

# Graduate Admissions

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## Admission

Basic admission requirements must be met before a student can be accepted. In meeting these requirements, an applicant 1) must have a bachelor's degree from a regionally accredited U.S. college or university or its foreign equivalent, with a satisfactory grade-point average; 2) must have an acceptable and current score on the aptitude tests of the Graduate Record Examination or the Graduate Management Admission Test, as specified by the department or program to which application is being made; 3) demonstrate potential for graduate work in the chosen field through previous academic performance; and 4) be approved for admission by the department in which a degree is sought. Certain programs require students to submit to and satisfactorily complete a background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. Applicants should examine departmental requirements with care.

The following sections detail the minimum standards required for admission to a graduate program at the University of Texas at Arlington. Meeting them does not guarantee acceptance into a departmental degree program because most departments have more stringent admission standards. The University may limit the number of students accepted in a program if the number of applicants exceeds the resources needed to support the educational objectives of that program. Admission to graduate programs is competitive. Therefore, students meeting admission requirements who are less well qualified than other applicants may be denied admission.

Applicants must complete the online application for admission (<https://www.uta.edu/admissions/graduate/apply/index.php> (<https://www.uta.edu/admissions/graduate/apply/>)). Since admission requirements vary and are program specific, go to <http://www.uta.edu/admissions/graduate> (<http://www.uta.edu/admissions/graduate/>) and look up current admission requirements in the current Graduate Catalog for the program or department to which admission is sought.

The admission policies of the academic departments of The University of Texas at Arlington comply with standards specified by the Texas Education Code, Section 51.842. Specifically, performance on a standardized test is not the sole criterion for consideration of an applicant for admission or the primary criterion to end consideration of the applicant for admissions. Relevant experience, commitment to the field of planned study, multilingual proficiency, and socioeconomic background (to the extent that it can be identified ) may also enter into these decisions. This law does not apply to standardized tests used to measure the English language proficiency of non-native English speakers without a bachelor's or master's degree from a regionally accredited U.S. institution.

## Basic Admission Requirements

### Application

Application for admission must be made on official application forms. Students may complete the application online by accessing our Web site <http://www.uta.edu/admissions/graduate> (<http://www.uta.edu/admissions/graduate/>). Please note, you may only submit one application, and be considered for admission to one program at a time.

### APPLICATION EVALUATION CHARGES

A non-refundable application evaluation charge is required of all applicants. Payment must be received before processing can begin. There are no exceptions to this policy.

A non-refundable evaluation charge of \$75 is required of all U.S. citizens and U.S. Resident Alien applicants who have attempted all of their college or university work at institutions located in the United States. A \$90 evaluation charge is required of all U.S. citizens and U.S. Resident Alien applicants who have attempted some or all undergraduate or graduate coursework at an institution located outside of the United States.

All international students are required to pay a non-refundable \$90 application evaluation charge.

## Required Official Transcripts, Marksheets, and Diplomas

Application processing for admission to a graduate program requires receipt of official U.S. transcripts or foreign country transcripts or marksheets and diplomas. Notarized, student emailed or fax copies of U.S. transcripts, foreign country transcripts, marksheets, and diplomas/degree verification and other academic records are not acceptable for processing purposes. Acceptable transcripts, marksheets, and diplomas/degree verification from U.S. and international institutions are described below. Documents meeting the indicated criteria will be accepted by Graduate Admissions for admission purposes. Unacceptable documents will prevent or cause delays in admission processing.

### U.S. Transcripts

Official transcripts from U.S. institutions are those issued electronically or sent by mail directly from the Registrar or transcript issuing office of the college or university of enrollment. Currently or previously enrolled UT Arlington students do not have to request their UT Arlington transcript.

## Foreign Country Transcripts or Marksheets and Diplomas

Official foreign country transcripts or marksheets and diplomas/degree verifications are those issued electronically or sent by mail directly from the Registrar or transcript issuing office of the college or university of enrollment. A degree verification statement must accompany the transcript or marksheets if a degree was awarded but not stated on the transcript or marksheets. If not issued in English, an exact word for word original English translation bearing the original university or translation agency attestation must accompany the transcript or marksheets and degree verification.

