Specific program requirements, as stated in the Graduate Bulletin, may be greater. Refer to the electronic Graduate Bulletin maintained on-line for the most current requirements. (REV 03/26/03)

2.1.2 **Level of Course Work – Master’s and Educational Specialist:** One-half of the minimum credits required for graduation from each individual program must be in graduate-level only (700/800) courses.

2.1.2.1 **Level of Course Work – Educational Doctorate:** All coursework required for graduation must be at the 700/900 level, with one-half being at the 900 level. (4/24/13)

2.1.3 **Transfer Credit – Master’s and Education Specialist:** Graduate credit earned at another graduate school may be considered toward the fulfillment of program requirements, provided that:

- a. The credit meets the Seven-Year Limit policy (see 2.1.7).
- b. The institution is accredited at the graduate level (see 1.1).
- c. The course is acceptable for graduate credit toward a graduate degree at the offering institution.
- d. The credit appears as a graduate course on the student’s graduate transcript from the offering institution (Rev. 5-87 GC).
- e. The grade received was “B” (3.0) or higher.

To be applied to program requirements, transfer credits must be approved by the Program Director, using the Request to Transfer Credit form. The transfer credit total is limited to one-third of the minimum credits required for graduation from the program. Upon approval, said credits will be posted on the UW-Stout transcript when one copy of official transcripts are filed in the Graduate Office. Only those credits to be used to meet program requirements should be transferred. (REV 03/26/03, 4/24/13, 2/4/15 and 11/1/2016)

2.1.3.1 **Transfer Credit – Educational Doctorate:** Graduate credit earned at another graduate school may be considered toward the fulfillment of program requirements, provided that:

- a. The credits must be completed within the ten-year period prior to graduation.
- b. The institution is accredited at the graduate level (see 1.1).
- c. The course is acceptable for graduate credit toward a graduate degree at the offering institution.
- d. The credit appears as a graduate course on the student’s graduate transcript from the offering institution.
- e. The grade received was “B” (3.0) or higher.

To be applied to program requirements, transfer credits must be approved by the Program Director, using the Request to Transfer Credit form. The transfer credit total is limited up to one third of the minimum credits required for graduation from the program. Upon approval, said credits will be posted on the UW-Stout transcript when one copy of official transcripts is filed in the Graduate Office. Only those credits to be used to meet program requirements should be transferred. (4/24/13) (REV 2/4/15 and 11/1/2016)

2.1.4 **International Transfer Credit:** Credit may be transferred from those international institutions with which UW-Stout has entered into a formal transfer agreement (see 5.0). All other criteria apply (see 2.1.3 and 2.1.3.1).

2.1.5 **Research Requirement:** All graduate programs require research competency. Refer to the electronic Graduate Bulletin maintained on-line for individual program requirements and alternatives. (REV 03/26/03)

2.1.6 **Load Limit – Master’s and Education Specialists:** Graduate students may take a maximum of 16 credits per semester or 10 credits per 10-week Summer Session. With the approval of the program director, a student may take a two-credit overload during a semester or a one-credit overload during the Summer Session. Continuing

Education and Audit courses are considered to be part of load. (REV 03/26/03 and 4/24/13) (Renumbered 11/16/10)

2.1.6.1 **Load Limit – Educational Doctorate:** Graduate students may take a maximum of 9 credits per semester or 6 credits in Summer Session. With the approval of the program director, a student may take a two credit overload during a semester. (4/24/13)

2.1.7 **Seven Year Limit:** All course work and research used to meet program requirements during program enrollment must be completed within the seven-year period prior to graduation. Students called to active military service during the seven-year period will be granted an extension equal to the number of semesters they were unable to participate in their academic program due to military service obligations. (Renumbered 11/16/10) (REV 2/4/15 and 10/4/16)

2.2 **Academic Standing:** Each student will be reviewed for the possible change of Academic Standing at the end of each term. (REV and Renumbered 03/26/03)

2.2.1 **Grading Scheme:** The grading scheme shown below will be used when determining a student's academic standing.

<u>Grade</u>	<u>Points</u>	<u>Description</u>
A	4.00	Exceptional
A-	3.67	
B+	3.33	
B	3.00	Satisfactory
B-	2.67	
C+	2.34	
C	2.00	Marginal
D	1.00	Unsatisfactory *
F	0.00	Failure *
I		Incomplete
IP		In Progress
AU		Audit *

* The grades of D, F, and AU are not applicable to program requirements. Graduate students are not allowed to use the Pass/Fail system for any courses to be used to meet program requirements or for any courses identified as deficiencies at admission.

