

## Graduate Admissions & Enrollment Information for Departments

Last Updated: March 2016

### **Annual Graduate Application Schedule:**

- Applications will open:
  - For Spring – February 1
  - For Summer – July 1
  - For Fall – September 1

### **Deadlines**

- Deadlines are listed online at: <http://www.unlv.edu/graduatecollege/application-deadlines>
- Departments may request that their application remain open past their departmental deadline, but it may not remain open later than the final GC application deadlines. Such requests must be made at least 3 business days prior to the department deadline to close your application in order to have time to make the change.

### **Domestic Application Deadlines:**

Semester	<u>Complete</u> Application Packet Submitted to GC	Final Recommendation from Department
Fall	8/1	8/15
Spring	12/1	12/15
Summer	5/15	6/15

### **International Application Deadlines:**

Semester	<u>Complete</u> Application Packet Submitted to GC	Final Recommendation from Department
Fall	5/1	6/1
Spring	10/1	11/1
Summer	Session I - 3/1 Session II – 3/15	Session I - 4/1 Session II – 4/15

### **Graduate College Conditional Deadlines:**

- Graduate College conditional requirements must be met by the following deadlines (for both admitted degree-seeking students and graduate non-degree seeking students):
  - 7/15 for summer
  - 9/15 for fall
  - 2/15 for spring
- If Graduate College admissions conditions are unmet by these deadlines, conditionally admitted students will be separated and dropped from their classes. This does not apply to those with provisional admission.

### **Admission Requirements:**

While each graduate program has unique admissions standards, the Graduate College maintains minimum standards for graduate admission. All advanced degree and certificate program applicants must meet these eligibility requirements to be considered for admission.

1. **Bachelor’s Degree** – You must hold a four-year baccalaureate degree from a regionally accredited institution, or an approved international equivalent.

2. **Grade Point Average** – You must have a minimum overall grade point average of 2.75 (4.00=A) for your bachelor’s degree, or a minimum 3.00 (4.00=A) for the last two years (60 semester hours) of your bachelor’s degree.
3. **Additional Requirements** – Factors that may also be considered by the academic department to which you are applying include test scores (like the GRE or GMAT), the type of course work completed during undergraduate studies, letters of recommendation, writing samples or portfolios, and any other supporting documents your department/program may ask you to submit to complete your application.
4. **Proof of English Proficiency** – International applicants must provide proof of English proficiency. The Graduate College English proficiency requirements are listed below. Applicants who have received a post-secondary degree from an institution where English is the language of instruction are also exempt. These applicants must provide proof of the language of instruction in order to be exempt. Beginning in the Fall 2015 semester, applicants may submit either official or unofficial copies of English proficiency scores for initial application evaluation. Applicants should send official scores to UNLV Graduate College through the testing agency, or email your unofficial score reports to [internationalgrad@unlv.edu](mailto:internationalgrad@unlv.edu). If you are admitted on unofficial scores, your admission will be conditional upon receiving official exam scores early in the semester of admission.

a. Test scores must be less than two years old at the time of application.

b. Acceptable scores that evidence sufficient English proficiency for each test are as follows:

- i. **Test of English as a Foreign Language (TOEFL)**
  1. (Paper-based) Minimum score: 550
  2. (Computer-based) Minimum score: 213
  3. (Internet-based) Minimum score: 80
- ii. **International English Language Testing System (IELTS)**
  1. Minimum score: 7
- iii. **Michigan Test of English Language Placement (MTELP)**
  1. Minimum score: 85
- iv. **Pearson Test of English (PTE)**
  1. Minimum score: 65

*Note:* Graduate departments may require a higher minimum score for admission.

c. **English-Speaking Countries Exempt from Testing**

- |             |                              |                            |
|-------------|------------------------------|----------------------------|
| • Antigua   | • British Guyana             | • New Zealand              |
| • Australia | • British Virgin Islands     | • St. Kitt & Nevis         |
| • Bahamas   | • Canada (except for Quebec) | • St. Vincent & Grenadines |
| • Barbados  | • Dominica                   | • Trinidad and Tobago      |
| • Barbuda   | • Irish Republic             | • United Kingdom           |
| • Belize    | • Jamaica                    | • U.S. Virgin Islands      |

d. **Policy Exception**

Upon the recommendation of the academic department and evidence of academic excellence on the part of the applicant, the Graduate College may accept the following proof of English proficiency scores for applicants with cumulative GPA of 3.75 or higher (on a 4.0 grading scale):

