

*Admission policies are subject to periodic review. For additional information and changes impacting fall, see [www.gradschool.unt.edu](http://www.gradschool.unt.edu).*

## Admission Application

Applications must be submitted online at [www.applytexas.org](http://www.applytexas.org). Application is made through the Toulouse School of Graduate Studies.

## Admission Application Fee

U.S. citizens and permanent resident aliens applying to the University of North Texas Toulouse School of Graduate Studies must pay a \$50 non-refundable admission application fee. The fee must be paid in U.S. dollars.

International students applying to the University of North Texas Toulouse School of Graduate Studies must pay a \$75 non-refundable admission application fee. The fee must be paid in U.S. dollars.

Admission applications will not be processed until after the application fee is received. Admission decisions will be made after all academic credentials are received and evaluated.

Contact the Toulouse School of Graduate Studies for more information at (940) 565-2636, (888) UNT-GRAD, Dallas-Fort Worth metro (817) 267-3731, or by e-mail at [gradadmission@unt.edu](mailto:gradadmission@unt.edu).

## Admission Deadlines

The following are deadlines for submission of complete application materials for all students seeking on-time registration *except* those applying for admission to programs with earlier deadlines (see departmental information).

### Fall 2007

- July 15, 2007, for classes beginning Aug. 27, 2007

### Spring 2008

- Nov. 15, 2007, for classes beginning Jan. 14, 2008

### Summer 2008

- May 1, 2008, for classes beginning May 12, 2008
- May 15, 2008, for classes beginning June 2, 2008
- June 15, 2008, for classes beginning July 7, 2008

### Fall 2008

- July 15, 2008, for classes beginning Aug. 25, 2008

*Students who submit applications after these dates, if accepted, will have to register during the late registration period and pay a late registration fee. Admission deadlines are subject to change. See [www.gradschool.unt.edu](http://www.gradschool.unt.edu) for the most current information.*

## Requirements for Admission to the Toulouse School of Graduate Studies

### General Admission Requirements

Applications for graduate studies are made through the Toulouse School of Graduate Studies, regardless of degree program.

All applicants for admission to the Toulouse School of Graduate Studies must meet the following requirements, whether or not admission to a specific degree program is sought.

1. The applicant must hold a bachelor's degree or its equivalent from a regionally accredited institution.
2. Specific grade point average (GPA) requirements for certification-only, non-degree and degree-seeking students follow. The GPA is calculated by dividing the total number of grade points earned by the total number of semester hours attempted (A equals four grade points, B equals three, C equals two, D equals one, F equals zero).

#### a. Non-Degree, Teacher Certification/Endorsement and Graduate Academic Certificate-Only Students.

The applicant must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree or a 2.8 GPA on all undergraduate work used to complete the bachelor's degree to receive unconditional admission to the Toulouse School of Graduate Studies. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards listed above to be admitted unconditionally.

Applicants with a GPA between 2.8 and 3.0 on the last 60 undergraduate semester hours (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree, or an overall undergraduate GPA between 2.6 and 2.8, or a GPA between 3.0 and 3.4 on a completed master's degree, may be considered by individual review by the graduate dean for provisional admission.

Applicants with a GPA below 2.8 on the last 60 semester hours (or the whole semester closest to the last 60 hours) and with an overall undergraduate GPA below 2.6, or below 3.0 on a completed master's degree, are not eligible for admission to graduate study.

Non-degree and certification-only students who meet the minimum GPA requirements for admission to graduate studies are not required to submit standardized admission test scores. Graduate Academic Certificate programs may have additional admission requirements to be eligible for the certificate. Consult the Graduate Academic Certificate program director for details.

b. **Degree-Seeking Students.** The applicant must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree or a 2.8 GPA on all undergraduate work used to complete a bachelor's degree to be considered for unconditional admission to the Toulouse School of Graduate Studies for master's study. Applicants who have already completed a master's degree must have at least a 3.4 GPA or meet the undergraduate GPA standards listed above to be admitted unconditionally for a second master's degree or doctoral study.

