

# ADMISSION POLICIES AND PROCEDURES

---

Those seeking admission must have an earned a bachelor's degree from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation. International degrees will be evaluated individually.

All applicants for Distance Education graduate programs will be required to submit a résumé.

Individual programs may have additional admission requirements. The faculty in the program area will evaluate each application for admission.

Recommendations for admission, including admission status, will be based on a number of factors such as academic background in specific areas, performance in specific areas, recommendations, and previous graduate work. Admission status will be determined and reported to the applicant by the Distance Learning Center.

Students seeking admission to the School of Graduate Studies must do the following:

Complete and submit the online University of Wisconsin-System Application for Graduate Admission on the Distance Education website at [www.uwplatt.edu/distance-education](http://www.uwplatt.edu/distance-education) (<http://www.uwplatt.edu/distance-education>).

Pay the application fee via our secure online site, our secure telephone line, or mail a check payable to University of Wisconsin-Platteville to:

Distance Learning Center  
University of Wisconsin-Platteville  
1 University Plaza  
Platteville, WI 53818-3099

Arrange to have an official<sup>1</sup> transcript sent from the institution granting the undergraduate degree to the Distance Learning Center at the address above.

Students who have taken graduate courses and would like to have them considered for transfer to a UW-Platteville online graduate degree, must also provide official<sup>1</sup> transcript(s) from the institution(s) where the graduate credits were earned.

<sup>1</sup> All official transcripts must be sent directly from the institution(s) where the course work was completed. We cannot accept or evaluate unofficial transcripts.

Applications will not be processed until the application, application fee, résumé, and the official transcript from the institution granting the undergraduate degree are on file. All transcripts become the property of UW-Platteville and will remain on file at the university.

## ADMISSION STATUS

Upon being admitted, students will be classified in one of the following categories:

### FULL STANDING

To be eligible for admission in full standing, a student must have an overall undergraduate grade point average of 2.75 or above; or 2.90 on the last 60 credits from the degree-granting institution.

- Students not meeting those requirements, but who meet one of the requirements listed below, may be considered for full standing through a comprehensive review of their application material. Students may be required to submit additional application materials in order for this comprehensive review to take place.
  - a. Graduate course work with a GPA of 3.0 or higher
  - b. Undergraduate degree GPA of 2.50 to 2.75 and bachelor's degree earned more than five years before date of application
  - c. Bachelor's degree in a non-related field

### TRIAL ENROLLMENT

Students who do not qualify for admission in full standing may be admitted on trial enrollment. Trial enrollment admission status is to be used only in extraordinary cases. Admission as a trial enrollee must be justified by the admitting department and approved by the director of the School of Graduate Studies. Each program determines the number of credits contained in its trial enrollment period, up to nine credits of graduate course work. After a student has completed the minimum (as specified by their program area), the faculty in the program area recommend that the student's status be changed to full standing, or dismissal. The credits earned while on trial enrollment may be counted toward a degree if approved by the faculty in the program area.

### SPECIAL STUDENTS

Students not seeking a master's degree, who have earned a bachelor's degree from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation may register as a special student. Special students receive full academic credit for credit courses taken

while they are on special student status. The special student may later be considered for admission into a degree program if a 3.0 grade point average has been maintained in all graduate-level work and all other admission requirements are met. With the program area's approval, a special student may transfer up to 12 credits earned at UW-Platteville into a degree program. All UW-Platteville graduate level work will be included in computing the student's academic average. Students are encouraged to talk to the appropriate program coordinator if they have questions about which courses to take as a special student.

## INTERNATIONAL STUDENTS

Students who earned a bachelor's degree outside the United States must request their academic records (called transcripts in the U.S.) be sent directly to the Distance Learning Center from the issuing institution, along with a translated copy if they are not in English. Any records received become a part of the student's permanent student record at UW-Platteville and cannot be released. International transcripts are subject to a course-by-course evaluation. UW-Platteville has approved Educational Credential Evaluators Inc. (ECE) or World Education Services (WES) to complete this evaluation. Both require official transcripts/academic records to complete the evaluation.

