



## ENROLLMENT & ACADEMIC PERFORMANCE FOR GRADUATE NON-MATRICULATED STUDENTS

(Revised: 11 June 2013)

### PURPOSE

To define (1) the scope and limitations of Graduate Non-Matriculated admission and (2) the minimum academic performance necessary to maintain Graduate Non-Matriculated status in the William E. Boeing Department of Aeronautics & Astronautics.

### SCOPE

All Graduate Non-Matriculated (GNM) students in the William E. Boeing Department of Aeronautics and Astronautics.

### ENROLLMENT POLICIES

#### **Required Start**

Students admitted for GNM status are expected to enroll for the quarter/year for which they applied. GNM admission is not deferrable. Failing to enroll during the original admission quarter/year causes an offer of GNM admission to expire and invalidates a student's GNM status. Prospective GNM students who lose their offer of admission for this reason will be required to reapply.

#### **Fifteen Credit Maximum**

Admitted GNM students are permitted to attempt a maximum of fifteen (15) credits. Attempted credits include courses in which a student received a grade of "I" or "X" (or courses taken on a C/NC basis). Attempted credits do not include courses from which a student withdrew ("W").

#### **Two-Year Limit**

GNM admission is valid for two years (eight quarters, including summers). The two-year clock starts in the original admission quarter/year and includes any quarters in which a student is inactive (i.e., does not enroll in classes).

#### **Maximum Inactive Status**

For any quarter other than the original admission quarter/year, failing to enroll in at least one credit puts a GNM student in "inactive" status. Per UW Graduate School policy,<sup>1</sup> being inactive for four (4) consecutive quarters (including summer) will result the loss of GNM status. GNM students who lose their offer of admission for this reason will be required to reapply.

### ACADEMIC PERFORMANCE POLICIES

#### **Course Grading Option(s)**

All courses taken while in GNM status must be taken for a numerical grade.

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<sup>1</sup> <http://www.grad.washington.edu/admissions/gnm.shtml>

### **Minimum Academic Performance**

Per UW Graduate School Policy (Memo 37)<sup>2</sup>, GNM students must maintain a cumulative 3.0 GPA to retain GNM status. Failure to maintain this GPA may result in a warning, departmental probation, or the loss of GNM status. The department will address academic performance cases on a case-by-case basis.

### **Incomplete (“I”) and “X” Grades**

A student may carry no more than one “X” or “I” grade at any time. Receiving a second such grade (i.e., two “X”s, two “I”s, one “X” and one “I”) will place a hold on the student’s registration. She/he will not be allowed to enroll for any further credits until at least one of these grades is resolved. Resolving “I” and “X” grades is the responsibility of the student. The two-year clock does not stop in the event that registration is blocked due to “I” or “X” grades.

## **REQUESTS FOR EXCEPTION/EXTENSION**

Request for exceptions or extensions to these policies must be submitted in advance and in writing to the department’s graduate program staff. The final decision to approve or deny such requests lies solely with the department’s Graduate Committee. Petitions will be considered and decisions made on a case-by-case basis.

## **GNM COURSES AND ADMISSION TO DEGREES**

All GNM students admitted to the William E. Boeing Department of Aeronautics and Astronautics are reminded that:

- Enrolling in and completing courses in GNM status is *not* a guarantee of future admission as a matriculated student in a degree program.
- Should a student transition from GNM to matriculated status, a minimum grade of 2.7 is required for any individual course to be counted toward a graduate degree.
- Masters’ degrees offered through the William E. Boeing Department of Aeronautics and Astronautics require a minimum of 45 credits. No more than 12 credits counted toward a degree may be earned through a combination of GNM *and/or* transfer credits.<sup>3</sup>

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<sup>2</sup> <http://www.grad.washington.edu/policies/memoranda/memo37.shtml>

<sup>3</sup> <http://www.grad.washington.edu/policies/masters/requirements.shtml>