

Utah Tech University Policy

704: Graduate Admission



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I. Purpose

- 1.1 This Policy outlines specific requirements for graduate admission at Utah Tech University (“the University” or “UT”).

II. Scope

- 2.1 Admission policies to the University or any of its programs are formulated by the appropriate committees of the University and in accordance with Utah System of Higher Education (USHE) policies.
- 2.2 This policy applies to all prospective graduate students who may seek acceptance into a Utah Tech University Graduate Degree Program.
- 2.3 All admission policies shall apply without regard to race, color, ethnic background, national origin, religion, creed, age, lack of United States citizenship, disability, veteran status, sexual orientation or preference, or gender or gender identity

III. Definitions

3.1 ***International Students:***

- 3.1.1 Applicants who are not U.S. citizens and have not received immigrant status from the U.S. Immigration and Naturalization Service are considered International Students.
- 3.1.2 International Students who are present in the United States on visitor, student, or other visas, which authorize only temporary presence in this country, do not have the capacity to intend to reside in Utah for an indefinite period and, therefore, must be classified as non-resident.

- 3.2 **Graduate Degree Program:** A Graduate Degree Program is a combination of courses and related activities with a coherent design, appropriate breadth, sequencing of courses, and synthesis of learning. A Graduate Degree Program is under the authority of a dean, the Director of Graduate Studies, Graduate Council, the Provost and Vice President of Academic Affairs, President, and the Board of Trustees for the attainment of broad educational objectives leading toward a post-baccalaureate degree.
- 3.3 **Leveling Course:** A Leveling Course is a pre-requisite course designed to prepare a prospective graduate student for the rigor and content of future graduate courses.
- 3.4 **Program Coordinator:** The faculty member responsible for overseeing a particular Graduate Degree Program in a department.
- 3.5 **Program Director:** The faculty member responsible for overseeing a particular Graduate Degree Program in a department and ensuring the program receives and maintains accreditation.

IV. Policy

- 4.1 Admission to a Graduate Degree Program at the University is based on the applicant's academic abilities, past academic and/or professional performance, and evidence of a reasonable chance of success within that program.
- 4.2 Admission is competitive and at the discretion of the prospective Graduate Degree Program. Meeting minimum admission requirements does not guarantee admission.
- 4.3 Minimum requirements for admission to a UT Graduate Degree Program are as follows:
 - 4.3.1 A bachelor's degree from a regionally accredited college or university that will be completed before matriculation into the Graduate Degree Program (The U.S. Department of Education website lists recognized regional accreditation agencies).
 - 4.3.2 A cumulative undergraduate GPA of at least 3.0. If the undergraduate GPA is below 3.0, consideration may be based on GPA calculated on the last sixty (60) semester hours (ninety [90] quarter hours) of undergraduate work.
 - 4.3.3 If the conditions in 4.3.2 are not met, conditional admission may be granted with approval from the Program Director and/or Department Chair.

- 4.3.4 No more than six (6) credits of graduate level coursework completed prior to matriculating into a Graduate Degree Program will count toward a graduate degree.
- 4.3.5 An official transcript from each previously attended college and/or university (except Utah Tech University) must be sent directly from each institution to the Admissions Office. Transcripts must be submitted for all coursework above the high-school level and include all prior degrees.
- 4.3.6 A completed application, along with the submission of all required supporting materials. Application deadlines will be set by the individual Graduate Degree Program and may vary.
- 4.3.7 Meet any additional requirements at the discretion of the individual Graduate Degree Program.
- 4.4 International applicants must satisfy all Graduate Degree Program requirements that apply to U.S. citizens in addition to the following:
 - 4.4.1 Provide a professional transcript evaluation of course work completed outside the United States. International Student Services will provide a list of accepted foreign credential evaluation services.
 - 4.4.2 Provide evidence of English language proficiency. Utah Tech University Graduate Degree Programs may require a minimum TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) score, or successful completion of English as a Second Language courses at a level specified by the Graduate Degree Program. Contact the Graduate Degree Program of interest for English language competency requirements.
 - 4.4.2.1 Students with a bachelor's degree or higher from a regionally-accredited (or equivalent) university in which the language of instruction was English may be exempt from English-language proficiency testing.
 - 4.4.3 Complete the Graduate Financial Guarantee Form. Every international student must complete a confidential financial statement that shows the student has sufficient funds to comply with the United States Department of State regulations. This form must be submitted before a student can receive the appropriate form that enables application for a student visa for entry into the U.S.

4.5 In addition to a bachelor's degree, students may be required to complete additional course work (Leveling Courses) prior to acceptance into a particular Graduate Degree Program to ensure proper preparation for study within that program.

