

11.04.99.R0.11 Admission to Graduate School

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Procedure Statement

Admission to The Graduate School of Texas A&M University-Commerce permits the student to enroll in graduate courses but does not guarantee admission to a program leading to the master's/specialist or doctoral degree.

Reason for Procedure

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

Procedures and Responsibilities

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 must be substantially equivalent in content to degrees granted by A&M-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.

1.3 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 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 by Educational Testing Service to the A&M-Commerce Graduate School.

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. Students wishing to enroll in graduate business courses must be approved by the director of graduate programs in business. 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. International students are ineligible to enroll under nondegree student status.

2.3 A student wishing to change from nondegree status to a degree program must file a new application for admission to The Graduate School, submit official scores (when applicable) on the Graduate Record Examination (or the Graduate Management Admission Test) and submit additional documentation required by the department. 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 will be notified about their admission status within 15 days.
- 3.2 Full Admission Status. 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 Status. Applicants not qualifying for full admission may be granted conditional admission status upon recommendation of the department based on other evidence such as high score on admissions test, professional experience, and/or recent performance on graduate courses.
 - 3.3.1 Removal of Conditional Status. Students pursuing graduate degrees will be changed to full admission once the student has met The Graduate School's requirements for full admission status.
- 3.4 Provisional Admission Status. Students pursuing graduate degrees whose applications are lacking one or more documents may be granted provisional admission 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 necessary documentation is received and evaluated. 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 work taken 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 Have an acceptable score on the Graduate Record Examination (GRE).
- 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 and minor departments.

4.3 Once the application file is complete, each applicant will be notified within 30 days regarding the status of their application.

4.4 Applicants for admission to a doctoral program are either granted full admission or are denied admission to The Graduate School. Denied students will not be permitted to enroll as doctoral students.

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

5.1 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 for graduate studies and research.

6. INTERNATIONAL STUDENT ADMISSION

6.1 An international student is considered to be any degree-seeking student holding a nonimmigrant visa. International students must submit all admission documents to The Graduate School a minimum of 90 days prior to the initial semester of enrollment.

6.2 Each applicant must submit:

6.2.1 An application fee.

6.2.2 An application for admission to The Graduate School.

6.2.3 Official transcripts, translated in English, from each college or university attended.

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

6.2.5 Applicants whose native language is not English are required to submit proof of English proficiency.

6.2.6 For program requiring a GRE or GMAT score, an official record of the student's score sent by Educational Testing Service to the A&M-Commerce Graduate School.

6.3 Grade point average and GRE/GMAT requirements are the same as those for the appropriate degree program as set forth in Sections 4 and 5.

7. REVIEW OF ADMISSION PROCEDURE

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

7.1.2 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.

7.1.3 To respond to legislative mandates and changing societal needs.

7.1.4 To respond to changing needs of particular disciplines as identified by program faculty.

Related Statutes, Policies, or Requirements

[System Policy 11.04 Admission Standards](#)

Contact Office

Dean for Graduate Studies and Research
903-886-5163