All students seeking admission to a graduate degree program are required to meet a standardized admission test score requirement. Some programs may require specialized sections of a standardized exam (e.g., the GRE writing test). Some programs require other materials (e.g., a writing portfolio, an art portfolio or an audition, etc.). For the applicable standardized admission test and additional admission requirements, contact the academic program.

Requirements for admission to specific degree programs may differ from the minimum requirements for admission to the School of Graduate Studies. Specific requirements for admission to a degree program may be found in the appropriate departmental section of this catalog. Admission to the Toulouse School of Graduate Studies does not imply admission to a degree program.

Applicants with a GPA between 2.8 and 3.0 on the last 60 undergraduate semester hours (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree, or an overall undergraduate GPA between 2.6 and 2.8, or a GPA between 3.0 and 3.4 on a completed master's degree may apply to the School of Graduate Studies and be considered by individual review by the department for provisional admission.

Applicants with a GPA below 2.8 on the last 60 semester hours (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree and with an overall undergraduate GPA below 2.6, or below 3.0 on a completed master's degree are not eligible for admission to graduate study.

3. All students seeking admission to a graduate degree program are required to meet a standardized admission test score requirement. Some programs may require specialized sections of a standardized exam (e.g., the GRE writing test). Degree programs may require other materials (e.g., a writing portfolio, an art portfolio or an audition, etc.). For standardized admission test and additional admission requirements, contact the academic program.

4. The applicant may be required to take entrance examinations, either oral, written or both, before admission to the Toulouse School of Graduate Studies is granted.

5. The university requires any applicant from a foreign country who is admitted to the university to demonstrate satisfactory proficiency in oral and written English prior to beginning course work. Prospective applicants should inquire at the nearest American Embassy, Consulate or Information Center to arrange for whatever language examination may be required.

6. To be considered for admission, the applicant should file the following official credentials with the dean of the Toulouse School of Graduate Studies:

- a. complete official transcripts from all colleges or universities attended,
- b. an application for admission to the Toulouse School of Graduate Studies,
- c. official scores from the testing service on the required entrance test (see below), and
- d. the application fee.

*The mailing address for the University of North Texas Toulouse School of Graduate Studies is P.O. Box 305459, Denton, TX 76203-5459.*

7. An applicant who has attempted graduate work at another institution within the six-year period immediately prior to first enrollment in the Toulouse School of Graduate Studies of UNT, but who has not received a graduate degree, will be required to make up any grade point deficiency below a B average either at the institution at which graduate work was attempted or at UNT. (See "Time Limitations" in the Master's Degree Requirements section for details concerning validity of previous graduate work.)

8. Admission to the Toulouse School of Graduate Studies does not imply admission to candidacy for a graduate degree.

9. Applicants for admission are furnished written notification of their admission status by the dean of the Toulouse School of Graduate Studies. Statements by other university officers concerning the applicant's admissibility are not valid until confirmed by the graduate dean in writing.

10. Students who hold a bachelor's degree from a regionally accredited institution and who wish to pursue further study at the undergraduate level or to obtain a second bachelor's degree must apply for admission to the university through the Toulouse School of Graduate Studies.

### **Other Admission Requirements**

In addition to meeting the general requirements stated above, applicants for admission to any specific degree program also must meet the following requirements.

1. The applicant for graduate study ordinarily must have completed no fewer than 24 semester hours of undergraduate work in the intended major field, 12

of which must be advanced. In certain fields this requirement has been modified. (Refer to departmental requirements.)

2. An applicant desiring to pursue graduate work in any field and whose undergraduate record does not show completion of the courses prerequisite to this major will be required to make up such deficiencies in a manner prescribed by the student's major department.
3. Students wishing to change from one major field to another must make application in the office of the graduate dean and must meet all specific program admission requirements for the new major.

### Required Standardized Admissions Test

All students seeking a graduate degree are required to meet a standardized admission test score requirement. Only official score reports from the testing service are acceptable. For specific advanced test requirements in certain fields, consult subsequent sections of this catalog that describe individual programs.

