



# UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
	Graduate Admission Criteria	TBD (August 2011)	TBD
<b>Responsible Unit/Division:</b> Academic Affairs/Graduate School			
New Policy Proposal	<input checked="" type="checkbox"/> Major Revision of Existing Policy	<input type="checkbox"/> Minor/Technical Revision of Existing Policy	<input type="checkbox"/> Reaffirmation of Existing Policy

## I. OBJECTIVE & PURPOSE

This policy describes the criteria for admission to the University of North Florida’s graduate programs.

## II. AUTHORITY

In 2007-08, the Florida Board of Governors devolved authority for setting graduate admissions criteria to University Boards of Trustees. This policy supersedes the former 6C9-3.006 state rule that previously governed graduate admission criteria for all of the Florida state universities.

## III. STATEMENT OF POLICY

- (1) The following are the minimum requirements for admission to graduate programs at the University of North Florida.
  - a. A baccalaureate degree from a regionally accredited U.S. institution or its equivalent from a foreign institution AND either:
    - i. 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

- ii. An earned graduate degree from a regionally accredited U.S. institution or its equivalent from a foreign institution. Individual graduate programs may require the submission of GRE/GMAT/MAT test scores and/or undergraduate coursework transcripts.
  - b. Applicants who are otherwise qualified but who hold baccalaureate degrees from non-approved, international institutions may gain admission through a degree validation process.
- (2) Additionally, all applicants to master's programs must meet the following specific requirements:
- (a) A score on standardized exams such as the GRE, Miller's Analogies, or GMAT is not required by the university for admission to a masters degree program, although individual programs may still require the exams for admissions purposes.
  - (b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by masters programs must be approved by the Dean of the Graduate School and published annually in the Graduate Catalog and on the website of the masters program; further, such requirements shall be reviewed and updated annually.
  - (c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.
  - (d) For international students in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a credential evaluation service recommended by UNF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.
- (3) Additionally, all applicants to doctoral programs must meet the following specific requirements:
- (a) Each applicant to a doctoral degree program shall present standardized test scores that are acceptable for the program to which the student is applying. Acceptable tests include the Graduate Record Examination (verbal, quantitative, and writing), the Miller's Analogies Test, or the GMAT, whichever is deemed most appropriate by the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the standardized test unless it is required by the program.
  - (b) Submit three letters of recommendation, a resume or a curriculum vita, and a written essay.
  - (c) The submitted materials must be used in the context of a holistic credential review process.

(d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be approved by the Dean of the Graduate School, published annually in the Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.

(e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(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 GRE, GMAT, or MAT scores, as appropriate, prior to making the request. Students granted an exception will be placed in a provisional program for the graduate degree program which they wish to enter. Continuation as a graduate student will depend upon successful completion of the provisional program and any subsequent work.

(5) The following are required of all applicants:

- 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;
- d. Standardized Test Scores - only if required by the individual graduate program.

(6) Admission to graduate study is granted on an individual basis with a 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.