

ADMISSION

GRADUATE STUDENTS

PHILOSOPHY

Admission requirements for graduate study at UTSA are designed so that admitted students will have a high probability of success in graduate-level academic work. Graduate study is much more than a continuation of undergraduate work and should be considered only by those students with the capacity for independent thought and investigation. Graduate programs at UTSA use selective entrance requirements in their admission of students. In addition to the university-wide admission requirements listed below, each graduate degree program specifies additional admission requirements, including scores on the Graduate Record Examination (GRE) aptitude test, the Graduate Management Admission Test (GMAT), other standardized examinations, a portfolio, an audition, or other indicators of preparation for graduate study. Information on the GRE, the GMAT and test applications may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, or from UTSA Testing Services. The institution code for UTSA is 6919-5 for the GRE and 6919 for the GMAT. Applicants should refer to individual degree descriptions for additional admission requirements.

Consistent with Texas Education Code, Section 51.842(b), any degree program that uses an applicant's performance on a standardized test, other than scores obtained on the Test of English as a Foreign Language (TOEFL) required of international applicants, to make decisions about admissions or the award of competitive scholarships will compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds. If an applicant's performance on a standardized test is used for that purpose, it will be considered together with other criteria when making an admission or competitive scholarship decision and will not be used as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant.

GRADUATE CLASSIFICATIONS AND REQUIREMENTS

Classifications of graduate admission require approval by the Dean of the Graduate School, the administrative officer responsible for graduate education. The criteria for the various classifications of admission to UTSA are set forth below.

Graduate Degree-Seeking Students

A graduate degree-seeking student is one admitted to a graduate degree program. Admission as a graduate degree-seeking student may be unconditional, conditional, or conditional on academic probation.

Admission without Conditions

In order to be eligible for admission without conditions as a graduate degree-seeking student, an applicant normally must:

1. hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours of coursework for the baccalaureate degree, as well as in all graduate-level work taken
3. have completed at least 18 semester credit hours (12 of which must be at the upper-division level) in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major
4. be in good standing at the last institution attended
5. be recommended for admission by the Graduate Program Committee in the proposed major. The committee may examine a student on his or her previous preparation before a recommendation is made for the student to be admitted to the program.

Even though admission is based on the last 60 undergraduate hours attempted and all graduate coursework taken, students must list on the application for admission all colleges and universities attended and request that an official transcript from each institution be sent to the Graduate School. UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar.

Conditional Admission

An applicant who has insufficient preparation in his or her intended graduate degree program, or who lacks certain supporting documentation required for unconditional admission, may be admitted conditionally to the graduate degree program upon recommendation of the Graduate Program Committee in the proposed major and approval by the Dean of the Graduate School.

Conditions placed on admission may include:

1. submission of test scores or other indicators of preparation for graduate study that are unavoidably lacking at the time of admission
2. completion of additional coursework or other study to remove deficiencies, with such makeup work to be in addition to the regular degree requirements
3. completion of a given number of semester credit hours and the achievement of a minimum grade point average, in no case lower than that required for a student to remain in the University as a graduate degree-seeking or special graduate student, if the student's grade point average is less than that specified for unconditional admission. (See the section on Academic Standing in Chapter 5, *General Academic Regulations - Graduate*.)

Any conditions placed on the student's admission are included in the notification of admission. If conditions placed on admission are not met within the time specified by the Graduate Program Committee and stated in the admission notice, the Dean will direct the Registrar to withdraw the student from the University. The student may petition for reinstatement under the provisions listed in this bulletin. (See Petition for Reinstatement in Chapter 5, *General Academic Regulations - Graduate*.)

Admission on Academic Probation

An applicant who fails to meet the requirements for admission without conditions and is admitted on a conditional basis may be admitted on academic probation, upon recommendation of the appropriate graduate program committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better. Failure to earn this average results in academic dismissal.

Denial of Admission as a Graduate Degree-Seeking Student

If an applicant is not eligible for either admission without conditions or conditional admission, the applicant is denied admission as a graduate degree-seeking student. In such cases, the appropriate graduate program committee may recommend the applicant's admission or denial of admission as a special graduate student.

Special Graduate Students

A special graduate student is one admitted to UTSA for the purpose of enrolling in master's level and/or undergraduate courses without currently entering a degree program. An applicant who elects to enroll as a special graduate student normally must:

1. hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of an equivalent degree from a foreign institution
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of coursework for the baccalaureate degree as well as in all graduate-level coursework previously taken
3. be in good standing at the last institution attended
4. be recommended for admission as a special graduate student by the authorized representative of the discipline offering the graduate course or courses desired. The authorized representative of the discipline offering the course is the discipline graduate program committee acting through its chair or through its graduate advisor of record. If there is no graduate

program committee for the discipline, the chair of the department offering the discipline is the authorized representative. If the program is interdisciplinary, the Associate Dean for Graduate Studies and Research of the appropriate college is the authorized representative.