For master's and doctoral degree-seeking students, a standardized admission test score must be submitted or the alternative criteria satisfied no later than the first term/semester of enrollment in a graduate degree program. Some departments require the submission of scores prior to admission and beginning course work. Check the appropriate department section of this catalog for further information.

Until the admission test requirement is met or the alternative criteria satisfied, the graduate student may be granted provisional admission only. If the test requirement is not met by the end of the first term/semester of enrollment, provisional admission will be canceled and the student will be limited to taking undergraduate courses for undergraduate credit only for one term/semester after their provisional term/semester. The student will not be allowed to register for any courses in subsequent terms/semesters until the admission test requirement is satisfied. The student can be reinstated to graduate study and to full admission status to the graduate degree program when the test requirement for admission to the degree program has been met.

The following procedures govern provisionally admitted students who have not taken the appropriate standardized test.

Students provisionally admitted to a degree program in the fall, spring, or summer term/semester without the standardized test scores must submit acceptable test scores prior to the completion of their first term/semester of enrollment. Early registration for subsequent terms/semesters will not be permitted if standardized test scores are not received from the appropriate testing service prior

to early registration or the alternative criteria are not satisfied. Regular registration for subsequent terms/semesters also will be blocked unless the standardized test provision is met.

In no case may the student who has not met the standardized admission test requirement or alternative criteria (a) be admitted to candidacy for any degree, (b) file application to receive such degree, or (c) be permitted to enroll in such courses as thesis, dissertation, problem in lieu of thesis, internship, practicum, etc.

## Admission of Continuing Students

Continuing students are those who have been officially enrolled at UNT at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

Continuing students do not need to reapply to the Toulouse School of Graduate Studies to enroll if they meet all of the following conditions:

1. have not received a degree from UNT since last enrollment,
2. will re-enroll in the same major as when last enrolled, and
3. do not have any current blocks on their record, i.e., admission test or academic.

Students meeting *all* of these conditions are eligible for web registration during early registration or regular registration. Instructions are available in the *Schedule of Classes* at [essc.unt.edu/registrar/schedule.htm](http://essc.unt.edu/registrar/schedule.htm).

Students who are unsure about whether they meet all of the above conditions for re-enrollment should contact the Toulouse School of Graduate Studies prior to the registration period for further information.

## Readmission of Graduate Students

Students who have previously been admitted to the Toulouse School of Graduate Studies but who have not enrolled at UNT at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment must follow these re-enrollment procedures:

1. file an admission application,
2. pay the application fee (if applicable), and
3. submit transcripts from all colleges attended (if any) since leaving UNT, showing eligibility to re-enroll at each institution.

Former students who have not enrolled elsewhere since leaving UNT and who are in good academic

standing are required to submit an admission application and application fee (if applicable).

## Preliminary Admission of Seniors to Graduate Study

Seniors within 12 semester hours of graduation may apply to the graduate dean for permission to take courses to be applied toward the master's degree, provided that at the time of application they appear to be eligible for admission to the Toulouse School of Graduate Studies and that the specific courses are approved by the dean in advance of registration. A student in this status may not enroll for a load exceeding the maximum permitted for graduate students. Preliminary admission of seniors to the Toulouse School of Graduate Studies remains provisional for up to a maximum of two terms/semesters. If the student has not completed the bachelor's degree during this period, provisional admission to the Toulouse School of Graduate Studies will be canceled. When the bachelor's degree has been awarded, the applicant's undergraduate record will be examined to determine eligibility for graduate study.

## Courses Taken for Doctoral Credit by Master's Degree Students

Students completing the master's degree at UNT who plan to continue work toward the doctorate are required to submit application for readmission to the Toulouse School of Graduate Studies in doctoral status. Those who wish to begin taking courses to be credited on the doctorate prior to receiving the master's degree must declare this intention in the office of the graduate dean at the time of registration in such status so that doctoral work may receive proper credit. Final acceptance of such work will not be granted until the student has secured full admission to a specific doctoral program of study.

