

## **UWF Policy Regarding Graduate Admission**

**Context:** In June 2008 the Florida Board of Governors revised Regulation 6C-6.003, "Admission of Graduate and Post-baccalaureate Professional Students." The revision provided SUS institutions greater flexibility regarding admission criteria to graduate programs and instructed the Board of Trustees of each SUS institution to develop appropriate regulations. Subsequently, the Florida Council of Graduate Deans developed general guidelines regarding admission to graduate degree programs which serve as the basis for this policy.

**Overview:** Admission to a UWF graduate program is a selective process that is governed by university requirements and department requirements that may exceed university-level requirements. Admission decisions are based on a holistic review of credentials in which multiple criteria are used to judge the appropriateness of an applicant to pursue graduate study. Each department selects factors it considers will help predict probable success in the graduate program and may include, but are not limited to, the quality of the applicant's undergraduate or graduate preparation as determined by the undergraduate or graduate institution attended, undergraduate or graduate grade point average, and performance in specific courses; scores on standardized admission tests; the motivation and attitude of the applicant as determined by a personal statement, letters of reference and/or a personal interview or other means; and writing ability. Preference for admission to any semester is given to students whose credentials indicate the greatest promise for academic success. Because of factors related to a department's enrollment capacity, the fact that a student meets minimum requirements does not guarantee admission to a specific program. Admissions requirements shall not include preferences in the admissions process for applicants because of race, national origin, or gender.

**Requirements for regular admission to a Master's program:** Each applicant shall be required to meet minimum University requirements.

- (1) An earned bachelor's degree from a regionally accredited U.S. institution or from an institution accredited by an equivalent accrediting body or a comparable degree from an international institution with a minimum cumulative grade point average (GPA) of 3.0 on a 4 point scale, or a 3.0 (GPA) on a 4 point scale on the last 60 hours of coursework in the baccalaureate degree.
- (2) Be in good standing at the institution of higher learning last attended. Students who, for academic or disciplinary reasons, are not eligible to register in the college or university last attended will not be admitted for graduate study.
- (3) A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), or an equivalent that is acceptable for the program to which the student is applying. Test scores must be no more than five years old.
- (4) Approval by the department offering the degree to which the applicant is applying.

Departments may establish standards that exceed these university requirements or require additional application materials.

Departments may accept an earned graduate degree from a regionally accredited U.S. institution or from an institution accredited by an equivalent accrediting body in lieu of the bachelor's degree and required standardized admission test.

**Requirements for regular admission to an Education Specialist Program:** Each applicant shall be required to meet minimum University requirements.

- (1) An earned Master's degree from a regionally accredited U.S. institution or from an institution accredited by an equivalent accrediting body or a comparable degree from an international institution with a minimum cumulative grade point average (GPA) of 3.25 on a 4 point scale.
- (2) Be in good standing at all previous institutions of higher learning. Students who, for academic or disciplinary reasons, are not eligible to register in the college or university last attended will not be admitted for graduate study.
- (3) A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or an equivalent that is acceptable for the specialization to which the student is applying. Test scores must be no more than five years old.
- (4) Other requirements as specified by each specialization for the degree.
- (5) Approval by the department offering the specialization to which the applicant is applying.

**Requirements for regular admission to a Doctoral Program:** Each applicant shall be required to meet minimum University requirements.

- (1) An earned Master's degree from a regionally accredited U.S. institution or from an institution accredited by an equivalent accrediting body or a comparable degree from an international institution with a minimum cumulative grade point average (GPA) of 3.5 on a 4 point scale.
- (2) Be in good standing at all previous institutions of higher learning. Students who, for academic or disciplinary reasons, are not eligible to register in the college or university last attended will not be admitted for graduate study.
- (3) A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or an equivalent that is acceptable for the specialization to which the student is applying. Test scores must be no more than five years old.
- (4) Other requirements as specified by each specialization for the degree.

(5) Approval by the department offering the specialization to which the applicant is applying.

**Provisional Admission:** With approval from the department, students who do not have all application materials available at the time of admission may be granted provisional admission by the Office of Graduate Studies. Provisional admission is appropriate for circumstances such as when the undergraduate institution has not posted the awarding of the baccalaureate degree, when graduate admissions has not received the applicant's official standardized test score, or when information required by the department is incomplete. Students who are granted provisional admission must submit all application materials during the first semester of graduate study or risk removal by the Office of Graduate Studies of their status to pursue graduate study.

**Conditional Admission:** Students who do not meet the criteria for regular admission may be admitted by a department on a conditional basis. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis. Students admitted on a conditional basis are permitted to register for up to 12 semester hours, identified by the department as appropriate to the degree, and must earn at least a grade of "B" on each of those courses or risk removal of their status to pursue graduate study. Admission on a conditional basis should not be routine.