

Graduate Admission

About Graduate Admission

The University of Texas at Dallas is a comprehensive, state supported institution of higher learning, offering a variety of programs at the undergraduate, masters, and doctoral levels. UT Dallas is committed to providing quality education to a diverse student body and offers programs designed for both full-time and part-time students. The University of Texas at Dallas accepts applications for admission to graduate degree programs for the fall, spring and summer semesters.

Admission to UT Dallas is open to all candidates on the basis of academic preparation, ability, and availability of space without regard to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation.

For more detailed information, [contact the Graduate department](#) or [program](#) to which you are applying since each program has specific admission requirements listed at <http://www.utdallas.edu/admissions/graduate/degrees>.

Graduate application deadlines and available terms of entry may vary by program. Please refer to the [application section](#) in this catalog. International applicants may have different deadlines; please refer to both the application section in this catalog and the [International Students graduate admissions website](#) for more information.

As with all state institutions of higher education, the procedures and criteria for admission used by UT Dallas are effective as of the publication date of this catalog but are subject to change by actions of the Texas Legislature or the Board of Regents.

Admission Requirements

Each program has specific admission requirements listed at www.utdallas.edu/admissions/graduate/degrees.

At a minimum, all applicants must meet the following admissions requirements:

Master's Programs

The minimum requirement for admission to any master's degree program at UT Dallas is an earned UT Dallas baccalaureate degree or its equivalent from an accredited institution with a grade average of B or better in upper-division (junior and senior level) work in the student's major field and related fields.

Applicants in their final year of undergraduate study may be admitted to a master's degree program at UT Dallas. Evidence for the conferral of the baccalaureate degree must be presented

before enrollment the master's degree program is permitted.

Students who have completed a relevant and acceptable master's degree and have submitted official degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral.

Doctoral Programs

The minimum requirement for admission to any doctoral program is an appropriate earned UT Dallas master's degree or its equivalent from an accredited graduate institution, with an average of at least B+. Applicants currently enrolled in post baccalaureate study may be admitted on the condition that official documentation confirming the conferral of their master's degree is presented before enrollment at UT Dallas is permitted.

Some departments admit directly to the doctoral program from a bachelor's degree for highly qualified candidates.

Graduate Certificate Programs

UT Dallas offers a number of graduate level certificate programs that typically involve 9 to 15 semester credit hours of graduate coursework in a focused area of study. Each certificate at UT Dallas consists of a subset of the courses from a current master's degree program offering. For a full list of our current certificate offerings please refer to www.utdallas.edu/academics/certificates.html.

Each certificate provides specialized training to help expand a student's areas of expertise, teaches them about new developments in their field, augments their professional skills and provides credentials that help advance their careers. In addition the certificate offering enables students to test the waters before deciding to pursue a master's degree in that area. Students who are later accepted to the master's program may be allowed to count some or all of their completed certificate courses with grades of B or better toward their masters degrees. A student may pursue graduate certificate and master's degree concurrently.

Admission to graduate-level certificate programs requires a bachelor's degree and an undergraduate record indicative of readiness for graduate work. Many certificate programs do not require admissions tests such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) unless or until a student seeks admission to a related master's program.

Admission Requirements Documentation

Official Transcripts

The term "Official Transcript" is understood to refer to the official recorded results of the student's academic work in a sealed envelope signed and stamped by the registrar or by an authorized official of the issuing college or university. It is the responsibility of the applicant to provide English translations of transcripts and documents that are in a language other than English. This documentation should be sent to:

Office of Admission and Enrollment
The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080-3021

All materials submitted in the process of applying to the University become the property of the University and will not be returned to the applicant. Falsifying or omitting information may result in withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary actions.

Admission to a master's degree requires that an official transcript demonstrating the completion of a bachelor's degree with a grade average of B or better in upper-division (junior and senior level) work in the student's major field and related fields from UT Dallas or another accredited institution be submitted at the time of enrollment. An applicant who has earned a baccalaureate degree under the "academic fresh start statute" (*Texas Education Code*, Section 51.931) will be evaluated only on the grade point average (GPA) of the coursework completed for that baccalaureate degree and the other criteria stated in this catalog.

