Admission

The information in this catalog is current as of July 2013. Please contact individual programs for any additional information or changes.

How to Apply
Admissions Examinations
Medical Immunization
Computer Requirement
Conditional Admission
International Students
Students with Disabilities
Postbaccalaureate Students
Nondegree Registration
Readmission
Faculty Members as Graduate Students
Residency for Tuition

How to Apply

To apply for admission, go online to the Office of Admissions Graduate Admissions website (http://www.admissions.ufl.edu/applygraduate.html) for basic information and contact the academic unit of interest for specific deadlines, requirements and procedures. To find websites for academic units, go online to http://www.graduateschool.ufl.edu/academics/colleges-schools-and-departments. The Office of Admissions refers applications that meet minimum standards to the graduate admission committees of the pertinent academic units for approval or disapproval. Applicants must meet the requirements of both the academic unit and the Graduate School to be admitted for graduate study. Admission to some programs is limited by what resources are available.

Requirements for Admission:

- A recognized baccalaureate, graduate or professional degree from a regionally accredited U.S. institution or a comparable degree from an international institution.
- For applicants with a bachelor's degree only, a minimum grade point average of B (3.0), calculated from all grades and credits after the semester where the applicant reached 60 semester hours or 90 quarter hours and Graduate Record Examination (GRE) scores that are acceptable to the applicant's intended academic unit or, for select programs, at least 465 on the Graduate Management Admission Test (GMAT). These scores are used in the context of a holistic credential review process.
- For applicants from countries (including Puerto Rico) where English is not the official language, a minimum score on one of these English Language Skills tests: Test of English as a Foreign Language (TOEFL): 550 paper, or 80 internet; International English Language Teting System (IELTS): 6; Michigan English Language Assessment Battery (MELAB): 77, or documented successful completion of the University of Florida English Language Institute program.
- Graduate study in Law: Applicants must hold the Juris Doctor or equivalent degree. Consult the Levin College of Law catalog (http://www.law.ufl.edu/programs/) for the specific programs of interest.

Some academic units require a reading knowledge of at least one foreign language. Exceptions to the above requirements are made only when these and other criteria, including letters of recommendation, are reviewed by the academic unit, recommended by the college, and approved by the Dean of the Graduate School.

Direct admission to the Graduate School requires a baccalaureate degree from an accredited college or university. Applicants must arrange to send official transcripts from each institution attended to the Office of Admissions. Applicants should reference their academic unit's website as some require that applicants submit an official copy of their transcript from each institution

attended directly to their attention as well as the Office of Admissions. Former UF students do not need to request UF transcripts. These transcripts must be received directly from the registrar of the institution where the work was done. Applicants who currently are enrolled at another institution must send updated transcripts as soon as they are available for any work completed after applying for admission.

Please note: If admitted without final official transcripts or test scores, final test scores or final credentials must be posted in the UF Office of Admissions database before the end of the first term of enrollment.

Students failing to meet any admission conditions are barred from continued registration after their first semester.

Admission requirements of an academic unit are often more rigorous than the minimum requirements set by the Graduate School. Because of resource limitations, most academic units do not accept all qualified applicants.

UF is committed to creating a community that reflects the rich racial, cultural, and ethnic diversity of the State of Florida and the United States of America. The greatest challenge in higher education is to enroll students and hire faculty and staff who are members of diverse racial, cultural, or ethnic minority groups. This pluralism enriches the University community, offers opportunity for robust academic dialogue, and contributes to better teaching and research. The University and its components benefit from the richness of a multicultural student body, faculty, and staff who can learn from one another. Such diversity empowers and inspires respect and understanding among us. The University does not tolerate the actions of anyone who violates the rights of another. By policy and practice, the University embodies a diverse community. Our collective efforts lead to a University that is truly diverse and a University that reflects the U.S. population.