Guidelines for using I, and IP grades

“I” Incomplete

Available for use in all grading schemes; should be used only in emergency situations which prevent the student from completing the last major course assignment. Affects GPA – automatically turns to an F after 1 year.

“IP” In Progress

Available for use in select graduate courses. Is used only in those courses that often can't be completed in a 15 week term (e.g., some graduate research papers,

especially Master's and EdS 6 credit theses). Does not affect GPA, requires re-registration if course not completed after 1 year.

2.2.2 Grading Scheme – Research Papers (Added 4/10/12)

<u>Grade</u>	<u>Points</u>	<u>Description</u>
A	4.00	Exceptional
A-	3.67	
B+	3.33	
B	3.00	Satisfactory
B-	2.67	
C+	2.34	
C	2.00	Marginal
I		Incomplete
IP		In Progress
NC		No Credit**

Guidelines for using NC grade

“NC” No Credit

Use only when the student did not complete enough work for evaluation. Does not affect GPA; requires re-registration if course not completed that term; no time extensions given.

2.2.3 **Full Academic Standing:** To maintain Full Academic Standing, a cumulative GPA of 3.0 for Master's students 3.25 for Education Specialist students and 3.25 for Educational Doctorate students is required. If less than the minimum is attained, the student will be placed on Probationary Academic Standing. (Renumbered 4/10/2012) (REV 4/24/13)

2.2.4 **Probationary Academic Standing:** Any Master's, Education Specialist, or Educational Doctorate student who is on Probationary Academic Standing and who attains a minimum required cumulative GPA of 3.0 (Master's), 3.25 (Education Specialist), or 3.25 (Educational Doctorate) by the end of the next academic term in which graduate credit is earned, shall be removed from probation and accorded full academic status. Any student, either Master's, Education Specialist, or Educational Doctorate, who is on Probationary Academic Standing and who fails to attain this required minimum cumulative GPA by the end of the academic term in which graduate credit is earned, will be Dropped from the Graduate School and the University. (REV 03/26/03 and 4/26/13) (Renumbered 4/10/12)

2.2.5 **Repeatability of Course Work:** Students may repeat a course, but all grade points earned for the course will continue to be counted in the calculation of the GPA. (Renumbered 4/10/12)

2.2.6 **Dropped:** A student Dropped from the Graduate School is not eligible to enroll for graduate credit until readmitted to a graduate program. (REV 03/26/03) (Renumbered 4/10/12)

2.2.6.1 Students dropped due to academic or disciplinary reasons may be readmitted with the Exceptions Committee approval. The student must comply with all application requirements specified in Policy 1.2 and submit a completed Graduate Policy Exception Request form. (Added 03/26/03) (Renumbered 4/10/12)

2.2.6.2 Students dropped for failing to complete the required lower level degree need to submit the application materials specified in Policy 1.2 only; the Graduate Policy Exception Request form is not required. (Added 03/26/03) (Renumbered 4/10/12)

2.3 **Program Progress:** Each student will be reviewed for program progress at the completion of each term. (REV and Renumbered 03/26/03)

2.3.1 **Degree Candidacy:** The Degree Candidacy Approval form initiates the process by which the Graduate School, in conjunction with the Program Director, attests to the appropriateness of Program Plan and the potential of the student to obtain the related academic and professional competencies. Candidacy must be approved before applying through the on-line Access Stout account for graduation (see 2.3.3.1). At the time of filing for degree candidacy, the following conditions must exist:

- a. The student holds Full Academic Standing (see 2.2.3).
- b. A Program Plan has been approved by the Program Director (see 2.1).

The Degree Candidacy Approval form must be accompanied by an Approved Program Plan signed by both the student and program director. If transfer credit is involved, the Request to Transfer Credit form should accompany the Degree Candidacy Approval form and Program Plan. Degree Candidacy requires the approval of the Director of Graduate Studies. (REV 11/16/10)

2.3.2 **Meeting the Research Competency Requirement.** The various programs have alternatives for meeting the research requirement (see 2.1.5). If a student is completing a Research Report to satisfy their research competency requirement, then they must follow the procedures outlined in Policies 2.3.2.2 and 2.3.2.3.