- i. **Test of English as a Foreign Language (TOEFL)**
  1. (Paper-based) Minimum score: 547
  2. (Computer-based) Minimum score: 210
  3. (Internet-based) Minimum score: 77
- ii. **International English Language Testing System (IELTS)**
  1. Minimum score: 6.5
- iii. **Michigan Test of English Language Placement (MTELP)**

1. Minimum score: 80
- iv. **Pearson Test of English (PTE)**
  1. Minimum score: 55

Any requests for exceptions must be submitted to the Graduate College with support from the academic department/unit chair and graduate coordinator, and a statement explaining evidence of the applicant's academic excellence. Scores lower than those listed above will **not** be approved. Any students admitted on this type of PEP exception will be required to visit with the UNLV English Language Center (ELC) for an assessment upon arriving on campus and take any courses prescribed by the ELC to remedy any English language deficiencies. Failure to complete prescribed courses within the time frame stipulated by the ELC will result in separation from the university.

5. **Transcripts** – All applicants are required to submit a transcript from each postsecondary institution attended, showing all degrees and coursework, the dates awarded, and grades received. If the institution is outside the U.S., a foreign credential evaluation may be required. Please review our foreign credential evaluations page for additional guidelines, information, and requirements.
  - a. Credentials not in English must be accompanied by an English translation certified as true by a university official, an official representative of a United States embassy or consulate, the United States Information Service, the United States Education Foundation, or an approved professional translating service. Notarized copies of originals or translations are not considered official.

Please note that the aforementioned requirements are the minimum requirements established and monitored by the Graduate College. Meeting the minimum admissions requirements is a necessary but not sufficient condition of admission. Admission decisions are based on applicants meeting the minimum Graduate College requirements and a more extensive and holistic departmental review, which considers a combination of factors, including indicators of success based upon academic degrees and records, the statement of purpose, letters of recommendation, test scores, relevant work experience, and the like.

#### **Applicant Withdrawals**

- Prior to an admission decision being posted for an applicant, applicants must submit withdrawal requests in writing to the Graduate College via US Mail, fax, or from the same email address they used on their application.
- There are NO refunds.

#### **Newly Admitted, not yet Matriculated Student Withdrawals**

- These students simply need to decline their offer of admission in MyUNLV.
- Departments should advise students of this feature.
- There are no refunds for students who decline their admission; generally, no roll-overs or deferrals allowed at after this point.

#### **Rollovers/Rollbacks**

- We only allow one rollover per application within an academic year, and it can only be granted before an admitted applicant accepts or declines her/his offer of admission in his/her MyUNLV.
- For a rollover to be approved (prior to the applicant accepting or declining her/his offer of admission in MyUNLV) the applicant must email the department and the department must forward the student's email request to the Graduate College with department approval in order to change the semester of admission.
- If a student has extraordinary circumstances that warrant a possible exception to the rollover policy (for example, requesting a rollover after the newly admitted student has either accepted or declined their admission offer in MyUNLV), s/he must submit an appeal form explaining the situation and the exact nature of the request.
- On appeal, if approved, an applicant who has already accepted her/his offer and enrolled must withdraw from any classes prior to being allowed to roll-over.
- Roll-backs (for admission to a semester before the semester that the applicant applied for admission) are not allowed if the department application is closed for the new admit semester. In other words: a student may not

apply to a future semester and be admitted for an earlier semester if the department application for the earlier semester is closed.

### **Upfront Department Decisions**

- Upfront department recommendations (for admits & denials) are permitted. Departments may enter an admit or deny decision on an applicant into the Gateway *before* the Graduate College has completed our admission evaluation of the student. If the department denies, the GC will do so as well. If the department requests admission before our evaluation is complete, the final admission decision will not be made until our file and evaluation of the student are both complete and we certify that s/he is admissible based on minimum requirements. If the applicant does not meet GC standards, the GC will contact the department to discuss options.

### **Incomplete Files**

- The GC will cancel all incomplete application files after the posted Graduate College deadlines for each semester (see above).
- We do not allow applicants to “update” their file when incomplete. Prospective students must reapply for the semester in which they seek admission.
- We are building communications to remind applicants when we are still missing application documents; they can see this now on their Graduate College admissions checklist in MyUNLV.
- Transcripts will be saved on file in the GC for at least a year.

### **No Department Recommendation on an Applicant’s Complete File**

- It is mandatory that departments either admit or deny applicants before the final department decision deadline (see above), as applicants are paying for a review and a response.
- If there is no recommendation from the department, the applicant will be denied after the final decision deadline passes (see above). Impacted applicants will need to reapply and pay a new application fee for future semesters.
- If a department fails to submit a timely recommendation, it will result in a “no recommendation” outcome. We will report the no department recommendation data as part of Graduate College application/admission tracking data each semester.

