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.

Inquiries regarding the status or details of an application will only be discussed with the applicant or a representative designated by the applicant. Disclosure of any material in an applicant's file to a third party is prohibited.

For application inquiries or questions on graduate admissions, 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 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 who have earned a three year baccalaureate degree are eligible to apply for admission to UT Dallas graduate programs. Admission decisions are based on each program's admission
committee's holistic review of the applicant's credentials.

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 in 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. Electronic copies of official documents may be uploaded via the online graduate application system in PDF format.

**Doctoral Programs**

The minimum requirement for admission to any doctoral program is an appropriate earned UT Dallas master's degree or its equivalent, 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 several 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](http://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. Students may pursue a graduate certificate and master's degree concurrently.

Admission to graduate-level certificate programs requires a bachelor's degree or its equivalent 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" refers 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. Electronic copies of official transcripts may be uploaded to the online graduate application system in PDF format for admission decision processing. If the applicant is notified of successful admission, official transcripts must then be submitted before enrollment is permitted. The official 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 electronic copy of the official transcript demonstrating the completion of a bachelor's degree or its equivalent 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 be submitted at the time of application. 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 prior to enrollment.

An electronic copy of the official transcript demonstrating the completion of a master's degree, submitted at the time of application, 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) should be sent electronically to The University of Texas at Dallas, Code 6897. 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](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](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](http://www.mba.com). Applicants should specify by both institution and code that the test score be sent electronically to The University of Texas at Dallas, Code 6897.

**Narrative**

A narrative is uploaded to the online graduate application system in PDF format 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](http://www.utdallas.edu/admissions/graduate/degrees)).

**Request for Recommendation Forms**

Applicants must ask up to 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 are 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.

Admission decisions are based on the applicant’s composite achievement profile, including:

1. GPA in university level coursework
2. Strength of academic preparation
3. GRE or GMAT scores if required by program
4. Record of achievements, honors, and awards
5. Special accomplishments, work, and community service, both in and out of school
6. Essay, Narrative, of CV/Resume as specified by program requirements
7. Special circumstances that put academic achievements in context
8. Recommendations as specified by program requirements

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. Certain admission requirements, such as GRE or GMAT scores, may be subject to the terms of approved program agreements between UT Dallas and other partner institutions.

Documentation Inquiries

Questions related to admission documentation and the online graduate application system should be addressed to:

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

Telephone: 972-883-2270
Toll Free Telephone: 800-889-2443
Fax: 972-883-2599
Email: admissions-status@utdallas.edu

The Office of Admission and Enrollment is located in the Student Services Building.

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 or its equivalent 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 or its equivalent 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 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](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 or who have earned a baccalaureate degree or a masters degree from an accredited institution of higher education where the language of instruction and examination was in English may be considered to have met the English proficiency 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
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.

Admissions Consideration for Applicants with Three-Year Undergraduate Degrees

Applicants with three-year undergraduate degrees will be considered for admission into our master's programs. Their candidacy will be reviewed holistically considering all of the following variables: admission test scores, English proficiency scores if applicable, undergraduate grade point average, official transcripts from all previous institutions, undergraduate degree major and awarding institution, resume, recommendations and personal objective statement.