

# Admission Requirements

## Admission Requirements

Admission to a UWF graduate program is a selective process that is governed by University requirements and department requirements that may exceed University-level requirements. Admission decisions are based on a holistic review of credentials in which multiple criteria are used to determine the appropriateness of an applicant to pursue graduate study. Academic departments may require additional admissions documents in order to help predict probable success in the graduate program and may include, but are not limited to, completion of specific undergraduate or graduate preparation courses, graduate-level standardized admission tests, written personal statements, letters of reference, personal interviews, and writing samples.

Preference for admission is given to students whose credentials indicate the greatest promise for academic success. Because of factors related to a department's enrollment capacity, the fact that a student meets minimum requirements does not guarantee admission to a specific program.

Admission requirements shall not include preferences in the admissions process for applicants because of race, color, national origin, disability, religion, or sex.

## Admission Documents Required

Applicants for graduate admission must provide the Graduate School with the following documents:

### Application for Admission

Applicants must apply for [graduate-level admission online](#) and submit a non-refundable \$30 processing fee. It is the policy of the University not to waive the application for admission and the application processing fee. The application processing fee must be in U.S. currency and drawn from a U.S. bank. There is an option to pay via credit card when the web application is submitted.

### Transcripts

Applicants are required to submit one official transcript from each college and university attended for fifteen (15) credit hours or more. Unofficial transcripts are acceptable for the purpose of making an admission decision, but if the applicant is admitted, official transcripts must be submitted by the end of the first semester of enrollment. Applicants who received their undergraduate degree from UWF do not need to provide UWF transcripts. Transcripts are considered official when they are sent from a college or university directly to the Graduate School and bear an official seal and signature. Transcripts bearing the statement "Issued to Student," faxed transcripts, or transcripts submitted by the applicant are not considered official. Original documents, or signed officially certified photocopies of original documents, may be submitted by the applicant only when institutions outside the U.S. will not send academic records to other institutions. The verifying signature should preferably be that of an officer of the institution attended. All academic records that are not in English must be accompanied by certified English translations.

### Test Scores

Official test results from a national standardized graduate admission test may be required, as determined by the [graduate program](#) to which

the applicant is applying. Applicants should contact the graduate department to which they applied to determine whether or not a standardized graduate admission test is required, which test is preferred for that program, and what the submission deadline is. Official test scores must be sent directly to the Graduate School from the testing agency and the scores must be no more than five years old.

## Departmental Requirements

Some departments have additional admission requirements such as letters of recommendation, departmental applications, writing samples, personal interviews, and diagnostic testing. Applicants should contact the department directly regarding any departmental admission requirements.

## Ownership of Submitted Documents

All credentials and documents submitted become the property of the University of West Florida. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution, agency, or person.

## Requirements for Regular Admission to a Master's Program

Each applicant shall be required to meet minimum University requirements:

- An earned bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education or a comparable degree from an international institution with a minimum institutional grade point average (GPA)\* of 3.0 on a 4-point scale, or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.
- Applicants are expected to complete all sanctions assigned by a previous institution(s) and are expected to be in good conduct standing with the institution(s).
- Applicants should refer to the [Admission Test Score Requirements](#) page to determine whether or not a standardized graduate admission test is required, which test is preferred for that program, and what the submission deadline is. Test scores must be no more than five years old.
- Approval by the department offering the degree to which the applicant is applying.

*\*The institutional GPA includes all coursework applied toward a degree with the exception of transfer credit.*

Departments may establish standards that exceed these University requirements or require additional application materials. Departments may accept an earned graduate degree from a U.S. institution that is accredited by an agency recognized by the United States Department of Education or a comparable degree from an international institution in lieu of the bachelor's degree and required standardized admission test.

## Requirements for Regular Admission to an Educational Specialist Program

Each applicant shall be required to meet minimum University requirements:

- An earned master's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education or a comparable degree from an

international institution with a minimum institutional grade point average (GPA)\* of 3.25 on a 4-point scale.

- Applicants are expected to complete all sanctions assigned by a previous institution(s) and are expected to be in good conduct standing with the institution(s).
- Official test results from a national standardized graduate admission test may be required, as determined by the graduate program to which the applicant is applying. Applicants should contact the graduate department to which they applied to determine whether or not a standardized graduate admission test is required, which test is preferred for that program, and what the submission deadline is. Test scores must be no more than five years old.
- Other requirements as specified by each specialization for the degree.
- Approval by the department offering the specialization to which the applicant is applying.

*\*The institutional GPA includes all coursework applied toward a degree with the exception of transfer credit.*

## Requirements for Regular Admission to an Ed.D. Program

Each applicant shall be required to meet minimum University requirements:

- An earned master's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education or a comparable degree from an international institution with a minimum institutional grade point average (GPA)\* of 3.5 on a 4-point scale.
- Applicants are expected to complete all sanctions assigned by a previous institution(s) and are expected to be in good conduct standing with the institution(s).
- Official test results from a national standardized graduate admission test may be required, as determined by the graduate program to which the applicant is applying. Applicants should contact the graduate department to which they applied to determine whether or not a standardized graduate admission test is required, which test is preferred for that program, and what the submission deadline is. Test scores must be no more than five years old.
- Other requirements as specified by each specialization for the degree.
- Approval by the department offering the specialization to which the applicant is applying.

## Requirements for Regular Admission to a Ph.D. Program

Each applicant shall be required to meet minimum University requirements:

- An earned master's degree or bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education or a comparable degree from an international institution with a minimum institutional grade point average (GPA)\* of 3.0 on a 4-point scale. Successful applicants will typically have GPAs well above the minimum.
  - Bachelor's candidates with strong relevant industrial experience will be considered; however, accepted students will

be required to complete preparatory coursework as specified by the program.

- Applicants are expected to complete all sanctions assigned by a previous institution(s) and are expected to be in good conduct standing with the institution(s).
- Official test results from a national standardized graduate admission test may be required, as determined by the graduate program to which the applicant is applying. Applicants should contact the graduate department to which they applied to determine whether or not a standardized graduate admission test is required, which test is preferred for that program, and what the submission deadline is. Test scores must be no more than five years old.
- Other requirements as specified by the degree program.

*\*The institutional GPA includes all coursework applied toward a degree with the exception of transfer credit.*