APPLICATION FOR ADMISSION

Application, Admission, and Registration

Applying for Admission

General Application Requirements

Graduate applicants must submit a completed online application, a nonrefundable application fee of $65 (USD), and the following supporting credentials:

• One official transcript of the applicant’s academic record from every college and university previously attended. If credit from one institution has been transferred to another and is listed on the receiving institution’s transcript, a transcript from the original institution is not required. If an applicant is currently enrolled in a degree program and will not graduate prior to an admission deadline, transcripts should be provided that reflect courses in progress. Prior to receipt of the final official transcript, students may be admitted for the first semester but will not be permitted to register for the following semester unless the final official transcript has been received.

• Applicants whose prior degree(s) is/are from a college or university outside the United States may also submit a third party credential evaluation, but it is not required. See Credential Evaluations below.

• Three letters of recommendation from former professors, employers, or persons well acquainted with the applicant’s academic potential.

• Official copies of GRE scores or results from other authorized examinations as required by the program to which one applies. Scores are valid for five years from the time originally taken.

• Any additional materials required by the program or department such as audition, interview, portfolio, resume, writing sample, personal statement, etc. Please refer to the Guide for Graduate Admissions or the departmental/program website for specific instructions and/or requirements.

All credentials must be in English and received by The Graduate School by the posted deadline. International applicants should refer to the section below entitled Additional Requirements for International Applicants.

Domestic applicants are required to have recommenders submit letters of recommendation electronically. International applicants may send paper recommendations. In addition, copies of official academic transcripts may be uploaded to the application electronically by converting the paper document to a PDF file and submitting it in the appropriate section of the application. Resumes, personal statements, and requested forms also may be provided electronically by uploading the documents into the application prior to submission. Uploading required credentials and having recommenders provide recommendations electronically speeds the processing of applications. International applicants who cannot utilize these features may submit credentials by mail and are not disadvantaged in the admission process.

Pursuing Multiple Programs

Students may pursue only one degree program of a given level at a time.

Students may pursue one or more graduate certificate(s) simultaneously with a graduate degree program.

Application Deadlines

Unless otherwise stated in the Application and Admission section of the appropriate program or the Guide for Graduate Admissions, the application for a specific term of entry, including supporting credentials, must be received by the following deadlines:

Domestic Applicants:

• Fall Semester — July 1
• Spring Semester — October 1
• Summer Session — April 1

International Applicants:

• Fall Semester — May 15
• Spring Semester — September 15
• Summer Session — February 15

Deadlines may be extended one month if the international applicant is already in the U.S.

Additional Requirements for International Applicants

International applicants include citizens or permanent residents of a country other than the United States. International applicants may be in the United States on an educational, worker, or visitor visa, or be residing in their home country. International applicants must submit all application materials as described above. All supporting credentials must be in English and transcripts must be submitted to The Graduate School.

International applicants on, or intending to be on, an F-1 or J-1 visa are required to certify that they have adequate financial resources to cover the cost of tuition and fees, accommodation and meals, insurance, and other living expenses. Financial forms and supporting bank/sponsor documents may be downloaded from www.uncg.edu/ipg.

English Proficiency

Non-native speakers of English must validate proficiency in the English language by one of three means.

1. Submit a satisfactory score on a language proficiency test. If the TOEFL is the chosen test, the minimum required score depends on the form of the exam taken (internet based - 79 or paper based - 550). A score of at least 6.5 is required on the IELTS. A score of at least 53 is required for the Pearson Test of English.

2. Have earned a baccalaureate or graduate degree from an accredited college or university in the United States.

3. Complete INTERLINK, the intensive English language program located on UNCG’s campus (http://nc.interlink.com (http://nc.interlink.com)).

4. The English language proficiency requirement may be waived if the applicant is a graduate of a university in a country where English is the official language.

Credential Evaluations

All supporting credentials must be in English. Applicants must arrange for The Graduate School to receive official or certified copies of transcripts of academic records from every college and university previously attended. For a transcript or diploma to be final and official, it must show no coursework in progress and must contain the name of the degree and date on which it was awarded.

Campus Safety

As part of the admissions process, each applicant is required to answer questions related to campus safety. A "yes" answer to one or more of the questions will not necessarily preclude an applicant from being admitted. However, failure to provide complete, accurate, and truthful information
will be grounds to deny or withdraw admission, or to dismiss a student after enrollment.

