# NOTICE OF AMENDED REGULATION

**October 16, 2023**

**BOARD OF GOVERNORS**

Division of Universities

University of North Florida

**REGULATION TITLE:**

Graduate Admissions

**REGULATION NO.:**

2.1030R

**SUMMARY:**

The revisions to the regulation include updating the minimum requirements for admission to graduate programs, by removing the 3.00 GPA requirement, requiring transcripts to show degrees earned, including post-baccalaureate/graduate coursework and allow programs to determine foreign transcript review upon approval of the Graduate School.

**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 6.003.

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

Michelle Moore, Dean Graduate School

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

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto: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 October 30, 2023, to receive full consideration.***

** Regulation**

**Regulation Number**: 2.1030R

**Effective Date**: 11/30/21 **Revised Date**:

**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

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) **For master’s programs:** Transcripts from a U.S. institution accredited by an accepted institutional accreditor or its equivalent from a non-US institution that awarded the bachelor’s degree and all institutions where any post-baccalaureate and/or graduate credits were earned. **For post-master’s doctoral programs:** Transcripts from a U.S. institution accredited by an acceptable institutional accreditor or its equivalent from a non-US institution that awarded the bachelor’s and master’s degrees, and all universities where any additional post-baccalaureate and/or graduate credits were earned. **For all applicants:** All international transcripts will require a course-by-course evaluation by an approved third-party credential evaluation agency unless a graduate program has established an alternative credential evaluation procedure that is approved by the graduate school. 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, 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, doctoral and certificate program may determine other requirements for admission consistent with their mission and purpose. Program specific requirements are published annually in the UNF Catalog.

(4) Students granted a program exception may be placed in a provisional admission status for their first term by their graduate program directors. In such cases, continuation as a graduate student will depend upon successful completion of provisional admission requirements and any subsequent work as determined by the department.

(5) International students from non-English speaking countries must demonstrate Indicators of Required English Language Proficiency as described in 2.0385R.

(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.

*Authority: Florida Board of Governors Regulation 1.001 and 6.003. BOT Approved and BOG Approved.*