### **New Students’ Accept/Decline Admission Process**

- Newly admitted students must accept or decline their offer of admission for the term in which they have been admitted at least two full business days prior to the last day to enroll for classes.
- Admitted students cannot register until they reply to this intent to enroll message in their MyUNLV account.
- Failure to reply to the Intent to Enroll question in MyUNLV, or declining the admission offer in MyUNLV, will result in a cancellation of the admission offer. The applicant would need to reapply and pay a new application fee for admission in a future semester if s/he decides he/she would like to matriculate.

### **Non-Matriculation in the Semester in which an Applicant was Admitted**

- Students must enroll in graduate level classes in the semester in which they were admitted, or their admission will be cancelled for “non-matriculation.”
- To be considered for admission in a future semester, non-matriculated students must reapply and pay a new application fee.

### **Transfer Credits**

- The transfer credit form must be completed and submitted with the Transfer Credit Request Form or credits will not be transferrable toward a graduate program. Transfer credits taken while an admitted graduate student at UNLV must be approved via the Transfer Credit form in order to be eligible for transfer.
- See the Graduate Catalog ([catalog.unlv.edu](http://catalog.unlv.edu)) for more information on transfer credit rules.

### **Leave of Absence**

- Students need not apply for an LOA for a single semester; the LOA request form is only to be used for a leave of absence of 2 semesters or longer. No LOAs longer than 24 months are allowed.

- If a student does not return at the end of their approved leave, they will be separated for non-matriculation. If they want to return thereafter, they will need to reapply.
- If a student returns as scheduled, they may simply enroll and resume their degree program.
- If a student returns earlier than projected on their leave of absence form, they must contact the Graduate College to remove their leave of absence in order to re-enroll. To do so, students must call the Graduate College, email the Graduate College via a UNLV RebelMail account, or visit our office in person and provide identification.

### **Academic Probation**

- Official probation is required prior to separation in most cases. A student may only be placed on probation by the Graduate College.
- The department must request to the GC that a student be placed on probation prior to separation, unless the separation is for non-enrollment, student conduct issues, or failure to successfully defend. The GC will then review, approve the request, and generate the official probation letter.

### **Reinstatements**

- Students who were separated, non-matriculated, or withdrawn will need to submit a new application in order to resume their study.
- If reinstated as the result of a successful appeal, the student's career program plan (CPP) stack will be reactivated and they will be readmitted.

### **Non-Enrollment**

- Students who fail to matriculate in at least 6 graduate level credits in 3 semesters (including summer) and do not have an approved leave of absence, will be automatically separated for non-enrollment by the GC.
- Students must submit a new application and pay a new application processing fee in order to be readmitted if separated for non-enrollment.

### **Active Student Withdrawals**

- Active students who want to withdraw from their degree program must inform the Graduate College and withdraw from any enrolled classes (failure to do so will result in fees being charged and grades being given). To inform the Graduate College, students must call the Graduate College, email the Graduate College via a UNLV RebelMail account, or visit our office in person and provide identification.

### **Program/Plan/Sub-Plan Changes**

- Changes to degree programs/plans/sub-plans will be handled thusly for admitted students who have accepted their admission offer in MyUNLV:
  - Change of Program (change of department) requires a new application.
  - Change of Plan (change of degree program within the same department):
    - Applicants: need to submit the request in writing.
    - Once admitted: students must submit an appeal.
    - On approval of appeal, the student's plan will be changed accordingly.
  - A change of Sub-Plan (concentrations and tracks) may be accomplished by an email from the graduate coordinator to the Graduate College.

### **Degree Requirements**

- Students must refer to the Graduate Catalog for all course, degree, and form requirements. Students must submit a Degree Audit Companion form and printout by the time they have completed 50% of the coursework required for the degree.
- Degree Audit for graduate students is available in MyUNLV
- For more information about the graduate student timeline visit: <https://www.unlv.edu/graduatecollege/study-timeline>

### **Applying for Graduation**

- Students must log into their MyUNLV account to apply for graduation.
  - The graduation application deadlines are available on the Graduate College website at:  
<https://www.unlv.edu/graduatecollege/graduation-deadlines>
- Students must be registered in at least *three graduate-level credits* during the term in which they intend to graduate.
- Students may not participate in commencement until all degree requirements have been met.
- Students who apply for graduation and then change their anticipated graduation date, or do not meet the necessary degree requirements in the semester in which they applied to graduate, will have their graduation application automatically updated to the next semester. However, if they still do not meet all necessary degree requirements to graduate in the updated semester, they will be required to apply to graduate for a new semester and pay another graduation fee.