

# Policies & Regulations

Academic Affairs: Graduate School

## Graduate Admissions

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Responsible Division/Department:  
Academic Affairs / Graduate School

- New Policy
- Major Revision of Existing Policy
- Minor/Technical Revision of Existing Policy
- Reaffirmation of Existing Policy
- Repealed Policy

### I. OBJECTIVE & PURPOSE

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

### II. 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 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

(b) An earned graduate degree from a regionally accredited U.S. institution or its equivalent from a non-US institution.

(2) Applicants who hold baccalaureate degrees from a non-US institution must submit a course-by-course degree evaluation from a UNF- and NACES-approved evaluation service.

(3) Additionally, all applicants to master's programs must meet the following specific requirements:

(a) Each master's program may determine other requirements for admission (e.g., standardized test scores, written essays, an interview), 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 program website area of the Graduate School for the masters program; further, such requirements shall be reviewed and updated annually.

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

(c) The submitted materials must be used in the context of a holistic credential review process.

(4) 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 non-US 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) Each doctoral program may determine other requirements for admission (e.g., letters of recommendation, a resume or a curriculum vita, a written essay, an interview) 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 and published annually in the Graduate Catalog and on the website area of the Graduate School for the program; further, such requirements shall be reviewed and updated annually.

(c) The submitted materials must be used in the context of a holistic credential review process.

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

(5) 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 admission status for 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.

(6) 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 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 B; or

(d) Minimum required test scores on the TOEFL or University of Cambridge IELTS as set by the University of North Florida.

(7) 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; and

(d) Standardized Test Scores, if required by the individual graduate program.

(8) 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.