## Grade Point Average Calculation for Admission

### Students With Degrees From U.S. Institutions

The grade-point average for admission to graduate school at The University of Texas at Arlington is calculated according to Texas law and the policies and procedures of Graduate Admissions. For applicants completing work in U.S. institutions of higher learning, calculation of the grade-point average for admission purposes is based on the last two years of courses from the bachelor's degree transcript, on a 4.0 scale. In practice, this grade-point average is based on approximately the last 60 semester hours or the equivalent in quarter hours (90 quarter hours) shown on an applicant's bachelor's degree transcript.

In cases in which an applicant's transcript shows repeated courses, the grade-point calculation includes all grades earned in those courses.

For an applicant who applies before official receipt of the bachelor's degree, the last 60 semester hours grade-point calculation will include senior college and university work completed to date. The grade-point average will not be automatically recalculated upon receipt of the degree.

An applicant wishing to have undergraduate courses completed after their degree has been awarded included in the grade-point calculation may submit a written request to Graduate Admissions at the time the application for admission is submitted.

An additional grade-point average is calculated for an applicant awarded or completing a master's or doctoral degree at the time application to UTA is made. For master's level students, the grade-point calculation will include all graduate level courses taken subsequent to the bachelor's degree at the institution from which the degree has been or will be awarded. For doctoral level students, the grade-point calculation will include all graduate level courses taken subsequent to the bachelor's and master's degree at the institution from which the doctoral degree has been or will be awarded. The grade-point average will be calculated on the basis of information provided at the time application to UTA is made and will not be automatically recalculated upon completion of on-going work or award of a degree.

International applicants and others with degrees earned outside the United States should see the grade-point calculation information under Admission of International Students and Resident Aliens.

The following are not included in grade-point calculations for admission purposes:

- a. courses completed at junior or community colleges
- b. courses completed by examination or correspondence
- c. incomplete grades or withdrawals
- d. pluses and minuses
- e. personal improvement courses such as activity courses in physical education
- f. graduate courses or any courses completed in graduate student status (a graduate grade-point average will be calculated and reported separately)
- g. courses in which the grade is a P, pass, credit, satisfactory or other such designation

### Students With Degrees From International Institutions

The calculation of the GPA for international applicants and U.S. resident aliens who have earned degrees from colleges or universities in the United States follows the policies and procedures for U.S. applicants. The diversity of marksheets and transcripts from foreign universities requires flexibility in calculating approximate equivalents of U.S. GPAs. Generally, GPAs for applicants with foreign degrees are calculated using the final grade for courses taken in the last two years of the applicants' undergraduate program. For an applicant who applies pending receipt of the bachelor's degree, the GPA calculation will include final course grades for the last two years of undergraduate work available at the time the application is submitted for processing. All grades are converted to the U.S. 4-point scale. Pluses and minuses, graduate courses, and personal improvement courses such as physical education are not included in these calculations.

## GPA Calculation under Academic Fresh Start Statute

### Admission to Undergraduate Programs

Texas residents may seek to enter undergraduate programs at U.T. Arlington under provisions of the "academic fresh start" statute, Section 51.931 of the Texas Education Code. When applicants inform U.T. Arlington admissions officials in writing of their decision, U.T. Arlington will not consider in the admissions decision any academic course credits or grades earned 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. Applicants who decide to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment under academic fresh start.

## Admission to Postgraduate/Professional Programs

Applicants who have earned baccalaureate degrees under the "academic fresh start" statute, Section 51.931 of the Texas Education Code, and who apply for admission to a postgraduate or professional program will be evaluated on only the grade-point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

## Standardized Test Requirements

Official test score reports for the Graduate Record Exam (GRE), Test of English as a Foreign Language (TOEFL), and TOEFL iBT are issued by the Educational Testing Service (ETS) and sent by ETS directly to Graduate Admissions. Official test score reports for the Graduate Management Admission Test (GMAT) are issued by the Graduate Management Admission Council (GMAC) and sent by GMAC directly to Graduate Admissions. Current information about GRE, GMAT, TOEFL, and TOEFL iBT test dates, locations and registration procedures is published by ETS at [www.ets.org](http://www.ets.org). For current information about the GMAT including test dates, locations, registration procedures, and time frames for test score validity, access [www.mba.com](http://www.mba.com). Official test scores for the International English Language Testing System (IELTS) are reported on an IELTS issued Test Report Form (TRF) and sent directly to Graduate Admissions from IELTS. Current information about IELTS test dates, locations and registration procedures is published by IELTS at [www.ielts.org](http://www.ielts.org).