## Requirements for a Second Bachelor's Degree

To be eligible for a second bachelor's degree, a student must meet all current catalog requirements for the second degree, including 12 hours of advanced courses in a field different from the major for the first bachelor's degree. Students who hold a bachelor's degree from a regionally accredited institution and who wish to obtain a second bachelor's degree must meet the same standards and apply for admission as graduate students in the same manner outlined previously in this section.

## Admission to Non-Degree Status

The university recognizes that some students may wish to be admitted to the Toulouse School of Graduate Studies for the purpose of taking courses not necessarily leading to an advanced degree (i.e. certification). Admission to the Toulouse School of Graduate Studies will be granted subject to the following provisions.

1. The applicant must meet all of the *general* admission requirements described above.
2. The student in this status is required to receive *graduate* credit in all graduate (5000- and 6000-level) courses taken, and must maintain an average of B on all such courses attempted. Non-degree students are entitled to enroll in any graduate-level class that is not restricted.
3. A student admitted to non-degree or certification-only status has no assurance that work completed under this status will be applicable toward degree requirements should he or she subsequently be admitted to a degree program at UNT. **A maximum of 12 semester hours earned prior to admission to a degree program may be counted toward degree requirements. Successful completion of graduate courses by non-degree or certification-only students does not obligate the university to grant admission to a degree program at a later date.** When all general and specific requirements for admission to a degree program have been met, a student may request that a change of major application be forwarded to the degree program area for evaluation.
4. A student who wishes to change from non-degree or certification-only status to degree-seeking status must have standardized admission test scores on file in the Toulouse School of Graduate Studies at the time the application is submitted. In other words, students will not be allowed to change from non-degree or certification-only status to degree-seeking status without having a standardized admission test score at the time they apply for admission to a degree program.
5. International students are not eligible to apply for admission to non-degree status.
6. Enrollment for graduate credit in courses in the College of Business Administration must be approved in advance of registration by the College of Business Administration and is limited to 12 hours.

## Admission Requirements for Students Who Change Major

For students who wish to change from one major to another major at UNT, a change of major form

must be filed in the Toulouse School of Graduate Studies. No change of major will be accepted for students who are on probation, or are otherwise not in good standing with the university. In addition, a student must satisfy the standardized admission test requirement for the intended major prior to submitting the request form. The applicant will go through the same admission process as any new student applying for admission to a UNT graduate program. The student's file will be sent for consideration to the graduate adviser in the proposed major.

## Conditional Admission of Students with Low Grade Point Average

For students who wish to pursue a graduate-level degree at the university (except the College of Business Administration), but who do not meet the Toulouse School of Graduate Studies grade point average (GPA) entrance requirements, the following regulations apply.

1. The student can complete a 15-hour program of 3000- or 4000-level courses for undergraduate credit beyond the bachelor's degree to demonstrate the ability to undertake graduate-level work. Specific courses are chosen in consultation with the graduate adviser of the intended major department and are approved by the graduate dean. A grade of A or B is required in each course. Courses taken at another institution will only be included in the 15 hours in exceptional cases with the approval of the intended major department and the graduate dean. Courses taken to qualify for admission cannot be used to fulfill graduate degree requirements.
2. Completion of the 15-hour leveling program does not imply admission to a degree program or eligibility for certification programs at UNT. It is the responsibility of the student to determine, in consultation with the program, if the 15-hour leveling program will help the student reach the goal of program admission. To maximize the benefit to the student, this determination should be made prior to enrolling in the 15-hour program.
3. The student must satisfy the standardized admission test requirement specified by the intended major department *prior* to being admitted to a graduate degree program and beginning graduate-level work.

For students desiring admission to a degree in the School of Library and Information Sciences, the standardized admission test score must be submitted prior to beginning the 15-hour program.

For students seeking admission to a master's degree program in the College of Business Administration who are unable to meet the grade point entrance requirement of the Toulouse School of

Graduate Studies and the entrance requirements of the College of Business Administration, the following regulations apply.

1. The student must submit a GMAT score. The GMAT must have been taken within the last five years.
2. The student must not have been in a degree program for at least five years prior to the time admission is sought.
3. The student must have completed the undergraduate business core (or equivalents) including MATH 1190, ECON 1100 and 1110, ACCT 2010 and 2020, BCIS 3610, DSCI 3710, MGMT 3820, MKTG 3650, FINA 3770, and BLAW 3430.
4. The student must complete 36 hours of additional undergraduate course work at UNT beyond the undergraduate business core. The specific courses to be taken will be determined by the master's adviser from the department of the student's intended major with the following restrictions:
  - a. no more than 12 semester hours may be taken outside the College of Business Administration;
  - b. no more than 24 hours may be taken in a major field;
  - c. all hours must be completed with a grade of C or better; and
  - d. the student will be dropped from the program for unsatisfactory progress when he or she has received three Cs or two grades below a C in any course work taken at UNT. For purposes of this rule, the first grade received in a course will be counted.
5. Upon completion of the qualifying program, submitting the admission test score (GMAT) and other admission materials to the College of Business, a student may apply for admission to a master's program in the College of Business Administration.

## Academic Fresh Start

For students who were admitted to a Texas public university under the Academic Fresh Start law, earned a baccalaureate degree, and desire to apply for admission to a postgraduate or professional program, the graduate school will consider only the grade point average of the applicant that was completed after enrollment under this law, along with the other standard admissions criteria detailed in this catalog.

## International Students

Applicants who do not hold either U.S. citizenship or U.S. permanent resident alien status in the U.S. should apply for admission by submitting a

<b>English Language Proficiency Minimum Requirements</b>	
<b>Proficiency Measure</b>	<b>Score Required</b>
CAE (Certificate in Advanced English, Level 4)	B or higher
CPE (Certificate of Proficiency in English, Level 5)	C or higher
SAT II-E	968 or higher
IELTS (International English Language Testing System)	Overall band 6.5 or above
TOEFL (Test of English as a Foreign Language, Educational Testing Service)	550+ (paper version)/213+ (computer version)
Internet TOEFL (iBT)	Reading, 20; Listening, 21; Speaking 19; Writing, 17 (or Total 80)  1. Original score sent from ETS (or copy to be verified by UNT International Admissions office). 2. Score must be less than two years old. Student may provide a certified older score if student has been continuously studying at a U.S. college or university.
GCE, GCSE, IGCSE	C or higher in English Language
WASC, KCSE, SSCE or equivalent national exams	C or higher in English Language
SAT Verbal	500 or higher
ACT Verbal	19 or higher
TAAS Scaled Scores	Reading, TLI 4X-89; Writing, 1770
THEA (undergraduates only)	
IB (International Baccalaureate)	Grade 5 or higher
English Composition I and II passed at a U.S. institution (that counts as transfer credit at UNT, not ESL courses)	
Articulation partners, as pre-arranged	

completed International Student Application for Admission. Students may choose from these types of admission:

#### **English Language Study Only**

1. Intensive English Language Institute (IELI) Only.

#### **English Language Study/Conditional Admission**

1. IELI plus UNT Undergraduate.
2. IELI plus UNT Graduate.

#### **Direct UNT Admission**

1. Undergraduate with TOEFL or other acceptable proof of English language proficiency.
2. Graduate with TOEFL or other acceptable proof of English language proficiency.

UNT applicants should apply at least eight months before the anticipated enrollment date and should arrange to have test scores and transcripts in the

International Admissions Office at least six months before the enrollment date. Verification of credentials also may be required. If transferring from any college or university, applicants must meet all normal UNT transfer admission requirements as determined and evaluated by the International Admission office. Specific requirements are detailed below.

