

GRADUATE ADMISSIONS

Graduate Admissions and Matriculation

All degree, certificate, or non-degree-seeking students (except UNCG faculty and staff) must submit a nonrefundable application fee to the University before the application is processed. The Admissions section (<https://grs.uncg.edu/prospective/guide/>) of the Graduate School's website lists current application fees and supplemental documents by program.

Overview

Admission into a UNCG graduate degree or certificate program is a process shared by the Graduate School and the graduate program. To be considered for graduate admission, applicants must meet the requirements of the Graduate School and of the graduate program.

Faculty in the graduate programs recommend students for admission to the Graduate School after they have assessed each prospective graduate student's potential. Programs have significant discretion in determining admission standards and class size based on factors such as availability of academic mentors, financial support, laboratory space, and student distribution within interest areas. Each graduate program maintains a graduate program handbook that describes admissions expectations specific to that program.

Neither an academic record exceeding minimum requirements, nor satisfactory scores on standardized tests, nor professional expertise alone will assure an applicant's admission in this competitive environment. Rather, the overall record must indicate the strong likelihood that a prospective student will complete graduate study successfully.

Each application to the Graduate School will result in one admission decision. Offers of admission are not official until approved by the Dean of the Graduate School. Official admission decisions are communicated to applicants by email from the Dean of the Graduate School. Prospective students can view the status of the admission application online at the application portal. Click "Manage Your Account" and then "View All Forms."

UNCG has staff who are charged with international recruitment. Additionally, UNCG uses independent contractors in the recruitment of international students. Agreements between Independent Recruiting Agencies and UNC Greensboro include a statement under the Contractor Responsibilities section that the Contractor shall "Recruit students with requisite academic qualifications who meet or exceed the university's admission requirements." UNCG provides those requirements in written materials, such as the UNCG Catalog, and in training sessions conducted by the Director of the Office of International Recruitment. The Graduate School Office of Admission has no direct contact with independent recruiting agencies. Students recruited by any means are shown no favoritism in the admissions process. This information is withheld from programs as they evaluate applicants. The only reason this information is collected is to analyze the efficacy of recruitment efforts.

Successful applicants are offered admission for a specific program in a specific term.

Minimum Requirements for All Applicants

- Completion of a bachelor's degree from a U.S. college or university accredited by a regional accrediting association; or complete an international degree that is equivalent to a U.S. bachelor's degree

from a college or university recognized and approved by the Ministry of Education or Commission responsible for higher education in the country where the degree is earned.

- All applicants must submit one transcript with the Bachelor's degree posted or a current "in progress" transcript.
- If an applicant is offered admission, the student is required to submit a final official transcript indicating the degree was earned. (See Matriculation Requirements.)
- Applicants must submit a completed online application and a nonrefundable application fee. To be considered for an assistantship, students must check the box on the application.
- Applicants whose native language is not English must demonstrate English proficiency. (See English Language Proficiency.)
 - Applicants who are unable to demonstrate English proficiency may apply for conditional admission and earn their proficiency in the Global Pathway program. (Global Pathway)

The Graduate School reserves the right to verify the accuracy and authenticity of the educational documents submitted.

Specific Graduate Program Requirements

Visit UNC Greensboro's Guide to Graduate Admissions (<https://grs.uncg.edu/prospective/guide/#tablepress-2>) for any additional requirements. Note that some programs may specify additional material (e.g., portfolio, auditions, test scores) which requires preparation.

Disposition of Application Materials

Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. No copies will be provided to third parties outside the University except when compelled by legal authority. Copies will, however, be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant. Applications and supporting documents are retained according to the retention policies of the state of North Carolina.

Matriculation Requirements

- Domestic Students: All newly matriculated domestic students must submit a final official transcript with the completion of the bachelor's or master's degree posted to it.
- International Students: Newly matriculated international students, whose most recent degree(s) was earned at a **non-US institution**, are required to submit to a NACES approved evaluation service (ex: EP, JS&A, Spantran, ECE, WES), proof that you have graduated from the institution listed on the unofficial transcripts submitted as part of the application process and that the degree awarded is equivalent to a US bachelor's degree. You will be expected to submit an official transcript for this evaluation. A course-by-course evaluation is not required. If using Spantran, click on SPANTRAN (<https://spanside.secure.force.com/SpantranApplication/?Id=f106cd12-101a-4363-bc3c-ad54b9469f95>) for the specific UNCG Graduate School form.

English Proficiency

UNCG accepts the following methods of demonstrating English proficiency:

- Test Scores
 - TOEFL 79 iBT (use code 5913)
 - **In response to the Covid-19 pandemic, we are accepting the TOEFL iBT® Special Home Edition (<https://www.ets.org/>)

s/cv/toefl/at-home/) score report for tests dates taken up through December 31, 2020 for Spring 2021 and Fall 2021 applications. The same IBT 79 is accepted for direct admission.