## GRE and GMAT Minimum Scores

The University of Texas at Arlington does not set minimum GRE or GMAT requirements that apply to all students. Individual programs or departments determine GRE and GMAT requirements for admission to their programs. Individual departments and programs may evaluate GRE or GMAT scores as one of several criteria to determine admissibility. Test scores do not constitute the sole or primary basis for admission or for ending consideration of an applicant. Applicants should refer to individual departmental or program section for test requirements.

## TOEFL iBT or IELTS Score Minimums for Admission

The University of Texas at Arlington sets test score minimums for tests that measure English proficiency such as the TOEFL iBT, and IELTS; however, individual departments and programs may give preference to students who exceed these minimums. An applicant whose native language is not English must demonstrate a sufficient level of skill with the English language to assure success in graduate studies. Applicants are expected to submit a score of at least 6.5 on the IELTS, or achieve a minimum TOEFL iBT total score of 79. Further, when the TOEFL iBT is taken, sectional scores of at least 22 on the writing section, 21 on the speaking section, 20 on the reading section, and 16 on the listening section are preferred. However, admission to any graduate program is limited and competitive. Meeting the minimum admission requirements does not guarantee acceptance and programs may give preference to students with higher scores. Information regarding program-specific preferences can be found in the each program's description of admission qualifications.

An applicant holding either a bachelor's or a master's degree from a regionally accredited U.S. college or university is not required to submit a TOEFL iBT, or IELTS score for admission purposes. Any other waivers of the score requirements must be recommended by the applicant's Graduate Advisor and approved by the college or school dean.

## TOEFL iBT or IELTS Requirements for Graduate Teaching Assistants

Before being appointed to an assistantship at UT Arlington, a student whose native language is not English must demonstrate acceptable skill with spoken English. An applicant who is a non-native speaker of English must submit a TOEFL iBT score of at least 23, or a score of at least 7 on the Speaking section of the IELTS, or take and pass the UTA Developmental English course to meet this requirement. Only official scores provided directly to UT Arlington by ETS or IELTS are acceptable. The English proficiency requirement will be waived for non-native speakers of English who possess a bachelor's degree from an accredited U.S. institution.

## Application Deadlines

### United States Citizen Applicants

A U.S. citizen student may complete the application online. Since admission requirements vary and are program specific, go to our Web site at <http://www.uta.edu/admissions/graduate> (<http://www.uta.edu/admissions/graduate/>) for admission criteria specific to each individual department and program. The application and following required credentials should be submitted preferably 90 days prior to the date of expected enrollment:

- a. one set of official transcripts of all undergraduate and graduate college work; currently or previously enrolled UTA students do not have to request UTA transcripts
- b. official GRE or GMAT test score as required by the intended program
- c. official TOEFL or IELTS test score, if applicable
- d. letters of recommendation as required by the intended program
- e. essay or statement of general academic plans as required by the intended program
- f. a nonrefundable application evaluation charge of \$75, if no foreign college or university work or \$90, if foreign college or university work

Some graduate programs may set deadlines for application or consideration of applicants for graduate assistantships that are earlier than general deadlines established by Graduate Admissions. Such deadlines will be included in descriptions of admission requirements provided by each department.

Applicants should read those materials carefully and submit their application materials before a departmental deadline passes. If the department does not specify a deadline, applicants should meet the Graduate Admissions deadlines described above.

## International and U.S. Resident Alien Applicants

An International or U.S. Resident Alien applicant may complete the application online. Since admission requirements vary and are program specific, use this link <http://www.uta.edu/admissions/graduate> (<http://www.uta.edu/admissions/graduate/>) and look up current admission requirements in the current University Catalog for the program or department to which admission is sought. The application and following required credentials should be submitted preferably 120 days prior to the date of expected enrollment: 1) all international students must submit a nonrefundable application evaluation charge of \$90. U.S. Resident Alien applicants WITH foreign college or university work must submit a non-refundable application evaluation charge of \$90. U.S. Resident Alien applicant WITHOUT foreign college or university work must submit a non-refundable application charge of \$75; 2) one set of official marksheets, diplomas or transcripts of all undergraduate and graduate coursework; 3) official GRE or GMAT test score as required by the intended program; 4) official TOEFL or IELTS test score, if applicable; 5) three letters of recommendation; 6) general academic plans; 7) financial and/or immigration documentation as specified in the application instructions.

