

Admission Requirements

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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 judge the appropriateness of an applicant to pursue graduate study. Each department selects factors it considers will help predict probable success in the graduate program and may include, but are not limited to, the quality of the applicant's undergraduate or graduate preparation as determined by the undergraduate or graduate institution attended; undergraduate or graduate grade point average and performance in specific courses; scores on standardized admission tests; the motivation and attitude of the applicant as determined by a personal statement, letters of reference, and/or a personal interview or other means; and writing ability.

Preference for admission to any semester 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, national origin, or gender.

Addendum 8/20/21

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.
- 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).
- A score on a 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. Applicants should contact the graduate department to which they applied to inquire as to which test is acceptable for that program or if it may be waived. 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.

Addendum 8/20/21

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).
- A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or an equivalent that is acceptable for the specialization to which the student is applying. Applicants should contact the graduate department to which they applied to inquire as to which test is acceptable for that program or if it may be waived. 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.*

Addendum 8/20/21

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).
- A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or an equivalent that is acceptable for the specialization to which the student is applying. Applicants should contact the graduate department to which they applied to inquire as to which test is acceptable for that program or if it may be waived. 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).
- A score on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or an equivalent that is acceptable for the specialization to which the student is applying. Applicants should contact the graduate department for which s/he is applying to inquire as to which test and test score is acceptable for that program or if it may be waived. 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.

Provisional Admission

With approval from the department, students who do not have all application materials available at the time of admission may be granted provisional admission by the Graduate School. Provisional admission is appropriate for circumstances such as when the baccalaureate degree has been awarded but the undergraduate institution has not yet posted the degree, when graduate admissions has not received the applicant's official standardized test score, or when information required by the department is incomplete. Students who are granted provisional admission must submit all application materials during the first semester of graduate study or risk removal by the Graduate School of their status to pursue graduate study.

Conditional Admission

Students who do not meet the minimum requirements for regular admission may be admitted by a department on a conditional basis. In order to be considered for conditional admission, students must submit all required admission materials. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis at the department's discretion. Students admitted on a conditional basis may be permitted to register for up to 12 semester hours of graduate coursework, identified by the department as appropriate to the degree. In addition, the student must:

1. Earn at least a grade of "B" on each of those courses during the semester(s) where the student is admitted on a conditional basis

OR

2. Earn a semester grade point average above a 3.0, earning no less than a C+ on any given course, during the semester(s) where the student is admitted on a conditional basis.

Failure to accomplish the above may result in the removal of his/her status to pursue graduate study. Admission on a conditional basis should not be routine.

Departments may establish standards that exceed the University conditional admission requirements.