

UCF-2.003 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) 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 in accordance with the provisions of University Regulation UCF-2.009.

(6) All graduate applicants must indicate whether or not Florida residency is claimed. An application or residency affidavit submitted by or on behalf of a student which contains false, fraudulent or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of UCF credit.

(7) 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 these 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.

(8) In addition to the above requirements, all graduate applicants must submit a medical history form. UCF reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the

members of the University community. In addition, the following immunizations are required prior to registration at UCF.

(a) Tetanus Toxoid – evidence of the completion of an initial series consisting of three spaced injections within ten years or evidence of an appropriate booster after a completed initial series within ten years;

(b) Tuberculin skin test or chest x-ray within one year – tuberculin skin test is preferred over the x-ray. However, all persons with a positive skin test must have a chest x-ray.

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

(10) Readmissions

(a) Graduate students who do not maintain continuous enrollment, must apply for readmission. Readmission is not guaranteed. The readmission decision is based on multiple factors such as previous academic performance, work taken since last attending UCF, space and fiscal limitations.

(b) A student who was previously dismissed from his or her graduate program and would like to reapply to the same program must have an approved conditional retention plan on file before a readmission decision can be made.

(11) Graduate applicants and graduate readmit applicants may be admitted subject to space and fiscal limitations.

Authority: BOG Regulations 1.001, 6.001, and 6.003. History–New 10-8-75, Amended 9-27-79, 1-6-82, Formerly 6C7-2.03, Amended 10-2-08, Formerly 6C7-2.003, Amended 7-30-09.