

Policies & Regulations

Subject: Graduate Admissions		
Number	2.1030R	<input checked="" type="checkbox"/> New Regulation
Effective Date	06/12/18	<input type="checkbox"/> Major Revision of Existing Regulation
Revised Date		<input type="checkbox"/> Minor/Technical Revision of Existing Regulation
Responsible Division/Department: Academic Affairs/Graduate		<input type="checkbox"/> Reaffirmation of Existing Regulation

I. OBJECTIVE & PURPOSE

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

II. STATEMENT OF REGULATION

(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) Official Transcripts from each college attended, whether or not credits were earned; and 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 an earned graduate degree from a regionally accredited U.S. institution 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. Exemptions to this requirement can be found in the UNF Catalog.

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. 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 in the same or in a related area may not be required to take a standardized test. Exceptions will be made on an individual program basis and shall be defined in the UNF Catalog.

(3) Each master's and doctoral program may determine other requirements for admission consistent with their mission and purpose. Program specific requirements shall be reviewed and 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 or University of Cambridge IELTS as set by the University of North Florida; or
- (e) Minimum score on the GRE Verbal Test as defined in the UNF Catalog.

(7) 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. Formerly UNF Policy 2.0630P. BOT Approved June 14, 2018; BOG Approved June 21, 2018.