- IELTS 6.5 Band Score (select University of North Carolina Greensboro Graduate Admissions)
 - **In response to the Covid-19 pandemic, we are also accepting the IELTS Indicator (<https://www.ieltsindicator.com/book/>) (same 6.5 band score) report for test dates taken up through December 31, 2020 for Spring 2021 and Fall 2021 applications.
- Duolingo English Test DET 110 (<https://englishtest.duolingo.com/applicants/>)
- ELS 112
- Kaplan English Advanced Level
- PTE Academic 67

**ELPs must not be more than 2 years old from date of application submission.

- English Language Proficiency may also be demonstrated by successful completion of the following:
 - UNCG School of Education (SOE) Global Pathway Program (<https://soeglobalpathway.uncg.edu/>) Level III (Bridging Level)
 - INTERLINK (<https://interlink.edu/student-application/>) Level 5 / Level 12 Online Program
 - Saudi Arabian students: INTERLINK is a SACM approved ESL program
 - American Language Academy (<https://ala.edu/greensboro/>) Level 5
 - Mentora College's Intensive English Program (<http://www.mentoracollege.edu/pathways-partnerships/>)
- An international applicant is automatically considered English Proficient under the following circumstances:
 - The applicant is from a country where English is recognized as the primary, official language.
 - The applicant is or will be a graduate of a U.S. regionally accredited university.
 - The applicant is or will be a graduate of a non-U.S. college/university where English is the primary language of instruction.

Note: All new admitted international students will undergo a UNCG-administered English assessment. Students who may benefit from additional support services in reading, speaking, and writing will be notified of campus resources available to them. International Teaching Assistants may be asked to take ESL 631 before they will be allowed to serve as an Instructor of Record.

Conditional Admission and SOE Global Pathway Program

Applicants who have not met the minimum English language proficiency score may apply for conditional admission. Simply check the Pathway Program on the graduate application.

If admitted conditionally, applicants must successfully complete the UNCG School of Education Global Pathway Program (<https://soeglobalpathway.uncg.edu/>), which satisfies the English Language Proficiency score requirement.

I-20 and DS 2019 Issuance

For I-20 and DS 2019 issuance, as required by USCIS, international applicants must show evidence of sufficient funds, for a minimum of

one year, to support one's education and living expenses while at UNCG. Financial forms may be downloaded from within the graduate application or on The International Programs Center (IPC) webpage at: <https://international.uncg.edu/about-ipc/forms-handbooks-policies/>.

Transcripts

Departments/programs may require additional transcripts.

Pursuing Multiple Degree Programs

Students are prohibited from pursuing multiple degree programs at the same time.

Non-credential-seeking (Visiting) Students

Non-degree students who wish to take graduate-level courses (courses numbered 500 – 749*) must have earned a baccalaureate degree from an accredited college or university and must apply through the Graduate School. The Graduate School does not admit an individual as a non-degree student (as if they were in a program). Instead, approved non-degree students will receive notice from the Graduate School that they may register for classes. Visiting students are restricted from registering for any course that is not on a program's list of approved courses.

Non-degree students who wish to take undergraduate-level courses (courses numbered 100-499) must apply through undergraduate admissions, even if having previously earned an undergraduate degree

Non-degree seeking students must apply for each semester in which they wish to enroll. A non-refundable fee is charged each time a non-degree seeking application is submitted. An undergraduate transcript(s) from the degree-granting institution required with an initial application; this is waived in subsequent applications.

Non-degree students who are permitted to enroll for graduate courses may take courses numbered 500 – 749 that have not been restricted by the departments (see Non-degree Seeking Applicants (<https://grs.uncg.edu/prospective/visitingapplicants/>)). With the instructor's approval, non-degree seeking students may submit a written petition to the Graduate Program Director or the Department Head to enroll in a restricted course; however, independent study is reserved for only degree seeking students.

To pursue a degree at any time, a non-degree student must formally apply for admission to the Graduate School. If the student meets all Graduate School and program standards and is granted admission, a maximum of nine (9) credits earned while in non-degree status may be applied to the academic program. Credit earned must fall within the timeline for completing the degree or certificate.

Non-degree seeking students are not eligible for financial aid.

* *Visiting students are not permitted to enroll in courses numbered 750 or higher.*

Public School Personnel

Public school teachers and administrators who wish to take courses solely for licensure renewal credit may do so as non-degree seeking students. Students who meet all requirements for admission as a graduate degree student will also receive the licensure renewal credit.

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.

Deferral of Admission

With permission from the Graduate Program Director, students admitted to a degree or certificate program may defer matriculation for a maximum of one year from the initial term of admission. Deferral is not possible for many degree programs.

