

## 11.04.99.R0.11 Admission to Graduate School

Revised August 14, 2023  
Next Scheduled Review: August 14, 2028



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### Procedure Summary

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This procedure outlines the requirements for admission to the Graduate School for all categories: nondegree, certification, graduate certificates, master's/specialist, and doctoral. All students must consult with major departments concerning specific program admission requirements. Admission to programs is granted by the Dean of the Graduate School upon the recommendation of the department. Departments and programs may have admission requirements higher than those of the Graduate School.

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### Procedures and Responsibilities

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#### 1 GENERAL

- 1.1 Each applicant should hold a bachelor's degree from a regionally accredited institution or equivalent degree from a foreign institution. The degree should be substantially equivalent in content to degrees granted by Texas A&M University-Commerce.
- 1.2 Admission is invalid if granted on the basis of incorrect information or on the omission of facts, which if known, would have caused the applicant to be denied. Students who submit false information and/or fraudulent documents are subject to withdrawal of any offer of acceptance, including provisional status, and withdrawal from all enrollment (completed and incomplete). Students who are withdrawn as a result of submission of false information and/or fraudulent documents are not eligible for any refund of tuition and fees.
- 1.3 Typically, each applicant will file with the Graduate School, at least 30 days before registration for master's/specialist and doctoral level enrollment and 90 days before registration for international student enrollment, the following:
  - 1.3.1 An application fee.
  - 1.3.2 An application for admission to the Graduate School.
  - 1.3.3 An official bachelor's degree transcript and a transcript from any school at which the student has completed undergraduate or graduate courses. These transcripts should be sent directly to the Graduate School by the issuing institutions.
  - 1.3.4 For programs requiring a GRE or GMAT score, an official record of the student's score sent to the Graduate School.

1.3.5 Resume/vita.

1.3.6 Statement of educational and professional goals.

1.4 A graduate student seeking admission or readmission to a graduate program with an overall graduate GPA of less than 3.0 who has not been enrolled for a period of 6 consecutive years or more may petition the Graduate Dean to have previous graduate grades eliminated from the calculation of the official grade point average. A request for removal of grades after six years must be submitted prior to admission or readmission. Grades for all courses taken prior to admission or readmission will be eliminated from the calculation of the overall graduate GPA. Courses will remain on the official transcript and will show as excluded from the overall graduate GPA. No courses eliminated from such calculation can be used toward a graduate degree. Removal of grades after six years is irrevocable. Grades earned for courses taken during an awarded degree cannot be eliminated from the calculation of the official grade point average.

## 2 NONDEGREE STUDENT AND CERTIFICATION STATUS

2.1 Students who hold a bachelor's degree from a regionally accredited institution but who are not seeking graduate degrees may enroll in graduate courses and receive credit as nondegree students. Those planning to enroll as nondegree students should submit the following to the Graduate School:

2.1.1 An application for admission to the Graduate School.

2.1.2 An official bachelor's degree transcript.

2.1.3 An application fee.

2.2 Nondegree students will not be subject to grade point average or GRE/GMAT requirements, nor will they fall under the academic suspension policies applicable to degree-seeking students. No more than 12 hours accumulated while the student is classified as a nondegree student can be applied to a graduate degree. No more than 18 hours taken in certification status can be applied to a master's degree, and no more than 24 hours can be applied to a doctoral degree. Unless visa classification indicates otherwise, international students are not eligible for nondegree admission.

2.3 A student wishing to change from nondegree status to a degree program must submit a new application and all additional documents and scores required by the Graduate School and department (if applicable). The student must be in good standing with the Graduate School.

## 3 MASTER'S/SPECIALIST DEGREES

3.1 Once the application is complete and sent to the department, applicants should be notified about their admission within 15 business days.

3.2 Full Admission. The applicant must satisfy the Graduate School requirements for full admission. Individual departments may establish additional requirements for full admission to a specific degree program.

- 3.3 Conditional Admission. Applicants not qualifying for full admission may be granted conditional admission status upon recommendation of the department.
- 3.3.1 Students with conditional admission will have their academic standing updated to full admission or good standing once the students have completed 12 graduate semester credit hours from A&M-Commerce with an overall graduate GPA of at least 3.0.
- 3.3.2 Students with conditional admission who fail to achieve a 3.00 grade point average after the completion of twelve semester hours will be suspended and will not be allowed to pursue further graduate study in a degree program for three years.
- 3.4 Provisional Status. Students pursuing graduate degrees whose applications are lacking one or more documents may be granted provisional status. Not all programs provide provisional status.
- 3.4.1 These documents must be received by the Graduate School by the end of the first semester of enrollment. Students not meeting these requirements during the semester of provisional enrollment will not be permitted to re-enroll until such time as the application is complete and an admission decision is provided to the student. Furthermore, a provisional student who fails to provide an official copy of a bachelor's degree transcript will not be able to secure a transcript showing the academic credit earned at A&M-Commerce while in provisional status.

