

MEMORANDUM

TO: Deans, GRAB Members, Chairs, Graduate Advisors

FROM: Philip Cohen, Dean, Graduate School

RE: GRE Waiver/Facilitated Admission for Outstanding UTA Undergraduates

DATE: 18 February 2005

cc: Dana Dunn, Vice President and Provost; Office of Graduate Studies Staff

At its 17 February 2005 meeting, the Graduate Assembly approved two proposals to simplify our current policies for waiving the GRE or GMAT requirements for outstanding UTA undergraduates and facilitating their admission to UTA graduate programs. Although many graduate programs on campus wish to make these two incentives available to talented undergraduate UTA alumni, our current policies are so complicated and cumbersome that these options are rarely exercised. Accordingly, the Graduate Assembly revamped these options without sacrificing academic integrity so that they are now easier to use. The following elements comprise the details of this proposal, which is effective immediately, and will go into the Graduate Catalog. Please notify your graduate faculty of this change. For more information on the application process, please contact Janet Wehner (Wehner@uta.edu) in the Office of Graduate Studies.

Waiver of the GRE or GMAT

Eligible Population

1. UTA graduates who have completed their undergraduate degrees within the past 3 years (as measured from the start of the semester in which admission is desired) from a program that is a normal undergraduate feeder program for the degree to be sought. Students must complete their last 60 hours of study at UTA to be considered for a waiver. Contingent (provisional) admission can be offered under this procedure for students in their final year of undergraduate studies, with the contingency removed upon the satisfactory completion of the 60 hours of study at UTA requirement and award of the undergraduate degree.
2. The student's UTA GPA must equal or exceed 3.0 in each of two calculations (1) in the last 60 hours of study as calculated for admission by the Graduate School (2) in all undergraduate coursework completed at UTA.
3. An applicant's record must be assessed for evidence strengths relevant to success in a unit's graduate program. Performance on criteria normally used in admission decisions should be considered. These criteria may include letters of reference from UTA faculty, achievement in specific courses, independent studies, research, and other activities that speak to an applicant's potential for success. Strengths justifying a waiver must be noted

on the admission worksheet. Meeting the minimum GPA requirement shall not be sole determinant of whether a waiver is granted.

Other Requirements

The student must comply with all other requirements for admission to the Graduate School, i.e., submitting application, paying fees, providing required transcripts from other institutions (if the candidate has attended other institutions since graduating from UTA), etc, to the Graduate School.

Procedures

Upon review of the application and the academic record of the student, the Graduate Studies Committee/Admission Committee/Graduate Advisor may approve or disapprove the waiver of the requirement of a GRE or GMAT score.

The Graduate Advisor of the appropriate program will advise the Dean of the Graduate School that the Committee has waived the GRE or GMAT score by writing “[GRE/GMAT] score waived by the [insert program name] Graduate Studies Committee” on the student’s Graduate Admissions Worksheet.

The comment section on the worksheet should note the specific strengths demonstrated by the applicant that support waiver of the GRE or GMAT.

Programs may encounter instances in which a UTA undergraduate meets the minimum GPA requirement for a waiver, but does not have a record of achievement that justifies waving the GRE or GMAT. In such cases programs should require submission of GRE or GMAT scores (and defer or admit the applicant provisionally) or deny the application. An explanation of the basis of such decisions must be provided in the comment section on the work sheet.

Implementation

This proposal is intended to empower all departments to offer GRE or GMAT waivers of highly qualified UTA graduates. Programs must adopt consistent policies for review and evaluation of applicants and document their decision process in each applicant’s file.

Review

The Graduate Assembly stated its intention to review the waiver of the requirement for a GRE or GMAT three years after initiation. Therefore, graduate programs should assemble a careful record of those granted and denied waivers so that preparation for the review is straightforward and unproblematic.

Facilitated Admission of Outstanding UTA Undergraduates

Eligible Population

1. The student must have graduated from UTA no more than one academic year prior to proposed entrance to the graduate program. Students must complete their last 60 hours of study at UTA to be considered for Facilitated Admission. Contingent (provisional) admission can be offered under this procedure for students in their final year of undergraduate studies, with the contingency removed upon satisfactory completion of the 60 hours of study at UTA requirement and award of the undergraduate degree.
2. A student's GPA must equal or exceed 3.5 in each of two calculations: (1) in the last 60 hours of undergraduate study (2) in all undergraduate coursework completed at UTA. The Graduate School will calculate the student's GPA in the last 60 hours of undergraduate study in accordance with state law and existing policies. The overall UTA GPA calculation will be provided on the student's official UTA records on SD01 or SD08. Programs may set the GPA requirements above 3.5, but must apply their chosen standards to all applicants in a consistent manner.
3. An applicant's record must be assessed for evidence strengths relevant to success in a unit's graduate program. Performance on criteria normally used in admission decisions should be considered. Letters of reference from UTA faculty, achievement in specific courses, independent studies, research, or other relevant activities may be given special weight in this evaluation. Strengths justifying a GRE or GMAT waiver and facilitated admission must be noted on the Facilitated Admission Application. Meeting the minimum GPA requirement shall not be sole determinant of whether the waiver and facilitated admission are granted.

Other Requirements

Acceptable students will not be required to complete an application form, submit a GRE or GMAT score, or pay an application evaluation fee. Transcripts from other Universities attended after graduating from UTA must be provided to the Graduate School by the student.

Procedures

A one-page Facilitated Admission form available from the Graduate School will be used to process students seeking Facilitated Admission.

The Graduate Advisor in consultation with the applicant will complete the Facilitated Admission Application Form. The application will be reviewed by the persons responsible for admission to the program. Upon review, the Application may be accepted, denied or deferred. Applicants may also be provisionally admitted for satisfactory completion of undergraduate studies.

The program will advise the Dean of the Graduate School of the decision by returning the Facilitated Application to the Office of Graduate Studies.

The comments concerning the specific strengths demonstrated by the applicant that support admission must be provided on the returned Application.

An explanation must also be provided if an applicant is denied, deferred or admitted provisionally.

The Dean of the Graduate School will notify the student of the admission decision.

Implementation

This proposal is intended to empower all departments to offer GRE or GMAT waivers and facilitate admission of highly qualified UTA graduates. Programs must adopt consistent policies for review and evaluation of applicants and document their decision process in each applicant's file.

Review

The Graduate Assembly stated its intention to review the success of the facilitated admission process three years after initiation. Therefore, graduate programs should assemble a careful record of those granted and denied waivers so that preparation for the review is straightforward and unproblematic.