11.04.99.R0.11 Admission to Graduate School

Effective April 9, 1996
Revised November 2002
Revised February 2004
Revised June 2004
Revised June 7, 2005
Revised May 5, 2008
Revised December 10, 2008

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 or doctoral degree.

Reason for Procedure

This procedure outlines the requirements for admission to The Graduate School for all categories: nondegree, certification, master's, and doctoral. All students must consult with major departments concerning specific departmental admission requirements. Admission to graduate business courses and to the MBA program is granted by the Dean for Graduate Studies and Research upon the recommendation of the Director of Graduate Programs in Business. Departments and programs may have admission requirements higher than those of The Graduate School.

Procedures and Responsibilities

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.

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.

3. Each applicant will file with The Graduate School, at least 30 days before registration for master's and doctoral level enrollment and 90 days before registration for international student enrollment, the following:

3.1. An application fee.

3.2. An application for Admission to The Graduate School.

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.

3.4 An official record of the student's score on the verbal and quantitative portions of the Graduate Record Examination (GRE) sent by Educational Testing Service to the A&M-Commerce Graduate School. Students pursuing an MBA degree, an MS degree in computer science, e-commerce, industrial technology, management or marketing or an MA or MS degree in economics may submit either the GRE or the Graduate Management Admission Test (GMAT). Applicants for nondegree status, holders of a master's degree who are seeking a second master's degree (in any field except business), or applicants to a master's degree program in Art or Music are exempt from this requirement. Applicants to master's degree programs in Early Childhood Education, Elementary Education, Reading, Secondary Education, and Agricultural Sciences (MED only) will be allowed to use optional criteria in place of a GRE test score.

5. Nondegree Student Status.

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:

5.1 An application for Admission to The Graduate School.
5.2 An official bachelor's degree transcript.
5.3 An application fee.

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. International students are ineligible to enroll under nondegree student status.

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.

6. Certification Status.

Students holding a bachelor's degree from a regionally accredited institution and who are not seeking a degree but are working toward a state or professionally mandated certification may enroll in graduate courses. Such 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. Individual departments will make the final determination on how many credits (up to 18) a student may transfer from certification status to a degree program. 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. All students should consult with the degree granting program concerning specific departmental transfer criteria.

A student in certification status who wishes to change to a degree-seeking status must, in addition to meeting regular admission requirements, have for all certification courses a 3.00 or higher grade point average and no more than two "Cs" if applying for a master's degree and no more than one “C" if seeking admission to a doctoral program.

7. Master's Degrees.

7.1 Full Admission Status. The applicant must satisfy the following requirements for full admission to The Graduate School:

7.11 Have an overall undergraduate grade point average of 2.75 on a 4.00 scale, or a 3.00 on the last 60 undergraduate hours, and achieve an acceptable score on the Graduate Record Examination (GRE) or, for business and technology students, on the Graduate Management Admission Test (GMAT).

Applicants with a 2.75 GPA or a 3.00 on the last 60 undergraduate hours or higher who are pursuing a degree in social work are not required to submit a GRE/GMAT score.

Applicants with a 3.00 GPA or a 3.25 on the last 60 undergraduate hours or higher who are pursuing a degree in the College of Business & Technology are not required to submit a GRE/GMAT score.

7.12 GRE/GMAT scores are not required for admission to the master’s programs in Art and Music.

7.13 Optional criteria (established by the department) can be submitted in place of the GRE test score for admission to a master’s degree

program in Early Childhood Education, Elementary Education, Reading, and Secondary Education.

7.14 Hold a bachelor's degree from a regionally accredited institution.

7.2 Probationary Admission Status. Applicants not qualifying for full admission may be granted probationary admission status based on other evidence such as high score on admissions test, professional experience, and/or recent performance on graduate courses.

When a department recommends that a graduate student be admitted on probation and the student has already accumulated at least 12 graduate hours at A&M-Commerce with no grade below B, the student will be granted full admission unless otherwise directed by the department.

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.

Removal of Probationary Status. Probationary status will be changed to full admission once the student has met one of the following sets of requirements:

7.21 Complete 12 semester hours of graduate coursework with a graduate GPA of at least 3.0., or

7.22 Complete 9 semester hours of graduate coursework with a graduate GPA of at least 3.40 and no grades below B; and approval of the major department.

No more than 12 hours completed while the student is classified as probationary can be applied to a graduate degree. Failure to remove probationary admission status after completing 12 graduate hours will result in the student being suspended from further graduate study in a degree program for 3 years.

7.3 Provisional Admission Status. Students pursuing graduate degrees in business who do not have a GRE/GMAT score on file may receive provisional admission status. Other students may enroll for one semester with one or more of the following deficiencies:

7.31 Official bachelor's degree transcript.

7.32 Official GRE/GMAT score on file.

7.33 Departmental admissions requirements (when applicable).

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.

8. Doctoral Degrees.

8.1 Students desiring acceptance into a doctoral program must meet the following minimum admission requirements:

8.11 Hold a bachelor's degree from an accredited institution or an equivalent degree from a foreign institution.

8.12 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.

8.13 Achieve an acceptable score on the Graduate Record Examination.

8.2 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.

8.3 The student will be provided with reference forms for distribution to at least three persons, two of whom should hold doctoral degrees, and a work experience/goals statement form. The student will be responsible for seeing that these reference forms are returned to The Graduate School.

8.4 Applications of students who have met the requirements listed above will be forwarded to the major department. The department will review each application and make a recommendation regarding admission status to a degree program to the Dean for Graduate Studies and Research who will send written notice of admission status to the applicant.

8.5 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.

8.6 A doctoral student who has not enrolled for 5 calendar years must apply for readmission under the current admission standards.

9. 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 for Graduate Studies and Research. The following documents must be submitted to The Graduate School 30 days in advance of the initial enrollment:

9.1 Official transcripts of all undergraduate and graduate work attempted.
9.2 An official Graduate Record Examination score.
9.3 A general catalog from the institution attended.
9.4 Any other documents that would support the student's application.
9.5 An application fee.

Factors considered by the Dean in making the determination include, but are not limited to, GRE scores, undergraduate grade point average, nature of undergraduate program, and educational qualifications of the undergraduate institution's faculty.

10. International Student Admission.

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.

10.1 Each applicant must submit:

10.11 An application fee.

10.12 An application for Admission to The Graduate School.

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

10.14 Proof of financial support. (Student's sponsor must sign a Sponsor's Statement form supplied by the University and submit a current bank statement.)

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

A minimum TOEFL score of:

10.151 500 for paper-based testing (p-BT)
10.152 73 computer-based testing (c-BT)
10.153 60 Internet-based testing (i-BT)

A minimum IELTS score of 5.0 overall band; or

Completing all years of a Bachelor's degree or higher at a U.S. regionally accredited university.

10.16 An official Graduate Record Examination score or, for business students, a Graduate Management Admission Test or GRE score.

10.161 Grade point average and GRE/GMAT requirements are the same as those for the appropriate degree program as set forth in Sections 7 and 8.

10.162 Each applicant is subject to departmental approval. Individual departments may establish additional requirements for admission.

10.163 International students must be admitted to a degree program in order to enroll in graduate courses unless visa classification indicates otherwise.

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

11.1. 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.

11.2 To respond to legislative mandates and changing societal needs.

11.3 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 of Graduate Studies and Research
903.886.5163