2.3.2.1 **Initiation of Research:** The candidate initiates the process by which the Research Advisor is identified and the research topic approved by the Research Advisor and the Program Director. This process requires the filing of this form (Appointment of Research Adviser/Chair and Committee) with the Program Director and the Graduate Office. The student and their research advisor must complete the UW-Stout's web-based Human Subjects Training before submitting the Protection of Human Subjects in Research Form to the Institutional Review Board (IRB) for review. After completion of the Human Subjects Training, the student needs to complete the Protection of Human Subjects in Research Form online—handwritten forms will not be accepted—and send or take the completed form (with required signatures and required materials attached) to Stout Research Services, before data collection can begin.

2.3.2.2 **Research Advisors:** Research Advisors must be Members of the Graduate Faculty (see 4.0). See the Graduate School website for current list of members of the Graduate Faculty. The official list will be as

established by the Graduate School Office. Students must complete and turn in the Appointment of Research Advisor/Chair and Committee form before they register for any research credits.

2.3.2.3 Research Report Submission: The completed Research Report including the abstract must be received in the Graduate School Office on or before the last day of the term in which graduation is expected. For this policy, last day of the term is defined as the last business day of normal scheduled student contact, including evaluation week, listed in the University calendar. If the last scheduled student contact day falls on a weekend, holiday, etc., then the last day of the term will be the last business day prior to that date. (REV 03/26/03)

The process for research report submission is outlined on the Graduate School website.

2.3.2.4 Limited Access Research Report: Upon recommendation of the Research Advisor and submission of the Statement of Research Report with Limited Access form to the Graduate School, the Research Report will be maintained by the University Library in Archives with restricted access for a period of 12 months. At the end of 12 months, the entire report will be made available worldwide in print and electronic format. (REV 12/16/15)

2.3.3 Graduation: The candidate must be on Full Academic Standing (see 2.2.3) and must meet all program requirements as specified in the Graduate Bulletin at the time that the Program Plan was approved by the Program Director. The Graduate School Office and the Program Director will certify that all requirements have been met.

2.3.3.1 Graduate Application for Degree: The degree candidate applies to graduate through the on-line Access Stout account. This should occur no later than the beginning of the term in which all degree requirements, including any required research component will be completed. Students completing degree requirements during the summer may choose to participate in either the Spring or Fall commencement ceremony.

2.3.3.2 Date of Record of Graduation: A candidate will be recorded as “graduated” in the term in which all program requirements are completed, including completion of the research competency requirement.

2.3.3.3 Graduation Ceremony: Candidates are allowed to participate in the commencement ceremony if all requirements will be met, including the completion of the research paper, if used as a degree requirement. (REV 03/26/03)

2.4 Second Master’s Program: A student may submit an application to use credits earned from a completed Master’s Degree toward a second Master’s degree program.

Graduate Credit earned toward a first Master’s degree may be considered toward the fulfillment of a 2nd Master’s degree program requirements provided that:

- a. The institution from the first Master’s is accredited at the graduate level (see 1.1)
- b. The course is acceptable for graduate credit toward a graduate degree at the offering institution.

- c. The credit appears as a graduate course on the student's graduate transcript from the offering institution.
- d. The grade received was "B" (3.0) or higher.

Up to 15 credits may be applied from a previous Master's degree to UW-Stout programs that require up to 45 credits for graduation. For UW-Stout programs that require over 45 credits, up to one-third of the minimum credits required for graduation from the program may be from the previous Master's degree. The Seven Year Limit (2.1.7) does not apply to the credits from the previous Master's degree. The second Master's program must include a minimum of 15 credits from UW-Stout and must include any research requirement specified in the program. (REV 11/14/07)

2.5 **Credits-in-common between a previously earned graduate degree and the Educational Doctorate:** A student may submit an application to use credits earned from a previously completed graduate degree toward an Educational Doctorate provided that:

- a. The institution from the first graduate degree is accredited at the graduate level (see 1.1)
- b. The course is acceptable for graduate credit toward a graduate degree at the offering institution.
- c. The credit appears as a graduate course on the student's graduate transcript from the offering institution.
- d. The grade received was "B" (3.0) or higher.