#### 4 DOCTORAL DEGREES

- 4.1 Students desiring acceptance into a doctoral program must meet the following minimum admission requirements:
- 4.1.1 Hold a bachelor's degree from an accredited institution or an equivalent degree from a foreign institution.
- 4.1.2 Have an overall undergraduate grade point average of 2.75 or a 3.00 on the last 60 undergraduate hours or a 3.40 on the master's degree and work beyond the master's level.
- 4.1.3 For programs requiring a GRE score, an official record of the student's score must be sent to the Graduate School.
- 4.2 Individual departments may establish additional requirements for full admission to a specific degree program. Applicants will be required to fulfill any additional requirements established by the major department.
- 4.3 Typically applicants should be notified within 30 days regarding their completed application or within 30 days of the program's application deadline.
- 4.4 Applicants for admission to a doctoral program are either granted full admission or are denied admission to the doctoral program. Denied students will not be permitted to enroll as doctoral students.

## 5 ADMISSION OF STUDENTS HOLDING DEGREES FROM UNACCREDITED INSTITUTIONS IN THE UNITED STATES

Students desiring admission to the Graduate School who have received a bachelor's degree from an institution not recognized and accredited by one of the regional accrediting agencies must be approved for admission by the Dean of the Graduate School.

## 6 INTERNATIONAL STUDENT ADMISSION

6.1 All international students must submit all admission documents to the Graduate School a minimum of 90 days prior to the initial semester of enrollment. Each applicant must submit the following in addition to the requirements found in section 1.3:

6.1.1 Official transcripts, translated in English, from each college or university attended. The bachelor's degree earned at a foreign institution must be equivalent to a U.S. bachelor's degree. Grade point averages requirements are the same as those for the appropriate degree program as set forth in Section 3 and 4.

6.1.2 Applicants whose native language is not English are required to submit proof of English proficiency, which is satisfied by one of the following:

6.1.2.1 A minimum TOEFL score less than two years old; or

6.1.2.2 A minimum IELTS score less than two years old; or

6.1.2.3 A minimum PTE score less than two years old; or

6.1.2.4 A minimum Duolingo English Test score less than two years old; or

6.1.2.5 Completing all years of a Bachelor's degree or higher at a US regionally accredited university; or

6.1.2.6 Successful completion of an English Language Institute program approved by A&M-Commerce.

6.1.3 In addition to admission requirements listed above, international students (F1 or J1 visa holders) must be admitted to a degree program, are not eligible for provisional status, and must submit the following documents:

6.1.3.1 Proof of financial support. (Student's sponsor must sign a sponsor's statement form supplied by the university and submit a current bank statement.)

6.1.3.2 All international students shall comply with system regulation 26.99.01 *Student Health Insurance* section 3. Failure to comply with this regulation will result in withdrawal from the University.

6.1.3.3 New international students must bring their immigration documents with them to orientation.

- 6.1.4 Other International Students (non F1 or J1 visa holders) - An international student without a visa planning to study from outside the US may apply for online programs and must submit all admission documents listed in section 1.3 to the Graduate School a minimum of 90 days prior to the initial semester of enrollment.

## 7 REVIEW OF ADMISSION PROCEDURE

The provisions of this admission procedure will be evaluated for the following reasons:

- 7.1 To review on a regular basis (minimum of once every 5 years) to assure that admission criteria are consistent with the program's requirements and supported by data on learning outcomes to ensure that those admitted to a graduate program perform at a high level.
- 7.2 To respond to legislative mandates and changing societal needs.
- 7.3 To respond to changing needs of particular disciplines as identified by program faculty.

## 8 CONDUCT REQUIREMENTS FOR ADMISSIONS

8.1 Each applicant will disclose:

- 8.1.1 Criminal conviction histories (excluding juvenile adjudications) involving acts of violence or sexual misconduct;
- 8.1.2 Past substantiated or pending conduct charges involving acts of violence or sexual misconduct at a postsecondary institutions;
- 8.1.3 Expulsions or suspensions from postsecondary institutions.

8.2 If an applicant reports one or more convictions or past substantiated or pending conduct, the Graduate School will forward the application to a team of Subject Matter Experts who will evaluate the application. The team must carefully evaluate the relevance of an individual's previous criminal convictions/past substantiated or pending conduct charges to the activities/services requested consistent with university standards: To facilitate this evaluation, the Graduate School will request the following:

- 8.2.1 The specifics of all prior criminal convictions and dates of occurrence;
- 8.2.2 For applicant in parole or probation status, references must be provided from the Texas Department of Criminal Justice Parole Division, including the name and addresses of parole or probation officers. Parole and probation officials should be questioned as to whether the individual's admission as a student or participation in the activities/services requested are consistent with the student's parole or probation conditions or would pose a threat to the safety of the campus community;
- 8.2.3 Documentation of past substantiated or pending conduct charges from postsecondary institutions;
- 8.2.4 A personal interview to either clarify or verify information if desired by the team.

- 8.3 After reviewing all available information, the team must recommend whether to grant or deny the individual's admission or participation in the activities/services requested or to grant such admission/participation subject to articulated conditions to the Dean of the Graduate School. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public.
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## **Related Statutes, Policies, or Requirements**

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System Policy [\*11.04, Admission Standards\*](#)

System Regulation [\*26.99.01, Student Health Insurance\*](#)

Suspends University Procedure [\*11.04.99.R0.13 International Graduate Student\*](#)

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## **Revision History**

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## **Contact Office**

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