

## **TRANSCRIPT-DESIGNATED DEGREE 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. Programs will submit to the Associate Dean for Academic Programs and Student Services a request for transcript-designated concentrations with a list of qualifying courses that meet the criteria listed in (A) above. Requests must include a discussion of the "compelling reason(s)" for posting the concentration on the transcript.
2. Additions and deletions to the list of qualifying courses will be reviewed administratively.
3. Addition or deletion of a concentration, and substantial changes to a concentration, will be initiated via the Online Program Change form. These actions require GFC approval.

### **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.

#### D. EFFECTIVE DATE

Upon administrative approval, the policies and procedures contained herein are effective Semester I, 2002-03. Retroactive transcript postings of degree concentrations completed prior to Semester I, 2002-03 will not be allowed.