## Changes to a Submitted Application

### Starting Semester, Degree Program, or Degree Level

Current applicants wishing to change the semester in which they plan to start study at UT Arlington, programs in which they wish to be considered for admission, or degree levels (e.g., master's or doctoral) for which they initially applied, may request that their application be reprocessed for possible admission by completing the form "Reactivate an Admissions Application". This form is completed [online at our website \(https://www.uta.edu/admissions/\)](https://www.uta.edu/admissions/). Applicants may submit only one "Reactivate an Admissions Application" at a time. The initial admission decision does not automatically apply when an applicant requests these types of changes to their application. When a request is received, the appropriate non-refundable U.S. Citizen, Resident Alien or International Student application evaluation charge must be paid in order to begin processing the request. Once the fee is paid the application is thoroughly re-evaluated to ensure it is complete and current and a new admission decision will be made. This rule does not apply to an applicant who was admitted but did not enroll because of deployment as a member of the armed forces of the United States serving on active duty in a combative operation outside the United States. For an applicant requesting a change in their semester start date because of deployment in a combative operation outside the United States the initial program admit decision and standardized test scores submitted for admission to the initial program automatically apply to the change in semester start date and the application evaluation charge for the change is semester start date is waived (TEC Sec. 51.844).

### Retention of Application Materials

Application materials become property of The University of Texas at Arlington and cannot be returned.

### Notification of Applicants Regarding Admissions Decisions

While admission related information received from the graduate program to which an individual has applied may be important and useful, such information does not constitute official notice of admission into a graduate program at The University of Texas at Arlington.

Official notification of the admission decision is issued by Graduate Admissions and sent directly to the applicant. It is very important that applicants read this notice carefully because it describes any conditions or restrictions placed on admission that must be addressed. Many of these conditions must be satisfied before the end of the first semester of enrollment. If they are not, a student may be barred from enrolling in subsequent semesters. Thus applicants should read the notice and keep it for future reference. Admission conditions described in official notification letters are described in the following section.

## Types of Admission Decisions

After an applicant's credentials have been evaluated by the Graduate Advisor in the applicant's major area the applicant will be notified by letter and email sent by Graduate Admissions of : 1) acceptance and admission under one of the categories of admission listed below; or 2) denial of application; or 3) deferral of application for reasons listed in the letter. If accepted, the acceptance notification will state conditions for admission, if any, and period of validity of the acceptance. Applicants who have not received an admission notification one week prior to the beginning of classes for the semester for which admission is sought should contact Graduate Admissions for information concerning the status of their application.

### Unconditional Admission

An applicant who meets all requirements is normally considered for unconditional admission.

### Probationary Admission

An applicant who does not meet all requirements for unconditional admission nevertheless may show promise for successful graduate study and, upon recommendation of the Graduate Advisor, Committee on Graduate Studies and with approval of the academic dean may be granted probationary admission. Special course requirements or other conditions may be imposed by the advisor, Committee on Graduate Studies and/or dean.

## Provisional Admission

An applicant unable to supply all required documentation prior to the admission deadline but whom otherwise appears to meet admission requirements may be granted provisional admission upon recommendation of the appropriate Graduate Advisor and Committee on Graduate Studies. Complete and satisfactory credentials must be received by Graduate Admissions before the end of the semester in which the student has registered in a provisional status. A student will not be permitted to enroll with a provisional status for more than one semester. Provisional admission does not guarantee subsequent admission on an unconditional basis. International applicants residing outside of the United States at the time of application are not admitted on a provisional basis. A student may not hold an assistantship while in provisional status.

## Deferred Admission

If an applicant is not able to supply required application materials or must complete additional preparatory work before their admissibility can be determined, the admission decision may be deferred until records are complete. The applicant will be sent an Admission Deferral Notice specifying the data that must be provided or the work that must be completed before the application will be reconsidered. The application may be reactivated for reprocessing by submitting the "Request to Reactivate Application." An application evaluation charge will be required for each reprocessing request unless the request is made for the original semester and program.

## Denied Admission

Admission is typically denied if an individual fails to meet more than one of the admission standards of the department to which he or she applied and the admission committee feels that there is insufficient basis to justify a probationary, provisional or deferred admission recommendation. As the admission process is competitive, students meeting basic admission requirements who are less well qualified than other applicants may also be denied admission.