**UNCG Undergraduates Applying for Dual Registration**

Undergraduate students at UNCG who plan to undertake graduate study at UNCG and who need no more than 12 semester hours of work to fulfill all requirements for the bachelor's degree, may enroll in The Graduate School. Total graduate credit obtained in this dual status may not exceed 12 semester hours. Courses at the 600 level or above are applied to the graduate degree only. Students must apply for admission to a graduate program before requests for dual registration can be approved but do not have to be formally admitted until the end of the semester in which credit is earned. For dual registration status, the approvals of The Graduate School, the University Registrar's Office, and the student's major adviser are required. Contact the University Registrar's Office (336-334-5946) for more information.

Approval for dual registration does not guarantee or constitute acceptance into any graduate program.

**UNCG Undergraduates Applying to Accelerated Bachelor's to Graduate Degree Programs (ADP)**

The Accelerated Bachelor's to Graduate Degree Program (ADP) is designed to provide a more efficient means to obtain a graduate degree. The program is for students who have a high GPA and want to start taking courses that will count towards both their undergraduate and graduate degrees. The University benefits from retaining its best students for advanced study and students benefit from the shortened time to degree.

The ADP allows a student to begin accumulating credits towards completion of a graduate degree while still enrolled as an undergraduate. Undergraduates participating in this program are given an early decision on their graduate application pending successful completion of the baccalaureate and are allowed to take specified graduate level courses during the spring semester of their junior year and/or during their senior year.

A maximum of 12 graduate credits taken during the undergraduate career may be applied towards completion of the graduate degree as long as the following criteria are met:

- The courses must be appropriate to attain the necessary competencies for the graduate degree.
- The student must earn a grade of "B" (3.0) or better in each course,
- The courses must be at the 500-level or above, and the student must fulfill the graduate level requirements of those courses.

These graduate-level courses will count towards the baccalaureate degree and the graduate degree, and the grades will be recorded on the undergraduate transcript and later on the graduate transcript. The Graduate School will authorize the acceptance of this credit on the student's graduate record after the student has completed the undergraduate degree and has been admitted to the graduate program.

Academic units interested in participating in the ADP must provide a proposal to both the Undergraduate Curriculum Committee and the Graduate Studies Committee that indicates how the necessary courses will be incorporated into this accelerated program. Specific graduate courses (some may be at the 500 level) must be identified for the accelerated program rather than permitting the selection of electives.

**Admission Procedure**

Participation in the ADP by any academic unit is optional. Each academic unit will develop admission criteria based on the following guidelines:

1. Minimal criteria for admission will include a cumulative undergraduate GPA of at least 3.5 based on at least 30 hours earned at the University of North Carolina, Greensboro (UNCG), and any additional criteria as determined by the academic unit.
2. The undergraduate student may not apply for admission to the ADP before the first semester of the junior year and must have completed at least 60 semester credits.
3. The student must apply for admission to the ADP through The Graduate School. This admission, if approved, will include admission to the graduate degree granting academic unit after the baccalaureate degree is awarded. After admission into the ADP, the student will be identified as having ADP status through a student group within the records management system. To ensure a timely decision and access to course enrollment, students must apply for ADP admission by July 1 for Fall ADP course enrollment, November 15 for Spring enrollment, and April 1 for Summer enrollment.

International students who are admitted into the ADP will work with The Graduate School and the Office of International Affairs in order to apply for a visa extension.

**Academic Advising and Records**

Academic units that want to participate in the ADP will develop a clear admissions and advising process for the ADP. In departments where a formal ADP arrangement does not exist, a student may petition the department to offer an individualized ADP. In such cases at the discretion of the department, the student may be granted permission to negotiate an individualized ADP that is within the framework of the existing guidelines. The individualized ADP must be approved by both the department Director of Undergraduate Study and Director of Graduate Study, and then be submitted to The Graduate School. All students must submit the Request for Accelerated Degree Program (form found in graduate application) to the Graduate School and must simultaneously apply for admission to the appropriate graduate degree program.

To avoid losing eligibility for financial aid as an undergraduate student, ADP students should work with their advisors and develop individual graduation plans showing that the courses taken at the graduate level will meet requirements in their bachelor's degree program.

**Program Requirements**

A student admitted into the ADP will complete up to twelve graduate credit hours that can be applied toward the undergraduate degree during the second-semester junior and senior year. Following admission to the graduate program, those courses may be incorporated into a graduate program. While an undergraduate, the student must enroll for graduate credit but will pay the appropriate undergraduate tuition for the specified graduate courses. Differential tuition fees will apply for those courses in programs that have been approved for these special fees.

Only courses in which a "B" or above has been earned will be included on the graduate plan of study. Students who complete the undergraduate degree may claim their status as graduate students (with the appropriate graduate credit) in the next semester or session after receiving the bachelor's degree.

