# NOTICE OF AMENDED REGULATION

**October 15, 2021**

**BOARD OF GOVERNORS**

Division of Universities

University of North Florida

**REGULATION TITLE:**

Graduate Admissions

**REGULATION NO.:**

2.1030R

**SUMMARY:**

In the published final regulations, the Department of Education (DOE) specifically addressed the historical distinction between regional and national accreditation. The DOE’s determination is that the differences are unfounded because all accrediting agencies are held to the same standards and the previous geographical boundaries are irrelevant. The new DOE regulations distinguish only between institutional and programmatic accreditation. Therefore, any language referring to regional must be removed. The proposed amended UNF regulation reflects these required changes and is one step in UNF’s compliance efforts.

**FULL TEXT:**

The full text of the regulation being proposed is attached.

**AUTHORITY:**

Fla. Constitution, Article IX, Article 7(c); BOG Regulation Development Procedures as amended 9/16/20 and Board of Governors Regulation 3.003.

**UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Megan Kuehner, Director Graduate School

**INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, showell@unf.edu, phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before Friday, October 29, 2021, to receive full consideration.***

** Regulation**

**Regulation Number**: 2.1030R

**Effective Date**: 6/12/2018 **Revised Date**: 5/24/2021

**Subject: Graduate Admissions**

**Responsible Division/Department**: Academic Affairs/The Graduate School

**Check what type of Regulation this is:**

[ ] New Regulation

[ ] Major Revision of Existing Regulation

[x] Minor/Technical Revision of Existing Regulation

[ ] Reaffirmation of Existing Regulation

[ ] Repeal of Existing Regulation

## I. STATEMENT OF REGULATION

This regulation describes the criteria for admission to a graduate or post-baccalaureate professional program at the University of North Florida.

(1) The following are the minimum requirements for admission to graduate programs at the University of North Florida.

(a) Application for admission;

(b) Non-refundable application fee in the amount set forth by the University

(c) Transcripts from each college attended, whether or not credits were earned; and a baccalaureate degree from a U.S. institution accredited by an accepted institutional accreditor or its equivalent from a non-US institution with a grade point average of 3.00 (B) or higher in all work attempted as an upper-division student, normally the 60 semester hours taken during the last two years of baccalaureate study, or an earned graduate degree from a U.S. institution accredited by an acceptable institutional accreditor or its equivalent from a non-US institution. All international transcripts will require a course-by-course evaluation by an approved third-party credential evaluation agency.  Unofficial transcripts may be accepted from all institutions attended from which a degree was not earned.  Official transcripts will be required from an institution from which an applicant earned a baccalaureate or higher.  Graduate programs reserve the right to request official transcripts, such as to confirm pre-requisites or credits that the applicant intends to transfer to UNF.  Applicants can view a list of Accepted Institutional Accreditors in Policy 2.0820P.

(d) In addition, applicants shall adhere to general admissions regulations 2.0380R, 2.0384R, and 2.0385R. Admissions requirements shall not include preferences in the admissions process for applicants on the basis of race, ethnic background, sex, sexual orientation, religion, national origin, age, or disability.

(2) Applicants may be required to submit 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. Departments will determine if standardized test scores are required for their programs.  If required, the department in which the program is sought will set individual program minimum test scores as outlined in the UNF Catalog. Students, including non-US students, who already have a graduate degree obtained from a regionally accredited institution may not be required to take a standardized test. Exceptions will be made on an individual program basis.

(3) Each master's and doctoral program may determine other requirements for admission consistent with their mission and purpose. Program specific are published annually in the UNF Catalog.

(4) The University may grant a limited number of exceptions to those applicants who do not meet the basic admission requirements. All applicants requesting an exception must submit all required admission documents prior to making the request. Students granted an exception will be placed in a provisional admission status for one term in the graduate degree program that they wish to enter. Continuation as a graduate student will depend upon successful completion of provisional admission requirements and any subsequent work as determined by the department.

(5) Applicants from countries where the official language is other than English must hold one of the following credentials to demonstrate English Language Proficiency:

(a) American diploma from a U.S. accredited overseas international school where the primary language of instruction is English;

(b) Bachelor's or master’s degree from a regionally accredited U.S. institution;

(c) Certificate of completion of "Pre-University II English as a Second Language Course" (all five levels) with an average grade of a B;

(d) Minimum required test scores on the TOEFL, Duolingo English Proficiency Exam or University of Cambridge IELTS as set by the University of North Florida; or

(e) Minimum score on the GRE Verbal Test based on a specific program’s GRE minimum scores.

(6) Admission to a graduate program is granted on an individual basis with a holistic review of the entire academic record of the applicant, including quality of past performance, standardized test scores (if required), appropriateness of work taken, and suitable professional experience. To ensure that all pertinent application materials are received in time, applications for admission must be received by the published deadlines of the University and of the program to which the application is being made.