

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: September 2, 2008

**REGULATION TITLE:**  
Admission of Graduate Students

**REGULATION NO.:**  
6C7-2.003

**SUMMARY OF REGULATION AMENDMENT:** This regulation has been substantially revised to include separate sections pertaining to doctoral applicants and master's applicants. The amended regulation also liberalizes the language proficiency requirement for international students. In addition, it increases the percentage of graduate students who may be accepted as exceptions to the minimum requirements.

**AUTHORITY:** BOG Resolution dated January 7, 2003

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Dr. Patricia Bishop, Vice Provost and Dean of Graduate Studies

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
e-mail: [regulations@mail.ucf.edu](mailto:regulations@mail.ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

Substantial rewording of Regulation 6C7-2.003 follows.

6C7-2.003 ~~Graduate Students~~ Admission of Graduate Students.

(1) This regulation applies to all students who seek to be admitted to graduate programs at the University of Central Florida.

(2) Each admitted student to a graduate degree program or to a post-baccalaureate professional program must meet the following minimum requirements:

(a) Earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution AND

(b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, OR

(c) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, OR

(d) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

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

(a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to 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 Graduate Record Examination or GMAT unless it is required by the program.

(b) In addition, doctoral applicants must 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 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) Additionally, all applicants to master's programs must meet the following specific requirements:

(a) A score on standardized exams such as the GRE 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 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 UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

(5) In addition to the above requirements, international students must show proficiency in written and spoken English by

(a) proving they are from a country where English is the only official language; or

(b) establishing that a prior bachelor's, master's or doctoral degree was earned from a regionally accredited college or university in the United States; or

(c) establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the only official language, or a university at which English is the only official language of instruction; or

(d) submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information must be included in the Graduate Catalog and program website information for that specific program.

(e) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the SPEAK exam administered by the UCF Center for Multilingual Multicultural Studies before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

(6) Exceptions to the above requirements:

(a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).

(b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit post-baccalaureate non-degree seeking students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(7) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.

~~\_\_\_\_\_ (1) Students who seek admission as first-time or transfer graduate students to a master's or doctoral (free standing or cooperative) degree program at UCF are required to meet certain minimal requirements.~~

~~\_\_\_\_\_ (2) In order to be admitted, a first-time graduate student or a student transferring from a graduate program at another university must have a bachelor's degree or equivalent from an accredited university and meet at least one of the following criteria:~~

~~\_\_\_\_\_ (a) The applicant shall have earned a "B" average or better (3.0 or higher on a 4.0 scale) in the last 60 semester hours attempted while registered as an upper division student working for a baccalaureate degree, or~~

~~—— (b) The applicant shall have a total Quantitative Verbal Graduate Record Examination score of 1000 or higher or an equivalent score on an equivalent measure approved by the Board of Regents, or~~

~~—— (c) Have a graduate degree from an accredited institution.~~

~~—— (3) Applicants whose native language is not English shall be required to meet a minimum score on the Test of English as a Foreign Language (TOEFL) in order to be eligible for admission to a graduate program. The TOEFL requirement varies by program.~~

~~—— (4) In admitting students for a given academic year, up to 10 percent of the graduate students admitted for that academic year may be admitted as exceptions to the above criteria. Students admitted as exceptions need not meet any of the criteria listed above but should meet other criteria devised by UCF, such as excellent letters by respected colleagues, or satisfactory performance in a specified number of graduate level courses taken as post baccalaureate students or practical professional experience in the discipline for a specified period of time.~~

~~—— (5) Applicants denied admission shall be given timely notice and reason for their rejection in writing. Applicants denied admission who meet the minimum systemwide standards may request reconsideration by written request to the dean of the college within thirty days of the date of denial. The request shall contain reasons why reconsideration is warranted. If the decision to deny admission is upheld, an applicant may appeal (through the college dean) the decision in writing within thirty days to the Graduate Council. The decision of the Graduate Council shall be forwarded to the Vice President for Academic Affairs who shall notify the applicant of the final decision.~~

~~—— (6) Further specific graduate procedures are contained in the UCF Graduate Procedure Manual which is available for review in the Office of Graduate Studies.~~

*Authority: BOG Resolution dated January 7, 2003. History–New 10-8-75, Amended 9-27-79, 1-*

*6-82, Formerly 6C7-2.03, Amended.*