Even though admission is based on the last 30 undergraduate hours attempted for the bachelor's degree and all graduate coursework taken, students must list on the application all colleges and universities attended. Students must request that an official transcript be sent to the Graduate School from institutions attended for the last 30 undergraduate hours for the bachelor's degree. Also, official transcripts must be requested from the institution conferring the last degree, plus all the institutions where graduate hours were earned. UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar.

Special graduate students are eligible to take any master's level or undergraduate courses for which they have the necessary prerequisites, provided that space is available, and have the approval of the instructor in which the course is taught. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.

Special graduate students are advised that:

1. A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree, and then only when the student has been admitted as a graduate degree-seeking student and the credits earned for these courses have been evaluated and approved for this purpose by the appropriate graduate program committee.
2. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.
3. To continue at UTSA as a special graduate student in a subsequent semester, the student must meet the standards required to remain in UTSA as indicated in the section on Academic Standing.

Denial of Admission as a Special Graduate Student

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student if admission requirements for that classification have been met. (See Special Students in Chapter 4, *Admissions - Undergraduate*.)

Students holding bachelor's degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose or apply and be admitted as special graduate students. Students may not be enrolled at the graduate and undergraduate levels at the same time.

Non-Degree-Seeking Graduate Students

An applicant who wishes to enroll for courses without pursuing a degree at UTSA should apply for admission as a non-degree-seeking graduate student. In order to qualify as a non-degree-seeking graduate student the applicant must:

1. hold at least a baccalaureate degree from a regionally accredited college or university
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of coursework for the baccalaureate degree as well as on all graduate-level coursework taken
3. be in good standing at the last institution attended
4. be recommended for admission as a non-degree-seeking graduate student by the authorized representative of the discipline offering the graduate course or courses desired. The authorized representative of the discipline offering the graduate course is the discipline graduate program committee, acting through its chair or through its graduate advisor of record. If there is no graduate program committee for the discipline, the chair of the department offering the discipline is the authorized representative. If the program is interdisciplinary, the Associate Dean for Graduate Studies and Research of the appropriate college is the authorized representative.

Even though admission is based on the last 30 undergraduate hours attempted for the bachelor's degree and on good standing at the last institution attended, students must list on the application for admission all colleges and universities attended. Students must request that an official transcript be sent to the Graduate School from all institutions attended. UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar. A statement of good standing is required from the last institution attended.

Non-degree-seeking graduate students may register for any master's level or undergraduate course for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.

Non-degree-seeking graduate students are advised that:

1. Credit earned as a non-degree-seeking graduate student will not count toward a degree at UTSA.
2. If the student plans to obtain a graduate degree at UTSA, an application for admission should be made as either a graduate degree-seeking student or a special graduate student.
3. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a non-degree-seeking graduate student can be applied to a graduate-level teacher certification program.

International Students

Applications from persons holding nonpermanent visas will be processed as international. This includes applications received from other countries and requests to transfer from a U.S. college or university.

Applicants must:

1. Meet the graduate admission requirements.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). Students who need to take this test should write to the Educational Testing Service, Box 899, Princeton, NJ 08540, requesting information on taking the TOEFL. The code for UTSA is 6919.

	English Language Assessment Program (ELAP) Exempt	Admission Qualification*
TOEFL Computer	250	173
TOEFL Paper	600	500
IELTS	7	5

* A minimum score of 500 (paper version) or 173 (computerized version) on the TOEFL is required.

TOEFL scores may be waived for international students from countries where English is the primary language of instruction and the principal language spoken in the home; or for noncitizens of the United States earning a bachelor's degree or higher in the United States or other English-speaking countries. Participation in UTSA's English Language Assessment Program (ELAP) before registration is required of students with TOEFL scores below 600 (paper version) or 250 (computerized version). Based on this assessment, students needing additional instruction in English are required to enroll in appropriate English for International Students (EIS) courses.

IELTS is jointly managed by University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information visit www.ielts.org.

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information visit www.toefl.org.

3. Submit a statement guaranteeing the student's ability to pay all expenses while a student at UTSA, if attendance under the F-1 (student) visa is anticipated. The statement may be sent from a parent or guardian when endorsed by a bank or other reliable institution, or from a U.S. citizen who will accept responsibility for the student's financial needs.
4. Have an application, nonrefundable application fee (\$80 online or \$85 paper), and supporting credentials on file in the Graduate School by the appropriate application deadline. International students applying for readmission are only required to pay a nonrefundable application fee (\$80 online or \$85 paper). The nonrefundable application fee is also charged upon reapplication for admission following academic dismissal. See **Application Dates** for deadlines.

The above criteria serve as guidelines for admission for international students. The credentials of each applicant are examined on an individual basis by the Graduate School and the appropriate graduate program committee, with admission granted only to those who show promise of success in graduate study at UTSA.