Up to 9 credits may be applied from a previous graduate degree to a UW-Stout Educational Doctorate program. The Seven Year Limit (2.1.7) does not apply to the credits from the previous graduate degree. (New policy 11/1/2016)

3.0 NON-PROGRAM ENROLLMENT

3.1 **Non-Program Special Student:** A student may apply to take courses for graduate credit as a Non-Program Student. To be eligible, that individual must hold a bachelor's degree from an accredited institution (see 1.1). Students granted Non-Program Enrollment are subject to all Graduate Policies. Individuals who have been dropped from a program are not eligible for Non-Program Enrollment (see 2.2.6). Students who are in good standing in a program may request Non-Program Enrollment, in which case they would become a Non-Program Student.

3.2 **Non-Program Special Student Advisement:** A Non-Program Student will be advised in pursuing their non-program work by the Director of Graduate Studies. Non-Program Students may enroll in any 500 or 600 level courses and most 700 level courses. Certain 700 level courses, such as Research, Practicum, and Internship, and all 800 level courses are restricted to students admitted to a program. (REV 03/26/03)

3.3 **Non-Program Special Student Credit Limit:** While there shall be no limit on the number of total credits that can be taken as a non-program special student, the number of such credits that can be applied to a degree program shall be limited to one-third of the minimum number of credits required for graduation in that program. Individual programs may set a lower limit for such credits, provided this lower limit has been approved through the official curriculum process. Completion of courses while enrolled as a non-program special student does not guarantee admission into a specific degree program. If a non-program special student decides to enter a specific graduate program, the student must apply for admission into that program. (REV 03/26/03)

4.0 GRADUATE FACULTY RESEARCH ADVISER APPOINTMENTS

The UW-Stout Graduate Faculty are responsible for advising Master's theses and field problems, as well as Education Specialist Theses, MFA in Design Creative Theses, Field Projects and Educational Doctorate Dissertations. All graduate research advisers must be UW-Stout Graduate Faculty. All Master's, MFA in Design, or Education Specialist committee chairs must hold an Education preparation code of 1 or 2, and a Faculty Rank of 1, 2, or 3. All Educational Doctorate committee chairs must hold an Education Preparation code of 1.

UW-Stout Faculty, as well as Academic Staff, can become members of the Graduate Faculty through a process of application and appointment. Candidates for membership on the Graduate Faculty apply directly to the Graduate School. Education Preparation Code, Faculty Rank, and other criteria are considered in the appointment process. Membership criteria include:

- a. Expertise in a discipline(s) related to one or more of the graduate majors offered (which includes the candidate's program).
- b. Participation on a regular basis in graduate education through teaching, advisement, research/scholarship, and/or participation in committees that have an impact on graduate education.
- c. An Educational Preparation Code appropriate to the program served: Code 1, 2, or 3 for a Master's program, Code 1 or 2 for an Education Specialist program, and Code 1 for Educational Doctorate. (Complete code descriptions can be found in the University of Wisconsin-Stout Faculty/Academic Staff/Limited Appointee's Handbook; in general they are as follows: 1=Ph.D. or Ed.D.; 2= M.F.A., or doctoral ABD; 3=M.S.+1yr graduate study, Ed.S. or equivalent, or 2yr M.S.; 4=1yr M.S.)
- d. *Faculty Rank* of: 1) Professor, 2) Associate Professor, 3) Assistant Professor, OR
Academic Staff Ranks as determined appropriate by the Graduate Education Committee.
- e. Record of research, creative and/or scholarly activity in one's discipline(s) and/or related to the program served.
- f. Expertise in one or more research methodologies.

Prospective Graduate Faculty apply for membership by completing and submitting an application to the Graduate School. Applications are reviewed and appointments made by the Graduate Education Committee. In the event an application is denied, the applicant may correct any deficiencies and reapply to the Graduate School with subsequent review by the Graduate Education Committee.

Retired Graduate Faculty who have been honored with UW-Stout Emeritus status retain their association with the Graduate School. They are recognized as Graduate Faculty Emeritus with indefinite appointment and may serve in the same capacities as regular Graduate Faculty. Retired Emeritus faculty who were not members of the Graduate Faculty at retirement may be appointed following the standard appointment process. (REV 4-1-11, 4/24/13 and 3/26/14)

4.1 Graduate Faculty Research Adviser Appointments – Exceptions Process

In the event that application is made for UW-Stout Graduate Faculty status and the candidate does not meet the criteria noted above, an exceptions request can be made to the Graduate Education Committee.