Applicants denied admission to a graduate program may not take or reserve graduate courses for graduate credit. Applicants may reapply for admission if the deficiencies in credentials that led to denial are remedied. An application evaluation charge will be required for each reprocessing request. Applicants denied admission may ask the Graduate Advisor in the program to which they applied about the reasons for the denial.

## Pathways Admission

Applicants who are admitted by the graduate advisor of their program but who do not meet the University of Texas at Arlington (UTA) English language requirements, may be granted admission to the Pathways Program run by the English Language Institute (ELI) in the Department of Linguistics and TESOL at UTA. Students admitted through Pathways will be required to take the ELI's Gateways to English Success Program (GESP) entrance exams prior to the beginning of the semester for which they have been admitted. The results of these exams are subdivided by English skill (writing, reading, listening, speaking) and determine the particular GESP courses (if any) that students must take in the Pathways Program to improve all of the skills in which they lack proficiency.

All students must meet UTA and any departmental English language requirements before enrolling in academic courses. Students who score a 6 or higher in all four skills of the GESP entrance exams meet the UTA English language requirements. However, individual departments may set a higher English language requirement. Students who meet the English language requirements for both UTA and their department will be allowed to register solely in academic courses. Students who do not meet both of these conditions will be required to enroll in GESP courses. Students must take the appropriate GESP courses for all skills in which they score a 4 or 5. Students who score a 6 in some skills but not others may be eligible to concurrently enroll in academic and GESP courses (with advisor approval). Students who do not meet these score requirements must enroll in full-time English language study and may not undertake any academic coursework until they complete the appropriate GESP course(s) at the required level. Further, students who score a 3 or lower in any skill will not be allowed to enroll in any academic courses and may be required to enroll in the ELI's English for Academic Purposes (EAP) program until they demonstrate sufficient proficiency to enter GESP courses.

Students complete and exit the Pathways Program by earning acceptable scores on the GESP entrance examinations or successfully completing GESP courses at required levels.

When students exit the Pathways program, they may begin full-time study in the academic program to which they were initially admitted at the start of the next available semester.

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GESP tuition charges, important dates, and other information can be found at <https://eli.uta.edu/GESP> (<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feli.uta.edu%2FGESP&data=02%7C01%7C%7C4b0c3310157940738c1d08d6296ecec7%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636741953217891207&sdata=QN%2BNRd7yVmzZ0DjVKGfRM7R9lj3yFn1WnLUKppHjJEs%3D&reserved=0>) or by contacting the GESP Coordinator at the English Language Institute, Box 19560, Arlington, Texas 76019. Email: [atherton@uta.edu](mailto:atherton@uta.edu)

## Special Admissions Programs for UT Arlington Undergraduates

### Outstanding UT Arlington Undergraduates

Upon the recommendation of the Graduate Advisor, outstanding graduates of The University of Texas at Arlington may be admitted to a master's degree program or B.S. to Ph.D. track by facilitated admission. To qualify, the student must meet the following minimum requirements:

- a. The student must have graduated from a commensurate bachelor's degree program at UT Arlington no more than one academic year prior to the semester for which admission to a graduate program is sought. A commensurate bachelor's degree program is one that is a normal feeder program for the master's degree program to which the student seeks admission. Undergraduate students in their final year of study are also eligible; in such cases, facilitated admission is conditional upon successful completion of the bachelor's degree.
- b. The student's grade-point average must equal or exceed 3.5 in each of two calculations:
  - i. the grade-point average in the last 60 hours of study as calculated in Graduate Admissions for admission purposes
  - ii. all work completed at UT Arlington to date

Students who qualify for facilitated admission will be admitted directly to graduate school without completing the application for admission, submitting an application evaluation charge or taking the GRE or GMAT. Students who believe they may qualify for this program should contact the appropriate Graduate Advisor. Some programs may require a higher grade-point average to qualify. Not all graduate programs participate in Facilitated Admission of Outstanding Undergraduates.