To request a deferral of admission, admitted students must select Deferral in the Intent to Enroll form that will be emailed to them once they have been admitted. The request will be sent to the appropriate department's Graduate Program Director for consideration. The deferral request must be for a specific term and may not exceed one year from the original term of admission.

The department will forward the form request to the Graduate School for processing, and the Graduate School will notify the student of the decision. If the student does not request a deferral, or if the department does not approve the requested deferral, and the student does not enroll for the original term of admission, the student will have to reapply for admission. If the requested deferral is approved and the student does not enroll for the approved deferred term of admission, the student will have to reapply for admission.

Financial awards are not deferred.

Military-affiliated students should contact the Graduate School for individual assistance with extended deferrals.

Readmission and Catalog Policy

The *University Catalog* is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all students and programs.

A student's catalog year identifies the set of curriculum requirements and regulations for program completion. The catalog year is established for the individual student upon declaration or change of the program.

A student may change a catalog year without a change of program or minor only to a more recent catalog. The student may request this change formally through their department.

Any student who has been inactivated must reapply for admission to the University. If admitted, the student will be assigned to the catalog requirements for the program in effect for the re-admit term.

Readmission after Academic Dismissal

A student who is dismissed for academic reasons will be eligible to submit a new application after two semesters or the equivalent and may be admitted only upon the recommendation of the major department head or Graduate Program Director and with the approval of the Dean of the Graduate School. While on academic dismissal, students are not eligible to take courses as a non-degree seeking student.

Fresh Start Admission for Master's Degrees

A returning graduate student with a GPA lower than 3.0, who has been dismissed or withdrawn from the Graduate School may request a "fresh start" when changing or returning to a graduate program leading to a master's degree or certificate at UNCG. A fresh start is defined as beginning a graduate program and having the graduate academic record recalculated to reflect no credits attempted and no graduate grade point average for the new or returned to program; however, all graduate courses previously taken at UNCG will remain on the student's academic record.

The attempted credit hours from all courses will be counted for financial aid eligibility (as applicable).

To be eligible for a fresh start, the student must meet the following criteria:

- A period of at least two years must have passed since the student withdrew or was dismissed from a UNCG graduate program;
- The student must be recommended for admission into the program by the appropriate department; and
- The student must request and be granted a fresh start from the Graduate School.

Courses completed in a previous UNCG graduate program will not transfer nor will they be applied to the requirements of the new or returned to program. The new program must be finished, and the degree must be conferred within five years of the completion of the first new course.

At most, one fresh start will be granted to any one master's student at UNCG. Final approval for a fresh start application rests with the Dean of the Graduate School.

Accelerated Master's Programs

An Accelerated Master's Program (AMP) allows a student to begin accumulating credits towards completion of a UNCG graduate degree while still enrolled as an undergraduate. Successful undergraduate applicants are given an early decision on their graduate application pending successful completion of the baccalaureate degree. These graduate-level courses will count towards both the baccalaureate degree and the graduate degree; the grades will be recorded on both transcripts.

No more than 12 graduate credits taken as an undergraduate may be applied toward the undergraduate degree.

Undergraduate students may apply for admission to the AMP as they enter junior status (60 semester hours). Minimal criteria for admission will include an undergraduate GPA of at least 3.5 in the related major and any additional criteria as determined by the academic unit. Transfer students may apply if their cumulative GPA from their previous institution was at least a 3.0, or if they have earned a 3.0 (with a 3.5 in courses related to the major) at UNCG during their first semester.

The student must apply for admission to the AMP through the Graduate School. To ensure a timely decision and access to course enrollment, students must apply for admission to an Accelerated Master's Program by **July 1** for Fall AMP course enrollment, **November 15** for Spring enrollment, and **April 1** for Summer enrollment.

International students who are admitted into an Accelerated Master's Program should work with the Graduate School and the International Programs Center to apply for a visa extension.

A student enrolled in an AMP program is prohibited from Dual Bachelor's-Master's Registration.

Dual Bachelor's-Master's Registration

Students who do not wish to enroll in a UNCG graduate program may register for graduate-level courses if they have no more than twelve (12) credit hours remaining to fulfill the requirements of their bachelor's degree program. Students must apply for admission to a graduate program before requests for dual registration can be approved, but they 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, the Graduate Program Director in the appropriate graduate program(s), and the student's undergraduate major adviser are required.

Total graduate credit obtained in this dual status may not exceed 12 credits. Graduate courses are not applied to the undergraduate degree.

A student enrolled in Dual Bachelor's Master's Registration may not be concurrently enrolled in an AMP program.

Faculty as Students

Faculty at UNCG may not pursue a graduate degree or certificate in their home department or degree-offering unit. For exceptions, the unit dean may petition the Dean of the Graduate School.