Admission to the ADP is a promise of formal admission to the Graduate School and the academic unit after completion of the bachelor's degree. Students will not be required to take the GRE or other entrance examination unless stipulated by the department for the ADP ADP
students will still be considered undergraduate students until the baccalaureate degree is officially awarded. At that time, those students will be formally admitted into The Graduate School, and the courses will be reflected on both transcripts.

### Visiting and Non-Degree-Seeking Students

**VISIONS**

Visiting and non-degree-seeking students who wish to pursue graduate studies for personal enrichment, professional knowledge, renewal of licensure, or any other reason are categorized as VISIONS students and must hold a baccalaureate degree from a recognized accredited college or university. A $25.00 non-refundable fee is charged each semester a VISIONS enrollment form is submitted.

**VISIONS students are not eligible for financial aid.**

Individuals who are permitted to enroll at the University as VISIONS students may take courses numbered 100-749 that have not been restricted by the departments (see The Graduate School’s webpages). Students wishing to enroll in graduate courses in the Department of Art or the Bryan School of Business and Economics must obtain permission from the appropriate graduate program director. Visiting students who wish to enroll in MBA classes must provide a letter of good standing, signed by the dean of their graduate program, prior to registration. With the instructor’s approval, VISIONS students may submit a written petition to the Director of Graduate Study or the Department Head to enroll in a restricted course; however, independent study is reserved for only degree seeking students. Graduate credits earned as a VISIONS student may be applicable to a graduate degree or certificate.

Should a VISIONS student wish to apply for admission to The Graduate School, subject to the written recommendation of the major department and the approval of the Vice Provost and Dean of The Graduate School, up to nine (9) semester hours of such credit may be accepted toward a degree and up to three (3) semester hours of such credit may be accepted toward a certificate. Credit earned must fall within the timeline for completing the degree or certificate.

### Public School Personnel

Public school teachers and administrators who wish to take courses solely for licensure renewal credit may do so as VISIONS students. If credit is to be applied to a graduate degree, the student must submit an application to The Graduate School before the completion of the course. If the student meets all requirements for full admission as a graduate degree student, she/he will receive the licensure renewal credit.

### Bryan Prelude

The Bryan Prelude program is a non-degree status designed for individuals who wish to explore a potential degree program in Business Administration (MBA), Information Systems and Supply Chain Management (MS in Information Technology and Management), or MS in Accounting. Admitted applicants to the Bryan Prelude may enroll in select courses as outlined in the course requirements listed below. The abbreviated application is found online under the Bryan Prelude program listing. Participants in the Bryan Prelude program must apply each semester in which they intend to enroll by using the online application. A $25.00 non-refundable fee is charged each semester an application is submitted.

Bryan Prelude students who subsequently are admitted and enrolled in the Master of Business Administration, the Master of Science in Information Technology and Management, or the Master of Science in Accounting program may include no more than 6 hours of graduate level coursework earned while enrolled in the Bryan Prelude program. Bryan Prelude courses taken in preparation for the Bryan MS in Accounting are intended for individuals whose undergraduate degree is not in accounting and who wish to take undergraduate-level, prerequisite coursework for the Bryan MS in Accounting.

### Requirements for Admission

Admission to the Bryan Prelude program is selective. To be considered all applicants must meet the following minimum standards:

1. an official undergraduate transcript, verifying an earned baccalaureate degree from an accredited college or university with an undergraduate grade point average of 3.00 or higher (on a 4.00 scale)
2. a clearly articulated statement of purpose indicating degree program interest
3. a current resume.

A combination of work experience and education could on rare occasions possibly substitute for GPA requirements.

### Recommended Courses

Students admitted to the Bryan Prelude program may enroll in the following courses. Course selection and sequence is determined by applicant designation of interest in the MBA, MS in Information Technology and Management, or MS in Accounting program.

#### For Business Administration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MBA 701</td>
<td>Quantitative Analysis for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MBA 702</td>
<td>Financial and Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 703</td>
<td>Economic Policies and Impact on Global Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>MBA 716</td>
<td>Leadership and Sustainable Business</td>
<td>3</td>
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</tbody>
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#### For Information Technology and Management

The following courses are recommended for students applying to MSITM without a business background. These are prerequisite courses and cannot be applied toward the master’s degree.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SCM 302</td>
<td>Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>

#### For Accounting

The following prerequisite courses are recommended for students applying to Accounting without a baccalaureate in Accounting. These courses cannot be applied toward the master’s degree.

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 218</td>
<td>Financial Statement Preparation and Disclosures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 318</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 319</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 325</td>
<td>Accounting Transaction Processing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACC 330</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 420</td>
<td>Federal Tax Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ACC 440</td>
<td>Auditing Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>
For additional information on these courses along with potential undergraduate course prerequisite options, see the Bryan Prelude website.