Students who attended a university outside the United States, must follow these procedures:

1. Request official transcript(s) from the institution(s) where they earned their degree(s), including an official translated copy if the transcript is not in English.<sup>1</sup>
2. Go to the ECE or WES website to request the "Course by Course" report option.
3. Pay all fees associated with setting up an account.
4. Neither UW-Platteville, WES, nor ECE provide translation services. Students are responsible for providing an official translated copy of their transcript.

<sup>1</sup> All official transcripts must be sent directly from the institution(s) where the course work was completed. We cannot accept or evaluate unofficial transcripts.

In addition to filing the standard application for admission with official transcript(s) translated in English, students must provide a copy of their Test of English as a Foreign Language (TOEFL® Test) score to the Distance Learning Center. A minimum score of 550 PBT (paper based) or 79 iBT (Internet based) on the Test of English as a Foreign Language Examination is required of all international students whose native language is not English. When requesting that scores be sent directly to UW-Platteville, please use institution code 1917.

Students may also submit scores from the International English Language Testing System. Students taking the International English Language Testing System must achieve a minimum score of 6.5 with a minimum of 6.0 in each sub score on the International English Language Testing System.

For students in ESL programs:

- Program in ESL at UW-Madison Students: When students who enroll at Program in English as a Second Language at UW-Madison ([www.english.wisc.edu/esl/](http://www.english.wisc.edu/esl/) (<http://www.english.wisc.edu/esl/>)) in Madison, Wisconsin completes their coursework at the Program in ESL at UW-Madison, the Program in ESL's will provide UW-Platteville with a letter of recommendation of English language proficiency, a copy of the current I-20 and a completed transfer verification form.
- WESLI Students: When students who enroll at Wisconsin English as a Second Language Institute ([www.wesli.com/](http://www.wesli.com/) (<http://www.wesli.com/>)) in Madison, Wisconsin complete their coursework at WESLI, WESLI will provide UW-Platteville with the following: a letter of recommendation of English language proficiency, completion of the 700 level coursework and/or at least a 75 on the Michigan test; a copy of the current visa; and a completed transfer verification form.
- MESLS Students: When students who enroll at Madison English as a Second Language School ([www.mesls.org/](http://www.mesls.org/) (<http://www.mesls.org/>)) in Madison, Wisconsin complete their coursework at MESLS, MESLS will provide UW-Platteville with the following: a letter of recommendation of English language proficiency, completion of the 302 or Advanced level coursework and/or at least a 75 on the Michigan test; a copy of the current I-20; and a completed UW-Platteville Transfer Clearance Form.

International students may request a waiver of the TOEFL requirement by submitting acceptable justification. The waiver request should include the student's name, daytime phone number, and desired program of study. Send requests directly to the director of the School of Graduate Studies:

Chanaka Mendis  
Director of the School of Graduate Studies  
University of Wisconsin-Platteville  
1 University Plaza  
Platteville, WI 53818-3099  
USA

**Email:** [gradstudies@uwplatt.edu](mailto:gradstudies@uwplatt.edu) ([barracld@uwplatt.edu](mailto:barracld@uwplatt.edu))

**Phone:** 608.342.1262

## TRANSFER CREDITS

The following guidelines apply to the transfer of credits (both internal and external) to graduate programs at UW-Platteville.

- To be accepted for transfer, credits must be approved by more than one faculty member in the relevant program along with the director of the School of Graduate Studies. Faculty may be
  - a. the program's committee or
  - b. some mix of the student's advisor, program head, and a faculty member with expertise in the field.
- A maximum of 12 credits for a degree may be transferred.
- Credits may be transferred only from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation.
- Students must complete their graduate program within seven years of being admitted to the program at UW-Platteville (extensions may be granted). Once credits have been accepted as transfer credits, they become part of the current program of study, and the seven-year limit is based on the date of admission into the program.
- Transfer credits will be officially recorded after the student has successfully completed one graduate course at UW-Platteville and only courses where the student received a grade of B or higher will be accepted.

## ASSIGNMENT OF ADVISOR

An advisor will be assigned to each new graduate student by the advising coordinator upon the student's admission to the School of Graduate Studies. The director of the School of Graduate Studies will confirm the final approval of advisor assignments.