**GRADUATE ADMISSIONS**

**Admission and Matriculation**

Each application to the Graduate School will result in one admission decision. Applicants are notified of offers of admission by the Graduate School. Successful applicants are offered admission for a specific program in a specific term. International students who do not meet the English language proficiency, may be offered conditional admission and may fully-matriculate only upon meeting the UNC Greensboro proficiency requirement.

If the admitted applicant is unable to register for the term specified in the admission letter, they may apply to defer their admission. Otherwise, the admission decision may be subject to subsequent review.

Students may not be admitted to and graduate from the same degree program in the same academic term. However, students who are in good standing in a degree program may be admitted to and graduate from a concurrent certificate program in the same academic term.

General Application Requirements

All applicants must have obtained the following:

- A bachelor’s degree from an accredited college or university or appropriately-evaluated credentials for non-U.S. schools.
- Satisfactory academic standing as an undergraduate or in a post-baccalaureate program.
- Approval of the academic department in which the graduate student will major.

**Applying for Admission**

Graduate applicants must submit a completed online application, a nonrefundable application fee, and the following supporting credentials:

- One official transcript from every college and university previously attended. This transcript must indicate the name of the college or university and the dates the student 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. Unofficial transcripts may be used to make admissions decisions and students may be admitted for the first semester; however they will not be permitted to register for the following semester until final official transcripts showing no in-progress coursework and/or degree awarded have 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, if 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.

Department requirements may be more specific. Please consult the Guide to Graduate Admissions (https://grs.uncg.edu/guide).

All credentials must be in English and received by the Graduate School by the program’s 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.

### 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.UNC Greensboro.edu/ipg (http://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.
   - TOEFL 79 (paper-based 550)
   - IELTS 6.5 Band Score
   - PTE 67
   - ELS 112

2. The applicant is from a country where English is recognized as the official language or where the primary course of instruction is in English.

3. Successful completion of one of the following English language intensive programs.
   - UNC Greensboro School of Education Global Pathway
   - Interlink
   - American Language Academy Level 5
   - Mentora College's Intensive English Program

### English Prerequisite to Registration

All new fully-admitted international students will undergo a UNC Greensboro 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 may be assigned as an Instructor of Record.

### Credential Evaluation

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.

**Pursuing Multiple Programs**

Students may pursue only one (1) degree program at a time. However, students may pursue one or more graduate certificate(s) simultaneously with a graduate degree program.

**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. Instead, approved non-degree students will receive notice from the Graduate School that they may register for classes.

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

Non-degree students must apply every semester they wish to enroll in classes. A $25.00 non-refundable fee is charged each semester a non-degree seeking application is submitted. Undergraduate transcript(s) is 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 Visiting and Non-Degree Students [https://grs.uncg.edu/visitingapplicants]). With the instructor’s approval, non-degree seeking 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.

If a non-degree student decides at any time to pursue a degree or graduate certificate, they must formally apply for admission and all Graduate School and program admissions requirements must be met. Credits earned as a non-degree student may be accepted towards a degree or graduate certificate subject to the written recommendation of the major department and the Dean of the Graduate School; up to nine credits may be accepted towards a degree and up to three credits may be accepted towards a certificate. The non-degree credit earned must fall within the timeline for completing the degree or graduate certificate program.

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

**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. 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 admission as a graduate degree student, they will receive the licensure renewal credit.

**Deferral of Admission**

Graduate admission to a degree or certificate program may be deferred for a maximum of one year from the initial term of admission. To request a deferral of admission, admitted students must select Deferral in the Intent to Enroll form that will be emailed made available to them in their application status page once they have been admitted. The request will be sent to the admitting department’s Director of Graduate Studies for consideration. The deferral request must be for a specific term and may not exceed one year from the original term of admission; however, military-affiliated students should contact the Graduate School at 336-334-5596 for individual assistance with extended deferrals. The department will forward the form request to The Graduate School for processing and The Graduate School will notify the student of the decision. Merit-based financial aid (teaching/research assistantships, scholarships, and fellowships) will not be deferred and the student must be nominated again for the awards for the term of deferral (if approved).

Students who have not enrolled after one year and have not requested a deferral of admission will be required to reapply.

**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 particular 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.

**Fresh Start Admission**

A graduate student may request a “fresh start” when changing or returning to a graduate program leading to a master’s degree or certificate at UNC Greensboro. 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 UNC Greensboro 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 time of at least five years must have passed since the student withdrew or was dismissed from a UNC Greensboro graduate program;
- The student’s cumulative graduate GPA must be below a 3.0;
- 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 UNC Greensboro 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 conferred within five years of the completion of the first new course.

At most, one fresh start will be granted to any one graduate student at UNC Greensboro. Final approval for a fresh start application rests with the Vice Provost and Dean of the Graduate School.

**Dual Bachelor’s-Master’s Registration**

Undergraduate students at UNC Greensboro who wish to enroll in graduate level courses at UNC Greensboro and who need no more than 12 credit 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 credits. Courses at the 500 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, the Director of Graduate Studies in the appropriate graduate program(s), and the student’s undergraduate major adviser are required. Contact the University Registrar’s Office (336-334-5946) for more information.

**Accelerated Master’s Program (AMP)**

An accelerated master’s program (AMP) allows a student to begin accumulating credits towards completion of a 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 master’s degree, and the grades will be recorded on both transcripts.

Undergraduate students may not apply for admission to an AMP before completion of at least 60 credit hours. Minimal criteria for admission will include a cumulative undergraduate GPA of at least 3.5 based on at least 30 credits earned at UNC Greensboro and any additional criteria as determined by the academic unit.

Students must apply for admission to an AMP through the Graduate School. To ensure a timely decision and access to course enrollment, students must apply for admission to an AMP by July 1 for Fall enrollment, November 15 for Spring enrollment, and April 1 for Summer enrollment.

International students who are admitted into an AMP will work with the Graduate School and the International Programs Center in order to apply for a visa extension.

**Faculty as Students**

Faculty at UNC Greensboro may not pursue a graduate degree or certificate in their home department or degree-offering unit. For exceptions, the unit Dean may petition the Vice Provost and Dean of the Graduate School.