Academic Fresh Start

An applicant who has earned a baccalaureate degree under the Academic Fresh Start statute, Texas Education Code § 51.931, will be evaluated on only the grade point average of the coursework completed for that baccalaureate degree and the other criteria stated herein.

Three-Attempt Rule

The Texas Legislature has enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed at www.utsa.edu/fiscalservices. The three-attempt rule applies to both undergraduate and graduate students. However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the "course count" begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule such as master's thesis, dissertation, independent study, and special topics courses with differing content.

Graduate students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in the Graduate School.

Procedures for Teacher Certification or for Certificate Endorsements at the Graduate Level

An applicant who desires to work on teacher certification requirements and holds a bachelor's degree should apply either as a graduate degree-seeking student or special graduate student (not special undergraduate student) to the Graduate Program Committee for the M.A. in Education for certification and endorsement requirements other than endorsements in Bilingual Education and English as a Second Language. Applicants for these endorsements should apply for admission as either a graduate degree-seeking student or special graduate student to the Graduate Program Committee for the M.A. in Bicultural-Bilingual Studies. A student who is simultaneously seeking a master's degree in education should apply for admission to the M.A. in Education Program or the M.A. in Bicultural-Bilingual Studies Program.

When admission has been granted, the student should apply to the College of Education and Human Development Advising and Certification Center for an analysis of his or her transcripts and for an official outline of a program that will ensure meeting the requirements to obtain a teacher's certificate or a certificate endorsement. In some cases it may be possible to meet certification requirements within a degree program; in other cases the student may need to take additional work for the certificate beyond that required for the graduate degree. The completion of degree requirements does not guarantee completion of Texas certification requirements. The student's program advisor and the College of Education and Human Development Advising and Certification Center will assist the student in planning an appropriate program of study.

Any student seeking a teaching certificate in the state of Texas must pass the Texas Higher Education Assessment (THEA) test. For further information on the THEA requirement and exemptions for teachers, a student should contact the College of Education and Human Development Advising and Certification Center.

Recommendations for teacher certification (to the Texas Education Agency) are made by the College of Education and Human Development Advising and Certification Center only after all requirements have been met and the student has officially requested such recommendation.

A brochure summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center.

Declaration of Previous College Work Attempted

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA must list all colleges attended on their UTSA application for admission. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from the University, or other appropriate disciplinary action. Students should consult the admission categories listed above to learn which transcripts they need to have sent to the Graduate School.

APPLICATION DATES

Master's Level

Applicants for admission as master's degree-seeking, special, or non-degree-seeking students may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, students are encouraged to have their admission file complete at least one month before the application deadline. Application forms and instructions are available on the Graduate School Web page at www.utsa.edu/graduate or from the Graduate School. The completed application form, a nonrefundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline. Application fees are assessed as follows: UTSA graduates or degree candidates \$30 (online), \$35 (paper) and non-UTSA students \$45 (online), \$50 (paper).

International students are charged a nonrefundable application fee (\$80 online, \$85 paper). The completed application form, the nonrefundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline for international students.

The application deadlines for master's-level applicants are:

Master's Domestic		Master's International	
Semester	Deadline	Semester	Deadline
Fall	July 1	Fall	April 1
Spring	November 1	Spring	September 1
Summer (Mini-mester)	April 1	Summer	March 1
Summer (first term and 10-week term)	May 1		
Summer (second term)	June 1		

Doctoral Level

The deadline for doctoral applicants are as follows: December 15 for Ph.D. Biology/Neurobiology candidates; all other doctoral programs February 1. Students enrolling in cooperative or joint programs between UTSA and other institutions must satisfy admission dates (and procedures) of the other institutions as well as those of UTSA. Failure to meet these admission deadlines will defer admission until a subsequent semester. Doctoral students are admitted during the Fall Semester only.

ADMISSION PROCEDURES

Each applicant for admission is responsible for ensuring that all required application materials (completed application form, nonrefundable application fee, test results, required transcripts, etc.) are on file in the Graduate School by the admission deadlines. Admission is not granted until the applicant's file is complete. Documents submitted in support of an application become the property of UTSA and cannot be returned.

Students who apply for admission to UTSA for any semester and do not register for courses must reapply for admission if they wish to enroll at a later date. Any subsequent application for admission must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents are required after one year, since files for admitted students who do not register for courses are not retained after that period. (See program descriptions in Chapter 7, *Graduate Program Requirements and Course Descriptions*, *UTSA Graduate Catalog*, for specific program admission requirements.)

READMISSION

UTSA graduate students who have not been in attendance for two full years must file an application for readmission, along with a nonrefundable application fee (\$30 online, \$35 paper), by the application deadline. International students pay a nonrefundable application fee (\$80 online, \$85 paper).

Former students returning to UTSA who have attended other institutions of higher education since they were last enrolled at UTSA must submit an official transcript from each institution. Eligibility for readmission of any former student depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and performance on any subsequent college or university work attempted. Readmission must be recommended by the appropriate graduate program committee.