### Admission With Graduate Record Examination Waived

Upon recommendation of the Graduate Advisor, outstanding UT Arlington graduates may qualify for waiver of the requirements for the Graduate Record Examination (GRE). To qualify, the applicant must meet the following minimum requirements:

- a. The student must have graduated from a commensurate bachelor's degree program at UT Arlington no more than three academic years prior to admission to the graduate program (as measured from the start of the semester for which admission is sought). A commensurate bachelor's degree program is one that is a normal feeder program for the master's degree program to which the student seeks admission. Undergraduate students in their final year of study are also eligible; in such cases, admission with the GRE waiver is contingent upon successful completion of the bachelor's degree.
- b. The student's UT Arlington grade-point average must equal or exceed 3.0 in each of two calculations: (a) in the last 60 hours of study as calculated for admission by Graduate Admissions; (b) in all undergraduate coursework completed at UT Arlington.

Applicants qualifying for waiver of the GRE who do not qualify for facilitated admission, must comply with all other requirements for admission, i.e., submitting the application for admission, paying fees, providing official transcripts from other institutions, and meeting any requirements established by the admitting graduate program. The GRE waiver must be recommended by the Graduate Advisor at the time of admission. The waiver of GRE program applies to applicants for master's degree programs only. Some programs may require higher grade-point averages to qualify. Not all graduate programs participate in the GRE waiver program.

### Fast Track to Master's Degree

The Fast Track program is designed to encourage gifted UT Arlington undergraduate students to complete a master's degree at UT Arlington, by enabling them to complete their undergraduate studies without delay and reducing the time and the number of additional courses needed to complete a master's degree. It is available in some graduate programs to outstanding UT Arlington undergraduate students and admission to these programs is highly selective. Participating undergraduate students use a set of courses specified by their graduate program to satisfy both undergraduate bachelor degree and graduate master's degree requirements. Students must formally apply to and be accepted as a Fast Track student by a participating graduate program to receive the full benefits of the program. Admitted students going on to complete all program requirements successfully will be automatically admissible to the associated master's program when they receive their bachelor's degree. They will not have to submit the formal application for admission to Graduate Admissions, pay an application evaluation fee, or take the GRE. Students who do not complete the Fast Track program may apply for admission per regular means but must take all required tests and pay all required fees. Admission in such cases is not automatic and will be based on the published admission requirements of the program applied to all regular applicants. Not all programs offer a Fast Track option. Interested students should consult with their intended program's graduate advisor prior to their senior year for detailed information regarding requirements and application procedures.

### Dual Master's Degrees

Students may seek admission to dual master's degrees programs which allow a limited amount of course credit to be shared between two master's degrees. This reduces the total number of credit hours required to complete both. Students in any dual degree program must be admitted to each participating program. Students in a graduate degree program who later decide to pursue a dual degree must be admitted to the second program prior to completing the degree requirements of the first (See [Master's Degree Requirements \(http://catalog.uta.edu/archives/2023-2024/academicregulations/degreerequirements/graduate/\)](http://catalog.uta.edu/archives/2023-2024/academicregulations/degreerequirements/graduate/) for details).

## Non-Degree Seeking (Special) and Graduate Certificate Applicants

A person holding a bachelor's degree from a regionally accredited U.S. institution or its foreign equivalent wishing to take graduate courses at The University of Texas at Arlington but not planning to pursue a graduate degree may apply for admission as a special non-degree seeking student or graduate certificate student. In most cases, admission as a special non-degree seeking student is granted only for the purpose of participating in special graduate course offerings, or for taking courses to be transferred to another institution. A student who has been denied admission to or been dismissed from graduate studies may not be permitted to enroll as a special non-degree seeking or graduate certificate student.

Before submitting an application for admission, an applicant for special non-degree seeking student or graduate certificate should consult with the Graduate Advisor in the department or program in which the graduate course or graduate certificate is offered. Applicants may complete the application online. In addition to the application, applicants must submit an official transcript of previous college work showing evidence of an undergraduate degree and, if applicable, a graduate degree. Special non-degree seeking student admission status is granted for the semester for which the application is submitted. Further enrollment as a special non-degree seeking student must be approved on a semester-by-semester basis. Graduate certificate enrollment is limited to the courses and length of time required to complete the graduate certificate program. Special non-degree students and graduate certificates may not hold graduate assistantships or enroll in research, thesis, internship or dissertation courses.

Up to 12 graduate level (5000 and above) semester credit hours earned as a special non-degree seeking student may be applied to a graduate degree program, subject to the policies on grades and graduate credit described in the General Information and Regulations section of this catalog. Review and approval of the appropriate Committee on Graduate Studies and the approval of Graduate Admissions are required. All grades in courses taken as a special non-degree seeking student and graduate certificate status will be considered in computing a student's graduate grade-point average.

