

# Admission Process

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The admission process is initiated by an applicant submitting an online application to UW System Admissions Application website ([wisconsin.edu](https://apply.wisconsin.edu/homepage/)) (<https://apply.wisconsin.edu/homepage/>). UW-Green Bay receives confirmation of application and payment information within 1-2 business days. Upon receipt, the Graduate Studies Office reviews applications and notifies applicants of materials needed to complete their file.

When an applicant's file is complete, it is reviewed by the program's designated Admissions Committee. The Admissions Committee notifies the Office of Graduate Studies of their decision and further detail identified during the review process, including but not limited to, prerequisite course requirements, work history, and GPA. The Office of Graduate Studies verifies the Admissions Committee review and confirms a baccalaureate degree conferral date, cumulative GPA of all coursework combined\*, and reviews the applicant for a Phoenix Scholar award.

The Associate Vice Chancellor for Graduate Studies and Research, on the advice of the committee, documentation by the applicant, and review by the Office of Graduate Studies either admits, provisionally admits, or denies the applicant's admission. If an applicant is denied admission, reasons for the denial will be provided upon request by the Office of Graduate Studies, along with an explanation of available options. Students denied admission may request reconsideration from the Associate Vice Chancellor for Graduate Studies and Research. A Special Petition General Form (<https://sis.uwgb.edu/ngforms/?formid=49bd35c0-a4bf-41ca-b63e-adc1a77d574d&Clear=Y>) found on the Graduate Studies website must be submitted, and should include a rationale for reconsideration. Applicants who have been denied admission may reapply after the lapse of one semester.

\*In practice, the Office of Graduate Studies requires official transcripts from all postsecondary institutions of higher learning from which nine or more credits have been attempted. Study abroad transcripts are not required if a student attended an international University for one or fewer semesters. The University of Wisconsin-Green Bay retains the right to request additional official transcripts from all/or additional postsecondary institutions of higher learning attended by an applicant. Common examples include, but are not limited to, situations regarding verification of the completion of program prerequisites, degree conferral, or situations in which a student's GPA is near or below the required 3.0 standard for admission. Official transcripts are always required for the transferring of graduate credits. Official transcripts must be sent directly from the institution to UW-Green Bay. Uploaded transcripts from students may not be accepted.

## Letter of Admission

A letter of acceptance is sent to each student upon admission to the graduate program. This information appears on the letter:

### Student Number

The permanent student number of each applicant is a University-assigned identification number.

### Starting Term

Indicates spring, summer, or fall term admission.

### Type of Entry

Indicates the graduate degree or certificate program, or if the student is granted Graduate Special (<http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/graduatespecial/>) admission.

### Tuition Status

Indicates resident or nonresident status.

### Conditions

Indicates admission status such as provisional admission.

## Graduate Degree Residency Requirement

- A minimum of 50% of graduate credits must be earned in residence at UW-Green Bay.
- A minimum of 50% of graduate credits must be earned at the 700-level or higher.
- A maximum of 50% of graduate credits may be earned as a Graduate Special student at UW-Green Bay prior to matriculation into the graduate degree program.

## Admission with Advanced Standing

All graduate course work completed at UW-Green Bay or at other graduate schools prior to admission to a graduate degree program is evaluated by the student's Graduate Advisor or Graduate Faculty Committee. Credit by examination or for prior learning may not be used to meet degree requirements. Prior learning and experience may be applicable to demonstrate competencies for admission or to meet course requisites. More information is available on the Institution Assessment website (<https://www.uwgb.edu/testing-services/>) about Credit for Prior Learning requirements and options.

## Conditional Admission

Conditional Admission is limited to international students who meet Full Admission criteria, but still require evidence of language competency. Students must be admitted to an approved language program, with the Office of International Education working with students to coordinate options and document program completion to the Office of Graduate Studies. Conditional Admission is a promise to admit a student to a graduate program upon satisfactory completion of an approved language program.

## Provisional Admission

Students who do not meet the minimum 3.0 GPA requirement or who have other deficiencies may be admitted on a provisional basis. Provisionally admitted students who receive at least a B grade in courses totaling nine credits of graduate work after acceptance will be fully admitted.

## Transfer Credit Policy

Transfer credit is defined as credit earned at an institution other than UW-Green Bay that is to be applied to UW-Green Bay graduate degree requirements. Acceptance of transfer credits is determined by a credit review by the student's Graduate Advisor or Graduate Faculty Committee. Acceptance of the transfer credits is subject to review and approval by the Office of Graduate Studies and the Associate Vice Chancellor for Graduate Studies and Research. (see academic transfer policy) (<http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/transfer-policy/>)

## Use of Special Petition

Requirements sometimes may be modified or adapted to take into account a student's special educational or program needs. A request to modify a graduate program academic requirement is submitted to the Associate Vice Chancellor for Graduate Studies and Research on a special petition form. The forms are available online at <https://www.uwgb.edu/graduate/students/forms/>. If a change in a program requirement is being requested, the petition should include a statement from the Graduate Advisor and the Graduate Program Chair explaining the change. Prior coursework can also be considered and substituted to meet degree requirements via approval of the Graduate Program Chair.

## Active/Inactive Status

Matriculated students are considered inactive if they have not enrolled for coursework in a single semester. To return to UW-Green Bay, Inactive students must contact the Office of Graduate Studies for instructions on how to reapply. Returning students must be formally readmitted before they can re-enroll in classes. Inactive students who are required to reapply must meet the admission standards in effect at the time of readmission and are expected to meet degree requirements in effect at that time as well.