UNT will not issue immigration documents for student visas until all admission credentials and financial support documents have been received and approved. For more information, see the *International Student Information* booklet available at [www.international.unt.edu](http://www.international.unt.edu) and from International Admissions, Kendall Hall, Room 173. A \$75 (U.S. dollars) fee is required each for IELI applicants and for UNT applicants. Application for both IELI and UNT, therefore, requires a \$150 fee. Applications will not be processed if the non-refundable fee is not submitted with the International Student Application for Admission form.

Application forms may be requested by mail at University of North Texas, International Admissions, P.O. Box 311067, Denton, TX 76203-1067, U.S.A.; by e-mail ([international@unt.edu](mailto:international@unt.edu)); by the web site ([www.international.unt.edu](http://www.international.unt.edu)); or the Texas Common Application may be completed online ([www.applytexas.org](http://www.applytexas.org)).

## Admission Requirements for International Students

All students who are not U.S. citizens or U.S. permanent residents are considered international students at the University of North Texas and must meet the following admission requirements, plus any departmental requirements.

1. Apply for admission to UNT using the *International Student Application for Admission* and pay the \$75 application fee.
2. Establish English language proficiency. UNT requires non-native speakers of English to submit evidence of English language proficiency. The chart “English Language Proficiency Minimum Requirements” shows acceptable measures and scores.
3. Submit official transcripts, degree certificates if a degree was earned, and national examination marks if required by the students’ country, in the native language with English translations.
  - a. Students who have never attended a college or university must submit official high school records with above average grades.
  - b. Students who have attended a college or university for less than one year must submit official high school records and official university records from each institution attended.
  - c. Students who have attended a college or university for more than one year must submit official college or university records from each institution attended. Students with fewer than 30 semester hours of transfer credit must have a grade point average of 2.5 or higher. Students with 30–44 semester hours of transfer credit must have a grade point average of 2.25/4.0. Students with 45+ semester hours of credit must have a grade point average of 2.0/4.0.
  - d. Transfer credit is subject to audit during a student’s academic career at UNT. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT academic policies.
4. F-1 and J-1 visa students must provide proof of available financial resources for one academic year (nine months): undergraduate, \$22,730; graduate, \$20,730 (approximate costs).

5. Graduate applicants should consult departmental copy in this catalog for additional requirements for their specific degree program.

**IMPORTANT:** Students who have completed 12 years of primary and secondary school plus a three-year bachelor’s degree are eligible for bachelor’s degree admission only and must complete the UNT bachelor’s degree before becoming eligible for master’s level admission.

## Graduate Preparation Course

Applicants who are non-native speakers of English may be eligible for the Graduate Preparation Course (GPC) as a substitute for the GRE verbal test score required for many graduate programs. Acceptance of the GPC as a GRE verbal score substitute is entirely at the option of an academic unit. The graduate school maintains a list of academic areas that have opted to accept the GPC substitute for the GRE verbal score. Prior to enrolling in the GPC, applicants should contact the academic unit or the graduate school to determine whether the academic unit accepts GPC students. Written authorization from the academic unit is required prior to enrolling in the GPC.

The GPC is an intensive semester-long course of advanced English-language skills conducted by the UNT Intensive English Language Institute (IELI). Applicants eligible for the GPC must have successfully completed level six of the IELI or have met current UNT TOEFL requirements, and must have conditional admission to a UNT graduate program. Each GPC applicant must also complete a graduate-level course (or other course, as specified or approved by the department) at UNT in the applicant’s selected major area and submit a grade of B or better.

Applicants successfully completing the GPC will receive a waiver of the verbal GRE score, but must complete all other admission requirements of the graduate school and the academic unit.

## Admission or Re-enrollment as Related to Personal Conduct and Admission Falsification

It is the responsibility of the director of admissions to refer to the Center for Student Rights and Responsibilities any application for admission or re-enrollment that indicates possible ineligibility of the applicant on grounds involving personal conduct. The potential of the applicant to benefit from university attendance, as well as the welfare and safety of the student body and of the university, will be carefully considered before permission to enroll will be granted.