A former or currently enrolled special student or graduate certificate student wishing to apply for admission to a graduate degree program must submit a graduate admissions application online, all supporting documents listed in the Admission section of this catalog, and the appropriate non-refundable application evaluation charge. Admission as a special student or graduate certificate student in no way guarantees subsequent admission into a graduate program in graduate school.

NOTE: Immigration regulations do not generally permit international students to study as special non-degree seeking or certificate students. If you are an international student, please contact Graduate Admissions before submitting an application so that eligibility to apply as a special non-degree seeking or graduate certificate student can be determined.

## Readmission

A student previously enrolled in graduate school at The University of Texas at Arlington, wishing to resume graduate work after an absence of a fall or spring term or longer (summer excluded) must submit an "Application for Readmission" form online and pay the required non-refundable application evaluation charge. This rule does not apply to a student who withdraws with an Approved Leave of Absence or to a student who withdraws from the university because of deployment as a member of the armed forces of the United States serving on active duty in a combative operation outside the United States. A student returning from an Approved Leave of Absence as scheduled will be automatically readmitted and will not be required to submit an application or pay an application fee. For a student withdrawing due to deployment in a combative operation outside the United States readmission will be granted upon request, the readmission fee waived, previously submitted standardized test scores will remain acceptable and credit toward for any work previously completed applied. (TEC Sec. 51.844). In addition, the student may be eligible for the same financial assistance provided before the student's withdrawal (TEC, Section 51.9242).

The "Application for Readmission" is completed online at our Web site <http://www.uta.edu/admissions/graduate> (<http://www.uta.edu/admissions/graduate/>). Students may submit only one "Application for Readmission" at a time. A \$30.00 application charge is required of all U.S. Citizen and U.S. Resident Alien applicants who have attempted or completed all of their college or university work at institutions located in the United States. A \$60 evaluation charge is required of all U.S. Citizen and U.S. Resident Alien applicants who have attempted or completed some or all of their coursework at an institution located outside of the United States. A \$60 evaluation charge is required of all International students. Payment must be received before processing can begin. An application evaluation charge is required with each readmission application form submitted. International students and U.S. Resident Alien students should submit this form and pay the required non-refundable evaluation charge 120 days prior to their expected semester of enrollment, and U.S. Citizen students 90 days prior to their expected date of enrollment.

A former student wishing to apply for a dual degree program must complete the "Application for Readmission" form online.

An applicant for readmission should consult with the Graduate Advisor of the program, or the Graduate Advisors of the dual degree programs, before submitting the readmission form and fee to Graduate Admissions. This is particularly important when requesting readmission to a new program or requesting readmission to a dual degree program.

An applicant for readmission who has enrolled at other institutions during their absence from UT Arlington (including those in UT Arlington concurrent enrollment) must submit official transcripts showing such coursework to Graduate Admissions.

## Change of Graduate Major, Program, or Degree Level for Current Students

Students wishing to change graduate major, program or degree level (master's or doctoral classification) from the one in which they are enrolled currently or in which they were enrolled during the most recent semester at UT Arlington, must initiate the change by completing the "Change of Program or Degree Level" form online. Students may submit only one "Change of Program or Degree Level" form at a time. Additional forms will not be processed

until a final decision on any prior request has been made. Students intending to change majors should consult the Graduate Advisor of the new program regarding program admission and degree requirements before completing this form. Similarly, students wishing to change degree level should submit the request after discussing the matter with the appropriate Graduate Advisor.

Students wishing to change from one program to a dual degree program must complete the "Change of Program or Degree Level" form online available at <https://www.uta.edu/records/graduation/enrollment-continuation.php>

## **Master's, Doctoral and Certificate Programs**

The University of Texas at Arlington offers numerous master's and doctoral degrees and certificates in a wide spectrum of academic and professional programs. Many certificate programs are available for persons seeking to enhance their professional skills and careers which do not require admission in a particular master's or doctoral degree program. In addition to typical classroom instruction suited to either full or part-time students, a number of degrees and certificates can be pursued through distance educational formats.

**Students interested in learning about UTA's graduate-level opportunities can find all of our [current graduate degrees, specializations, and certificates here.](http://catalog.uta.edu/archives/2023-2024/graduateschool/degrees/) (<http://catalog.uta.edu/archives/2023-2024/graduateschool/degrees/>)**