Students who have completed a relevant master's degree and have submitted official master's degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral.

An official transcript demonstrating the completion of a master's degree, submitted at the time of enrollment, is required for admission to a doctoral degree. Some departments admit highly qualified candidates directly to the doctoral program from a bachelor's degree.

Graduate Admission Examination Scores (GRE, GMAT)

Standardized test scores must be official and reported directly by the Educational Testing Service ([ETS](https://www.ets.org)) should be sent to The University of Texas at Dallas, Code 6897. The Graduate Management Admissions Test (GMAT) is required if applying to the Naveen Jindal School of Management and the Graduate Record Examination (GRE) revised General Test is required if applying to all other schools except the School of Arts and Humanities. Each degree program sets its own criteria for what constitutes a satisfactory score for degree-seeking admission (see <http://www.utdallas.edu/admissions/graduate/degrees>).

The information about the GRE and GMAT examinations given below was current at the time this catalog was published. Applicants should be advised that both examinations are undergoing changes in format and design.

Graduate Record Examination (GRE)

The GRE revised general test is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing may be obtained directly from Graduate Record Examination, Educational Testing Service, P.O. Box 6000; Princeton, NJ 08541-6000; by phone 1-610-771-7670 or 1-866-473-4373, via email through its [email form](#) or [direct email](#), or go to <http://www.ets.org/gre>. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

Graduate Management Admission Test (GMAT)

The GMAT is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing sites may be obtained directly from the [GMAT website](#); by phone 1-800-717-GMAT (4628); via [email](#); or go to <http://www.mba.com>. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

Narrative

A narrative is submitted by the applicant outlining academic interests in the UT Dallas degree program of interest, current or long-range interests in research, teaching, or other professional objectives; describing publications or other scholarly endeavors; listing of academic and professional organizations and fellowships, scholarships, or other honors received (for additional information see <http://www.utdallas.edu/admissions/graduate/degrees>).

Request for Recommendation Forms

Applicants must ask three individuals (employers, community leaders, teachers, etc.) who are able to judge their ability to complete the graduate study program and their probable success in graduate school by completing recommendation forms. These letters of recommendation may be sent directly to the contact listed for the degree program. The form is located at: <http://www.utdallas.edu/admissions/graduate/documents/GradReqRecommendation.pdf>. Letters of recommendation can also be requested online as a part of the Graduate Application for Admission.

International applicants without Permanent Resident Visas must submit evidence of financial support (financial affidavit and original bank statement) before they can receive the I-20 or other required documents needed for visa application.

In accordance with Chapter 51, of the *Texas Education Code*, decisions on admission to degree-granting graduate programs at UT Dallas are based on holistic considerations of all submitted information regarding the academic, career, and personal histories of the applicants. Standardized test scores and coursework GPA levels cited in the catalog descriptions of some degree programs are listed for advisory purposes only, to indicate the typical achievement levels of students enrolled and succeeding in the various programs. No single quantitative or qualitative measure, or any specific combination thereof, constitutes a definitive standard for admission. Rather, each application will be considered individually and each applicant's complete profile of strengths and prospects for successful completion of the program will be evaluated by the admissions committee. Applicants are encouraged to contact the graduate advisor in the degree program in which they expect to enroll to discuss specific admission requirements.

Applicants who satisfy all of the above criteria qualify for regular admission to the degree program.

Special Admission Requirements

Students denied the regular admission status may qualify for admission under one of the following special admission requirements:

Conditional Degree-Seeking Graduate Student

Upon review of the credentials of an applicant seeking regular admission to a UT Dallas degree program, the graduate studies committee of that degree program may recommend, and seek concurrence of the Dean of Graduate Studies, that the applicant being admitted be subjected to specific conditions being satisfied over a specified time period. Such conditions might include requiring additional semester credit hours to be taken, and/or a specific GPA to be maintained. A student satisfying the conditional requirements within the specified time period will then qualify for regular admission. The graduate advisor in the academic program will monitor compliance with the admissions conditions. A student who does not fulfill the specified conditions within the time period specified at the time of admission will be barred from continued registration in the degree program.

