

UCF Graduate Council

[Home](#) > [Policy](#) > [Minutes](#)

GRADUATE POLICY COMMITTEE MINUTES

Minutes of July 23, 2008 meeting	
Recorder	Rhonda Nelson
Guests Present	Sami Durrani, student rep
Staff Members	Max Poole
Files	2008-07-23 Regulation Graduate Admissions 

Welcome and introductions. Dr. Aaron Liberman, chair, called the meeting to order at 3:00 p.m.

Regulation on graduate admissions. Dr. Liberman asked that Dr. Bishop begin by giving a summary of this regulation that would apply to all graduate programs. She reported that having a 3.0 GPA or a 1000 on the GRE or equivalent on the GMAT score has always been a state requirement. In April of this year, the state started discussions on devolving this state requirement. This was then voted on by the BOG and the state requirement has now been devolved, as of the end of June 2008.

This draft regulation is being put in place to replace the state requirement. In reviewing sections 2, 3, 4 of the document, the committee discussed whether to have separate admissions sections for domestic versus international students. After much discussion, Dr. Liberman suggested inserting the word "domestic" in sections 2, 3, 4 and rewriting section 5 for international. Sami then pointed out that this would be unfair to domestic students since international students would have a more "lenient" admissions policy since they would not be subject to the 3.0 requirement. After considerable discussion, it was thought that it was more practical, given the volume of international applications, for all international applicants to submit a GRE (or GMAT) so that the programs could have this information to make an admissions decision, and only after admitting the international student, would the GPA be verified by Graduate Studies as meeting the 3.0 GPA required for all admitted students. If a student did not meet the 3.0, then they would be counted in the 20% allowed in Provisional Status. This way the requirements would be the same for all students and a special section for admitting international students would not be needed. Dr. Rompf did ask if the GRE or GMAT could be optional. Discussion followed. It was agreed that if a student was not accepted and wanted to take the GRE or GMAT as they felt it would improve their chances to be admitted, they could still take a test, but that it could not be included as a checklist item for the program unless it were required.

Dr. Liberman asked for endorsement of the overarching concept of the regulation. There was a unanimous vote of yes. There was discussion regarding the separate section for the master's and doctoral students for international. For international, Ph.D.s were required to take the GRE or have a master's from a domestic institution. Dr. Liberman then asked if someone could summarize the changes. Dr. Liberman further asked if the committee could vote on approving this subject to the changes being made. There was a unanimous vote of yes. He further asked that Dr. Bishop update the document and send back out to the committee members for one more opportunity to offer comments.

Announcements and adjournment. Dr. Liberman adjourned the meeting at 4:10 p.m.

Update. Following this meeting, an additional meeting was set up on July 25 due to questions raised by the members who were not able to attend the meeting regarding their perception that there were different requirements for domestic and international students. Drs. Liberman, Daniell, Poole, and Bishop met to understand the source of some of the perception that there were different requirements for domestic and international students. They reworked section (5) and moved the first part of (5) now to 4(d) and retained the rest of section (5). At the conclusion of their meeting, it was clearly understood by all that a transcript evaluation was being required from those international students who are in master's programs that do not require the GRE or GMAT and that that is a necessary requirement since the transcripts are in a foreign language and that no discrimination exists between domestic and international. This change should make it clearer and satisfy the concerns expressed by Drs. Daniell, Sepulveda, and Zygouris-Coe.

© 2015 University of Central Florida

Graduate Council 407-823-3567. Site maintained by College of Graduate Studies, Millican Hall 230, PO Box 160112, Orlando, FL 32816-0112. [Graduate Studies webmaster](#)

[Revised July 31, 2008](#)

6C7-2.003 Admission of Graduate Students

(1) This regulation applies to all students who seek to be admitted to graduate programs at UCF.

(2) Each student admitted to a graduate degree program or to a post-baccalaureate professional program must have earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution and also meet at least one of the following:

(a)

Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, or

(b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or

(c) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Additionally, all applicants to doctoral programs must meet the following specific requirements:

(a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the Graduate Record Examination or GMAT unless it is required by the program.

(b) In addition, doctoral applicants must submit three letters of recommendation, a resume or a curriculum vita, and a written essay.

(c) The submitted materials must be used in the context of a holistic credential review process.

(d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be published annually in the Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.

(e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(4) Additionally, all applicants to master's programs must meet the following specific requirements:

(a) A score on standardized exams such as the GRE or GMAT is not required by the university, although individual programs may still require the exams for admissions purposes for admission to a master's degree program.

(b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by a master's program must be published annually in the Graduate Catalog and on the website of the master's program; further, such requirements shall be reviewed, and if necessary updated, annually.

(c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(d) For international students to be admitted in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a ~~transcript translation~~ credential evaluation service recommended by UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

(5) In addition to the above requirements, international students must show proficiency in written and spoken English by

(a) proving they are from a country where English is the only official language; or

(b) establishing that a prior bachelor's, master's or doctoral degree was earned from a regionally accredited college or university in the United States; or

(bc) establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the official language, or a university at which English is the only official language of instruction; or

(de) submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information must be included in the Graduate Catalog and program website information for that specific program.

(ed) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the SPEAK exam administered by the UCF Center for Multilingual Multicultural Studies before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

(6) Exceptions to the above requirements:

(a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).

(b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit post-baccalaureate non-degree seeking students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(7) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.