The exceptions request should be accompanied with a curriculum vitae and a statement describing the experiences that the individual has had that would qualify him/her to advise graduate research projects. Evidence should include peer-reviewed publications, documented recognition of scholarly activity and/or in-depth knowledge specific to the field of study. The Graduate Education Committee will examine the submitted materials and determine if the individual shall be granted graduate faculty status. (3-11-15)

5.0 COOPERATIVE AGREEMENTS WITH INTERNATIONAL INSTITUTIONS

These agreements are established with international institutions that offer graduate education and provide the opportunity for bilateral observations and assessments, exchanges of staff and students, and other contacts. The agreements are initiated by the Director of International Education, forwarded through the accepted channels, and approved by the Chancellor. Such agreements are established only with institutions authorized to award graduate credit under the accrediting processes which govern education in their nation. Students of institutions with which UW-Stout has a cooperative agreement may have advanced standing in the program for which they have applied. All general and program specific policies and procedures will apply unless the agreement specifically alters them.

6.0 GRADUATE EDUCATION COMMITTEE

The Graduate Education Committee is a standing committee of the Faculty Senate; it acts on matters related to graduate education and the policies pertaining thereto. Its purpose, membership, officers, responsibilities and meetings are outlined in its bylaws.

6.1 Membership of the Graduate Education Committee: In accordance with its bylaws as approved by the Faculty Senate, the Graduate Education Committee is comprised of 13 voting members, 11 graduate faculty, one academic staff member and one graduate student, and 3 non-voting members as follows: (REV. 4/2012)

- a. Eleven Graduate Faculty members apportioned between the colleges based on the number of graduate programs within the college, but not less than one member from each college. Additionally, at least one alternate Graduate Faculty member elected from each college. The graduate faculty members of each college elect their representatives.
- b. One academic staff member and one alternate elected by the Senate of Academic Staff.
- c. One graduate student member elected by the Stout Student Association.
- d. One ex-officio Director of Graduate Studies
- e. One ex-officio member from the University Library
- f. One ex-officio member from the Provost's Office

7.0 EXCEPTIONS TO THE GRADUATE SCHOOL POLICIES COMMITTEE:

The committee acts on requests for exceptions to Graduate Policy (*excluding load limit*) and makes recommendations to the Director of Graduate Studies on requests from students for exceptions to Graduate Policy (see 8.0). The Director of Graduate Studies officially approves or denies the request from the students. (REV. 3/2007) (REV. 2/2016)

7.1. **Membership of the Exceptions Committee:** (REV. 4/10/2012)

- a. Five Graduate Faculty members recommended by the Director of Graduate Studies to the Graduate Education Committee which acts on the recommendations.
- b. The Director of Graduate Studies, who serves as chairperson, as well as alternate when necessary.

7.1.1 *Term of Membership:* Each Graduate Faculty member serves a two year term and may be reappointed.

7.2 **Meetings:** Typically the committee meets three times in Spring and Fall and once in the Summer.

8.0 EXCEPTION TO GRADUATE POLICY

Requests for exceptions to Graduate Policy (excluding those for Load Limit) are made in writing to the Committee on Exception to Graduate Policy (see 7.0) using the Graduate Policy Exception Request form. (REV 03/2007)

8.1 **Exception to Load Limit Policy – Master’s and Education Specialist:** Requests for exception to the Load Limit policy for greater than 2 credits during a semester (above 18 total), or 1 credit during a 10 week Summer Session (above 11 total) follow an *expedited exceptions process* wherein overload requests are approved by the program director and Director of Graduate Studies who review the student’s registration and transcripts, as well as a written rationale provided by the student on the Graduate Policy Exception Request form. The Director of Graduate Studies makes the final decision regarding the request. The Credit Overload form signed by the program director must be submitted to the Registration and Records Office at the time of registration. (REV 3/2007) (REV 11/2015) (REV 2/2016)

8.2 **Exception to Load Limit Policy – Educational Doctorate:** Requests for exception to the Load Limit policy for greater than 2 credits during a semester (11 credits) or summer (8 credits) follow an *expedited exceptions process* wherein overload requests are approved by the program director and the Director of Graduate Studies who review the student’s registration and transcripts, as well as a written rationale provided by the student on the Graduate Policy Exception Request form. The Director of Graduate Studies makes the final decision regarding the request. The Credit Overload form signed by the program director must be submitted to the Registration and Records Office at the time of registration. (4/24/13) (REV 11/2015) (REV 2/2016)

9.0 CHANGES TO THESE POLICIES

Changes of these policies are recommended by a majority vote of the Graduate Education Committee to the Faculty Senate and approved by the Chancellor. (REV 03/29/06)