Normally a student cannot remain in conditional status for more than one calendar year. Exceptions to the one-year limitation can be granted only by the Dean of Graduate Studies upon recommendation of the graduate program. Under no circumstances will the student be allowed to remain enrolled under Conditional Status for more than 15 semester credit hours or two consecutive years, whichever comes first. Within these limits, specified graduate level coursework taken as a conditionally admitted student can be applied to the degree program.

Non-Degree Seeking Graduate Student

A student wishing to take graduate level coursework without becoming a candidate for a graduate degree may apply for admission to UT Dallas as a non-degree seeking graduate student. The non-

degree student seeking admission to the master's degree program must satisfy the condition of having an earned baccalaureate degree for admission to a master's degree program at UT Dallas. The applicant should consult with the department or program offering the graduate level coursework to determine GRE/GMAT and letters of recommendation requirements.

The applicant should consult with the graduate advisor in the department or program offering the graduate level coursework. The graduate advisor in the degree program will define specific eligibility requirements and admit students to the courses open to non-degree enrollment each semester. Enrollment as a non-degree student is restricted to the regular registration period each semester. Please refer to the graduate catalog in each school for additional information on prerequisite requirements for each course.

Enrollment as a non-degree seeking graduate student is subject to review and approval by the Associate Dean of Graduate Studies in the specific school. No more than 15 semester credit hours taken as a non-degree enrolled student at UT Dallas may be transferred to satisfy the requirements of a graduate degree program, except with the permission of the Dean of Graduate Studies. Students admitted as non-degree seeking may not be eligible for financial aid and should consult the UT Dallas Financial Aid office regarding their status prior to submission of their application for admission.

NOTE: International students are not eligible to maintain F or J immigration status by participating in a non-degree seeking program. Exceptions include those enrolling in pre-established international exchange mobility programs, and transient or visiting F-1 and J-1 students whose immigration documents are issued by another U.S. college or university.

Graduate Student Taking Only Undergraduate Courses

Upon review of the academic background leading to the award of a Bachelor's degree by the academic advisor in the graduate program, a student may elect to take or be restricted to taking only undergraduate level courses. The Associate Dean of Graduate Studies and/or Associate Dean for Undergraduate Studies in the specific school must approve enrollment in the undergraduate courses and the student will be required to maintain the same scholastic standards as regularly admitted undergraduates. In addition the student will receive academic guidance from the advisor in the school. Students restricted to taking undergraduate courses may not take graduate courses in a degree program at the same time. Consultation with the UT Dallas Office of Financial Aid regarding aid eligibility is strongly advised before enrolling.

English Proficiency Requirements for International Applicants

International applicants expecting to hold a non-immigrant visa type, from non-English speaking countries, whose primary language is not English and who graduated from a non-U.S. university where the language of instruction and examination was not English, must demonstrate English proficiency.

English proficiency requirements can be met by:

- Achieving a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) PBT (paper-based test),
- Achieving a minimum score of 80 on the TOEFL IBT (Internet-based test),
- A minimum score of 6.5 on the International English Language Testing System (IELTS) test,
- A minimum score of 67 on the Pearson's Test of English Academic (PTE), or
- A successful completion in level 112 of English from the ELS Language Centers, <http://www.els.edu>.

This requirement should be met at the time the admission application is submitted. Applicants with lower scores will be considered but are advised to improve their test scores and reapply.

Applicants native to a country where the primary language is English and have earned a baccalaureate degree from an accredited institution of higher education where the language of instruction and examination was in English are excused from this requirement. Scores must not be more than two years old, and an official copy must be sent from the testing agency to:

Office of Admission and Enrollment
The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080-3021

Higher scores may be required if the applicant is to succeed in the competition for Teaching Assistant openings.

English Requirements for Teaching Assistants

Students are required to be able to speak and write English clearly and well. Texas state law and regulations, *Texas Education Code*, Section 51.917, require that international students appointed as Teaching Assistants (TA's) be proficient in the use of the English language. An English Proficiency Interview conducted under the auspices of the office of the Dean of Graduate Studies will be used to screen for students requiring remedial help in the form of English as a Second Language (ESL) course. International students must satisfy the proficiency requirement upon appointment or pass the ESL course within two semesters to be eligible for consideration of continued appointment as a TA. Regardless of test scores, students must meet the language requirements of their programs.

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