

Utah Tech University Policy

704: Graduate Admission



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I. Purpose

- 1.1 The Graduate Admission Policy at Utah Tech Univeristy (“the University”) outlines the specific requirements for graduate admission.

II. Scope

- 2.1 Admission policies to the University or any of its programs are formulated by the appropriate committees of the University, in accordance with the Utah Board of Higher Education policies.
- 2.2 This policy applies to all prospective graduate students who may seek acceptance into a Utah Tech University graduate 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.

III. Definitions

- 3.1 ***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. It is under the authority of a dean, the Director of Graduate Studies, Graduate Council, the Vice President of Academic Affairs and Provost, President, and the Board of Trustees for the attainment of broad educational objectives leading toward a post-baccalaureate degree.
- 3.2 ***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.

3.3 ***Program director:*** A program director is the faculty member responsible for overseeing a particular graduate program in a department.

3.4 ***International Students:***

3.4.1 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.

3.4.2 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 nonresident.

IV. Policy

4.1 Admission to a graduate program at Utah Tech 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 program. Meeting minimum admission requirements does not guarantee admission.

4.3 Minimum requirements for admission to a Utah Tech University graduate 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 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 2.9 consideration may be based on GPA calculated on the last 60 semester hours (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 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.

- 4.3.5 Appropriate admissions test scores if required. (Contact individual graduate program for specific admissions test requirements.)
 - 4.3.6 Additional requirements such as interviews or letters of recommendation may be required at the discretion of the individual programs.
 - 4.3.7 A completed application, along with the submission of all required supporting materials. Application deadlines will be set by the programs and may vary.
- 4.4 International applicants must satisfy all 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 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 program. Contact the graduate 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 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 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 program.
- 4.6.1.2 Full-time matriculated graduate students must be registered for at least 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.

4.6.2 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 Utah Tech University graduate program.
- 4.6.2.2 Part-time matriculated graduate students must be registered for at least 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 program to which the student seeks admission. Contact the specific graduate 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 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- and/or 6000-level classes specified by the graduate 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 10 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 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 program are classified as non-degree seeking.

4.6.4.2 Not all graduate programs allow non-degree seeking 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 and supporting materials are initially submitted through the University Office of Admissions.

4.7.2 The individual graduate programs will provide the Admissions Office with pertinent information regarding admission requirements for their respective programs that 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 Admissions Office and if all criteria are met, it will be forwarded to the graduate program of interest for an admission decision.

4.8 The process for applying for financial aid is the same for graduate students as for undergraduate students. Graduate level student loans are

available for those participating in a graduate program. The Financial Aid website contains current information.

4.9 Scholarships may be available for both Utah residents and non-residents. To qualify, students should contact the individual graduate programs 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- or 6000-level course.

V. References

5.1 University Policy 552: Students Conduct Code

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 University Policies and Procedures Manual, Policy 552.

VII. Addenda – N/A

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Associate Provost for Academic and Budget Planning

History:

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