

## **University of Arkansas at Little Rock**

**Policy Name: Graduate School Admission Policies**

**Policy Number: 5\_\_**

**Effective Date:**

**Approved by the UALR Graduate Council on April 13, 2011**

### **Admissions**

Admission to the UALR Graduate School requires a baccalaureate degree from a regionally accredited institution with substantially the same undergraduate program as at the University of Arkansas at Little Rock. Requirements also include a 2.7 undergraduate GPA or a 3.0 GPA in the last 60 hours of undergraduate work. International students should refer to the Graduate School International Student Admission Policy for additional required application materials. Applicants must meet these requirements and be accepted into the Graduate School before they can apply and be accepted into a specific graduate program. Admission to an educational specialist or a doctoral program usually requires a master's degree from an accredited institution. Official transcripts, which are sent directly from the college or university that issued the degree, are required.

Students must satisfy Graduate School requirements and requirements of the program to which they seek admission. Please consult the Graduate Catalog for program specific admission requirements. Some degree programs require the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admission Test (GMAT). Generally, scores more than five-years-old are not accepted. Test scores alone do not determine admission to a program but are one piece of data. Letters of recommendation, statements of purpose, and personal interviews are also used to assess a student's preparedness for and probability of success in a program. Applicants who do not meet all minimum admission criteria may, in rare instances, be admitted conditionally.

### **The Application Process**

All prospective students are required to apply online at <https://boss.ualr.edu> to the UALR Graduate School. A non-refundable application fee is required for all applicants except for McNair Scholars. After submitting an application on BOSS,

students must notify ALL institutions attended for undergraduate and graduate work to send official transcripts to:

University of Arkansas at Little Rock  
Attention: Graduate School  
2801 South University Avenue  
Little Rock, Arkansas 72204-1009

Please refer to the program of study to find out if additional items are needed to complete the application file. Students may monitor the status of their application on BOSS. It is the applicant's responsibility to ensure that all admission documents are received in the Graduate School in a timely manner. All credentials submitted by or on behalf of an applicant become the property of UALR and will be retained for one year. Materials from applicants who do not submit all requested material will be shredded and discarded. Once an application has been submitted, applicants should notify the Graduate School of any change in plans regarding enrollment at UALR. Section 5-37-105 of the Arkansas Code makes it a misdemeanor, punishable by fine and/or imprisonment, to present a transcript, diploma, or grade report from a post-secondary educational institution in a fraudulent manner. Withholding information or submitting inaccurate information may make people ineligible for admission and subject to dismissal from the Graduate School.

### **Application Deadlines**

Deadlines for admission applications vary from program to program and are subject to change. Applications and all supporting materials should be submitted as early as possible. In order to be considered for financial aid offered by the Graduate School, materials for Fall admission should be received by the Graduate School by August 1<sup>st</sup>; for Spring admission, by December 15<sup>th</sup>; and for Summer admission, by May 1<sup>st</sup>. These dates will normally assure an admission decision in time for enrollment in the designated semester; however, specific program deadlines take precedence. For program deadlines, contact the program coordinator or the Graduate School.

Apply for regular admission and full consideration for financial aid by:	Apply for regular admission, but no expectation for financial aid by:	Apply for special enrollment status:
August 1st for Fall	August 15th for Fall	First day of class for Fall
December 15th for Spring	January 1st for Spring	First day of class for Spring

May 1st for Summer	May 15th for Summer	First day of class for Summer
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## **Deferment**

Occasionally, students who have been admitted into a graduate program are unable to enroll in classes in the term for which they were admitted. In such occasions, students may officially request a deferment for up to one year from the Graduate Admissions Coordinator. Approval of students' requests is not guaranteed, but considered on a case by case basis. Upon completion of the agreed-upon deferred period, it is expected that the student will begin enrolling in graduate coursework in their respective programs. For advising purposes, the catalog year under which a student falls will reflect the academic year the student first enrolls in courses if that is different than the academic year the student is admitted. If a student fails to file a deferment or fails to register for classes after the completion of a deferment, he or she must reapply for admission.

## **Undergraduate Seniors Admission**

UALR seniors near completion of their baccalaureate degrees may apply for admission to the Graduate School, which provides limited enrollment privileges. If accepted, they will be awarded the appropriate status upon confirmation of their baccalaureate degrees. It is the student's responsibility to inform the Graduate School of degree completion. Students may not be eligible for financial aid while being considered for admission to the Graduate School.

## **Admission Status**

Students may be admitted in one of these categories:

- Regular (degree-seeking): completed and submitted all admission materials; met Graduate School and program admission requirements.
- Conditional (degree-seeking, non-degree-seeking): supplied all admission materials; did not meet all admission requirements. Test scores, grades in the undergraduate major, or other pertinent data must indicate student will perform satisfactorily in Graduate School. The student will be dismissed during the first 12 hours if his or her GPA is not above 3.0 or satisfactory progress is not made towards meeting the admission requirements.
- Transient (degree-seeking): accepted as a degree-seeking student in another accredited graduate school; have letter of good standing from that graduate

school dean. Should have agreement from home campus advisors that UALR courses will be suitable to their degree programs; should consult in advance with appropriate program coordinator to ensure proper preparation for and permission to enroll in courses. Transient students are normally admitted for only one semester.

- Special (non-degree seeking): met admission requirements. For persons who want a limited number of graduate hours for professional advancement or personal enrichment. Test scores are not usually required. Special students must contact appropriate program coordinators to ensure that course prerequisites are met and for permission to enroll in specific courses. Most programs permit enrollment, if space and other resources permit, after all degree-seeking students are enrolled. Some programs limit the number of hours special students may take in the program. No more than nine hours can be earned while classified as a special student. Special students enrolling in most classes offered by the College of Education have additional requirements. They must contact the associate dean's office in the College of Education prior to enrollment. Courses taken as a special student may later be used to satisfy degree requirements at the discretion of the program faculty and Graduate School dean. Special status is not an avenue for admission to a program or enrollment in courses where an applicant has already been denied. Applicants denied admission to a program, then admitted as special students, must have special permission from both the program coordinator and the Graduate School dean to take courses in the denied program.

### **Contingent Enrollment Privilege**

Students not yet admitted to the Graduate School may be granted contingent enrollment privileges (with minimum requirements of an unofficial transcript showing conferral of a baccalaureate or graduate degree) until an admission status is granted. Failure to present adequate and official admission materials within four weeks of enrollment may result in administrative withdrawal from all courses and loss of tuition and fees, and failure to gain admission will prevent enrollment in future graduate courses. The phrase "Admitted to Graduate School" will not appear on the transcript.

Source: *UALR Graduate Catalog 2009* p. 24-26.

Revised:

Approved By:

Custodian: