

# ADMISSION

Students who wish to enroll in graduate studies must be admitted officially to graduate studies on formal application. To allow sufficient time for processing, notice of acceptance, and program approval, completed application forms together with other required materials including official transcripts — should be filed with the Office of Graduate Admissions well in advance of the opening date of registration for the term. Registration for a term is based on satisfaction of requirements for admission and enrollment prior to the close of the registration period for that term.

Acceptance for admission is based on the program objective declared in the application. Request for a change of original purpose — either before or after enrollment — is cleared through the dean of the college in which the program is offered. Applicants accepted for admission who do not enroll must contact the Office of Graduate Admissions to update their application.

## Admission

Consideration for admission to graduate studies is based on the following:

1. Possession of a bachelor's degree or equivalent in an appropriate field of study from an institution that is accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located. Educator preparation majors should contact the college dean concerning restrictions that may apply. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.
2. Submission of official transcripts of credit—undergraduate or graduate—from degree granting institution that qualifies the student for admission to graduate studies. Additional transcript requirements may vary by college in which the program is offered (see “College of Arts and Sciences”, “College of Business”, “College of Education and Human Sciences”, or “Anderson College of Nursing.”) Students receiving financial aid may be required to submit official transcripts from each college previously attended, whether or not a degree was granted from that institution. For more information contact Student Financial Services. Students who have earned all credits at The University of North Alabama or students seeking admission as transient students do not need to submit transcripts; however, transient students must submit the required letter of approval from the parent school. The acceptance of official transcripts and other documents submitted for admission to any graduate program may be subject to verification and authentication.
3. Satisfactory test scores, scholastic achievement, preparatory coursework, and other requirements additionally specified by the particular college in which the program is offered (see “College of Arts and Sciences,” “College of Business,” “College of Education and Human Sciences,” or “Anderson College of Nursing.”).
4. All programs leading to teacher certification at the Master's and Education Specialist levels have specific admissions criteria including background clearance. Please refer to the “College of Education and Human Sciences” section for all requirements.

## Admission to the Alternative A (Fifth-Year) Program

1. A score of 388 or better on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test prior to graduate admission.
2. A bachelor's or higher degree from a regionally accredited university with a minimum grade point average overall of 2.75 (4.0) documented on the official transcript from the degree-granting institution.
3. ASBI/FBI background clearance.
4. Unconditional admission to the Graduate Educator Preparation Program.
5. Candidates should consult with their education advisor regarding specific EPP requirements.

## Transfer Admission

Students who are in good standing in graduate programs at other recognized graduate schools, and who satisfy basic admission requirements, may be admitted as transfer students. Requests for transfer credit should be initiated by the student with the designated graduate advisor's approval. Acceptance of graduate credit by transfer is normally limited to six semester hours of B or higher grades in graduate work appropriate to the degree program at UNA. Exceptions must be approved by the appropriate graduate program coordinator/director, department chair, and college dean. Individual graduate programs may specify predetermined limits in their section of this catalog. Acceptance of credit by transfer does not affect the quality point status required on work attempted at the University of North Alabama. Residence requirements are not applicable to graduate programs. All transfer students are subject to UNA's scholastic standards. If these standards are not met, further academic action will be necessary.

## Transient Admission

Graduate students in good standing at other recognized graduate schools may, upon the advance written approval of the graduate dean or other appropriate official at the parent school, enroll as transient students in courses for graduate credit for which approved and for which prerequisites have been satisfied. Students applying for transient admission are not required to submit official transcripts, but the letter of approval from the parent school must be submitted prior to registration for the term.

## Acceptance of Seniors to Take Graduate Courses

A senior student at the University of North Alabama who is within one semester of graduation with a 3.0 cumulative GPA may request approval to take up to six semester hours of graduate classes. (Additional requirements may vary by college in which the program is offered: see “Anderson College of Nursing”, “College of Arts and Sciences”, “College of Business”, or “College of Education and Human Sciences.”) To better promote UNA 3+1+1, 3.5+1 bachelor to master and 1+1 master to master double degree programs, international studies from UNA Global Partner Universities may request approval to take 6-9 hours of graduate classes. Requests should be submitted to the dean of the college in which the graduate program is housed. Graduate coursework used to complete a teacher certification program may not be applied to a certification program at a higher level. The acceptability of graduate credit earned in this manner is conditional upon:

1. satisfactory completion of undergraduate requirements;
2. satisfactory work on the graduate course(s) for which enrolled; and
3. a student's total load cannot exceed 18 semester hours.

Any exceptions to this policy require the approval of the dean of the college in which the graduate program is housed. Enrollment in graduate courses does not constitute acceptance into a graduate program.

### Accelerated Bachelor's/Master's Program

The Accelerate Bachelor's/Master's Program (AMP) offers qualified UNA undergraduate students the opportunity to enroll in graduate coursework that can be applied concurrently to an undergraduate and graduate degree. Students may earn up to a maximum of 9 graduate credit hours toward both the undergraduate and graduate degree at undergraduate tuition rate.

Eligible UNA undergraduate students participating in the AMP program must submit a formal application to graduate studies. See the departmental sections of the Graduate Catalog for program specific admission requirements. The graduate application fee is waived for AMP participants. Contact the Office of Graduate Admissions at 256.765.4447 or graduate@una.edu for more information.

## International Admissions

The University of North Alabama welcomes motivated and qualified international students to pursue graduate studies offered at the four colleges of UNA: College of Arts and Sciences, College of Business, College of Education and Human Sciences, and Anderson College of Nursing. **For program specific admission requirements, see information listed under College/ Department in this Graduate Catalog.** International students, defined as individuals who are not U.S. citizens, permanent residents or refugees, may apply for admission under the following categories:

### Graduate

International students with a BA or BS degree who have met the English proficiency requirement may apply for regular admission. Application deadline: 30 days prior to first day of semester. Graduate students admitted to the Anderson College of Nursing and Health Professions must have a bachelor's degree in nursing from an accredited program in the United States and an unencumbered license to practice professional nursing in the States in addition to all other admissions criteria.

#### Admission Requirements

- Official Application
- \$100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English
- Official TOEFL/IELTS/TOEIC/PTE score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0)
- Official GMAT/GRE or Master's Degree from accredited university (GMAT 400-450 or equivalent GRE for MBA; satisfactory GRE or MAT score as defined by program in the departmental section of this catalog, Arts and Sciences)

### Transfer Graduate

International students with earned graduate course credits from another college or university in U.S. or abroad may apply to UNA as a transfer graduate student. See Transfer Admission for additional regulations outlining acceptance of transfer credit. Application deadline: 45 days prior to first day of semester.

International graduate students with earned graduate course credit from UNA Global Partner Universities may transfer more than six (6) semester hours of B or higher grades to meet the graduate program requirements at UNA. A list of courses from the home institution will be pre-approved by the respective UNA college dean based on the review of course descriptions provided by each UNA Global Partner University.

#### Admission Requirements

Official Application

- \$100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English (If a transcript does not list the credit hours and grade for each course taken, a course-by-course evaluation of the transcript is required by an approved international credentials evaluator such as WES, ECE, etc.)
- Official TOEFL/IELTS score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0, TOEIC 670, PTE 54)
- Official GMAT/GRE or Master's Degree from accredited university (GMAT 400-450 or equivalent for MBA, MAT 388, or combined Verbal/Quantitative 286, Arts and Sciences)

### Conditional Graduate

International students who do not meet the English language proficiency requirement at the time of submitting the application can be admitted as conditional graduate students. They are permitted to apply for graduate status upon successful completion of all Level 5 ESL courses at UNA. Application deadline: 30 days prior to first day of semester.

#### Admission Requirements

- Official Application
- \$100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English

### Online Graduate

International students who meet all program admission requirements may enroll in online degree or certificate programs offered by UNA. Additional admission criteria are required for the online nursing programs.

#### Admission Requirements

- Official Application
- \$100 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English

## Application Requirements

In compliance with accreditation standards, all admission documents such as high school, college diploma, and university degree sheet must be official. UNA does not require the original diploma or degree sheet, but a copy of the original documents must be notarized or attested. The

notary or attester must be provided by the school or university attended, by a government official, or by a government-approved notary firm. Copies of nonnotarized documents, scanned, or faxed documents will not be accepted.

In addition to the admission requirements listed above under each category, international students must meet all established University admission requirements and submit the following

- **Proof of Financial Support:** All international students must furnish official evidence (e.g., bank statements) of sufficient funds (US \$24,000 or equivalent currency) to cover educational and living expenses. If a student is sponsored by someone other than his/her parents, the following two letters are required: an official bank letter from the sponsor's bank showing sufficient funds that meet the sponsorship requirement and a letter from the student's sponsor stating that s/he is willing to sponsor the student. Private sponsored applicants should have their sponsor(s) (if the sponsor is in the U.S.) execute and send an Affidavit of Support (USCIS Form I-134) which is legally binding. Government sponsored applicants should submit a government scholarship letter.
- **Insurance:** To be in compliance with U.S. Federal Regulations regarding international students, all UNA international students must have UNA approved health insurance coverage while enrolled at UNA.
- **Evaluation of International Transcripts:** International students who have attended a college or a university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator such as World Education Services (WES), Educational Credential Evaluators (ECE), etc. All Colleges at UNA, except the College of Business, require a WES or ECE evaluation of the student's transcript before the student can be admitted to graduate programs. Students applying for the MBA program do not have to provide a WES evaluation if they have a verifiable bachelor's degree from a recognized university.
- **Application Fee:** It is the policy of UNA that a non-refundable \$100 international application fee must be paid before an application is processed. Students completing ESL and going into undergraduate or graduate degree programs are not required to pay the \$100 application fee again. Students moving from undergraduate to graduate are required to pay the \$100 application fee again.
- **Tests: UNA's Education Testing Service Code is 1735**  
For graduate admission, one of the following score reports is required:
  - Paper-based TOEFL: 550
  - Computer-Based TOEFL: 213
  - Internet-Based TOEFL: 79
  - IELTS: 6
  - TOEIC 670
  - PTE 54
 In addition to the above English language proficiency requirement, graduate applicants must also provide one of the following test score reports:
  - GRE score equivalent to GMAT 400-450
  - GMAT: 400-450
  - MAT: 388 or combined Verbal/Quantitative 286 (Arts and Sciences)

## Repeat/Recompute Policy

A student who has repeated graduate courses in which a grade of C, D or F was received may identify up to three credit hours for the purpose

of recomputing the GPA. For each course identified, only the most recent grade will be used in determining progress and in recomputing the GPA; however, the previous grade will remain on the transcript. Credit in each course may be used only one time toward meeting the credit hour graduation requirement. A student will request the recomputing by completing a form which lists the courses ([https://www.una.edu/registrar/forms\\_and\\_instructions.html](https://www.una.edu/registrar/forms_and_instructions.html)) with the Office of the Registrar at any time prior to or on the last day of drop/add of the semester of anticipated graduation. This policy applies only to courses taken and repeated at UNA. Each student should seek help from his or her departmental academic advisor, or from the appropriate dean's office and the Office of the Registrar, to determine if this policy is allowable in his/her degree program. In the Anderson College of Nursing, no student will be permitted to use the Repeat/Recompute Policy for any nursing course (NU designation). Students should be aware that utilizing the Repeat/Recompute Policy may not be looked upon favorably by some employers, by professional schools and by honor societies. The Repeat/Recompute Policy may not be applied after the degree has been conferred. Also, all courses attempted at UNA will be counted in determining a student's eligibility for Federal Student Aid. (See Student Financial Services for more details.)

For College of Business Students, (MG 600) (a 4 hour course) will be allowed to be subject to the repeat/recompute policy.

## Academic Dismissal

For students who have been dismissed from a graduate program for academic or other reasons, reinstatement in the program requires the approval of the respective College Readmissions Committee on the basis of extenuating circumstances. A written appeal must be directed through the Dean of the College for which the student wishes reinstatement. If approved, reinstatement may be based on special conditions and is subject to the regulations and standards in effect at the time of re-enrollment. Following reinstatement, a new application for admission must be filed in the Office of Graduate Admissions along with a current bank letter.

## Unclassified Students

Eligible applicants who wish to enroll for advanced credits only — as distinct from pursuing a degree — may be admitted unconditionally or conditionally as unclassified students for such coursework as prior preparation permits. Admission and enrollment requires the approval of the dean of the college in which the course or courses are offered. No assurance is given that credit earned while in unclassified status may subsequently be applied to a degree or certification program or be transferable to another institution. A change from unclassified to regular status or a change in certification objectives requires a new application and is subject to current regulations and standards. Unclassified students are subject to all academic requirements and regulations applicable to degree seeking students and are limited to enrollment in a maximum of 12 semester hours. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.

## Appeal of Admission Denial

Applicants who have been denied admission to a UNA graduate program may appeal this decision by submitting a written letter of appeal to the dean of college to which they applied. This letter of appeal should state the reasons for reconsideration of the decision. The dean will review the appeal, make a judgment regarding the request, and inform the applicant and the academic department. Should applicants wish to appeal the

decision of the dean, they may request a hearing with the Faculty Appeals Committee of the college. Upon hearing the case, the Faculty Appeals Committee will, within 10 calendar days, uphold the decision or refer it back to the college dean for further review. In either case, the college dean is responsible for notifying the student of the final disposition of the case. Appeals must be submitted within 60 calendar days of notification of denial of admission.