4.5.1 Graduate departments may impose an age limit (i.e., how old the courses are) on Leveling Courses completed prior to entry into a Graduate Degree Program.

4.6 Graduate Student Classification

4.6.1 Full-Time Matriculated Graduate Student (Degree Seeking)

4.6.1.1 To be classified as full-time matriculated or full-time degree seeking, a student must be registered for nine (9) or more graduate credit hours per semester (excluding summer) and be formally admitted to a Utah Tech University Graduate Degree Program.

4.6.1.2 Full-time matriculated graduate students must be registered for at least one to three (1-3) graduate credit hours during the semester of the final thesis defense or, in a Graduate Degree Program without a thesis requirement, in the last semester of coursework required in the student's program of study.

4.6.2 Part-Time Matriculated Graduate Student (Degree-Seeking)

4.6.2.1 To be classified as part-time matriculated or part-time degree seeking, a student must be registered for 5-8 graduate credit hours per semester (excluding summer) and be formally admitted to a UT Graduate Degree Program.

4.6.2.2 Part-time matriculated graduate students must be registered for at least one to three (1-3) graduate credit hours during the semester of the final thesis defense or, in a graduate program without a thesis requirement, the last semester of coursework required in the student's program of study.

4.6.3 Conditionally-Admitted Graduate Student (Degree-Seeking)

4.6.3.1 Conditional admission as a graduate student at the University is granted solely at the discretion of the specific Graduate Degree Program to which a student seeks admission. Contact the specific Graduate Degree Program for more information regarding procedures and conditions for conditional admission.

4.6.3.2 Advancement from conditionally-admitted to full-or part-time matriculated graduate student status will be determined by the Graduate Degree Program, based on conditions, which may include the following:

4.6.3.2.1 Completion of outstanding requirements for the baccalaureate degree

4.6.3.2.2 GPA of 3.0 or above in 5000-level, 6000-level, or 7000-level classes specified by the Graduate Degree Program

4.6.3.2.3 Performance on a standardized graduate admission and/or English language competency test

4.6.3.3 Conditionally-admitted students may enroll for no more than ten (10) total credits, after which the conditionally-admitted student must be either changed to full- or part-time matriculated status by the graduate Program Director, or be released from the Graduate Degree Program.

4.6.4 Non-Degree Seeking Graduate Student

4.6.4.1 Students who are taking graduate courses at the University but have not been formally admitted to a Utah Tech University Graduate Degree Program are classified as non-degree seeking.

4.6.4.2 Not all Graduate Degree Programs allow Non-Degree Seeking Graduate Students to enroll in their graduate courses.

4.6.5 The above graduate student classifications do not determine eligibility for financial aid.

4.7 Graduate Program Application

4.7.1 All graduate applications, except official transcripts which are submitted to the Admissions Office, and supporting materials are initially submitted through the University Office of Graduate Studies.

4.7.1.1 International Students need to work with the Office of International Students and Scholars Office prior to submitting a graduate program application to ensure all requirements are met.

4.7.2 The individual Graduate Degree Program will provide the

Admissions Office with pertinent information regarding admission requirements for their respective programs, which may differ from those of undergraduate and other graduate programs.

4.7.3 Once a completed application is received, it will be evaluated by the Office of Graduate Studies, and if all criteria are met, the completed application will be forwarded to the Graduate Degree Program of interest for an admission decision.

4.8 The process to apply for financial aid is the same for graduate students as for undergraduate students. Graduate-level student loans are available for individuals participating in a Graduate Degree Program. The Financial Aid website contains current information on how to apply for graduate level student loans

4.9 Scholarships may be available for both Utah residents and non-residents. To qualify, students should contact the individual Graduate Degree Program for more information.

4.10 When available, graduate assistantships, work-study opportunities, internship or practicum programs are offered and administered by the graduate program/department in which the student is pursuing a graduate degree or graduate certificate.

4.10.1 Any academic credit for internships or practicum must be granted through a designated, credit bearing 5000-level, 6000-level, or 7000-level course.

V. References

5.1 University Policy 553: Academic Appeals

VI. Procedures

6.1 Appeals of decisions on all issues of an administrative nature, such as admission to the University, residency, tuition, course waivers, credit adjustment, graduation, program eligibility, participation in specific activities, financial aid, parking and traffic, and residence halls will be resolved based on the procedures outlined in the applicable University policy.

VII. Addenda—N/A

Policy Owner: Provost and Vice President of Academic Affairs
Policy Steward: Director of Graduate Studies

History:

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