The University encourages all qualified applicants to apply for admission. See UF's Commitment to Equity and Diversity for more information. Should you feel you have been discriminated against or need further information regarding this policy, feel free to contact the Office of Institutional Equity and Diversity. The Title IX Coordinator's mailing address is Box 115010, Gainesville, FL 32611-5010, and their website can be found here: http://www.hr.ufl.edu/eeo/default.htm.

Admissions Examinations

Graduate Record Examination (GRE): Most applicants must submit GRE scores that are acceptable to the program of interest. In addition to the General Test of the GRE, some academic units encourage the applicant to submit scores on one or more advanced subject tests. Scores on all tests taken are considered for admission. Applicants with a previous graduate or professional degree or equivalent from a regionally accredited U.S. institution may be exempt from the GRE and undergraduate GPA requirements. Contact the academic unit for specific requirements.

Graduate Management Admission Test (GMAT): All MBA applicants must submit satisfactory scores on the GMAT. GMAT scores may also be accepted by certain MHA, Sport Management and Food and Resource Economics programs.

Graduate study in Engineering: Some programs may use the Fundamentals of Engineering (FE) examination in lieu of the GRE for admitting students into the non-thesis master's degree programs.

Medical Immunization

Students must complete the University of Florida Mandatory Immunization Health History Form. Specific details and explanations for how to complete the form successfully are included. Read the directions carefully. Please be aware that students will not be able to register for classes until this form is received and approved by the SHCC immunization staff.

UF's Student Health Care Center offers vaccine counseling and education in addition to administering required and recommended vaccinations in accordance with best medical practices for disease prevention. There is a fee for these services.

Computer Requirement

Access to and on-going use of a computer is required for all students to complete their degree programs successfully. The University of Florida expects each undergraduate student entering the junior year, as well as each student new to the university, to acquire computer hardware and software appropriate to his or her degree program. Competency in the basic use of a computer is a requirement for graduation. Class assignments may require use of a computer, academic advising and registration can be done by computer, and official university correspondence is often sent via e-mail.

While the university offers limited access to computers through its computer labs, most students will be expected to purchase or lease a computer that is capable of wireless and wired network connection to the Internet, graphical access to the World Wide Web, and productivity functions such as word processing and spreadsheet calculation. Costs of meeting this requirement will be included in financial aid considerations.

Conditional Admission

Academic units may, at their discretion, grant conditional admission to up to 10% of an incoming class.

Conditional admission candidates must have all application materials submitted: a valid prior degree, admission exam scores, English test scores (if required), transcripts, statement of purpose and recommendation letters, along with records of postbaccalaureate grades or work histories of pertinent prior professional experience, if the academic unit is justifying conditional admission on the basis of either.

Academic units granting conditional admission must include the terms of admission in the acceptance letter they send to the student. When the conditions are met, the academic unit must notify the student in writing, sending a copy to Graduate School Data Management (graddata@aa.ufl.edu) for scanning into the student's file.

Conditional admission cases due to graduate admission grade point averages below 3.0, missing or unofficial test scores, and English test scores (if required) below the stated minimums (6 for IELTS, 80 for Internet TOEFL, 77 for MELAB, 550 for Paper TOEFL or 320 [for tests prior to August 1, 2011] or 140 [for tests after August 1, 2011] for verbal GRE) must have final approval from the Graduate School. No acceptance letter can be sent without this final approval from the Graduate School.

In cases of students conditionally admitted with missing official transcripts or test scores, final admission is deferred for one semester, until required test scores or final credentials are posted in the UF Office of Admissions database.

Students failing to meet any admission conditions are barred from continued registration after their first semester.

English Language Institute (ELI) Conditional Admission

International applicants, who require additional English Language training in order to meet the Graduate School's English Language minimum requirements, may be offered English Language Institute (ELI) Conditional Admission. Academic programs will assess an application for ELI Conditional Admission based on all of the materials in an applicant's file. If an applicant has a low or missing score on the IELTS, MELAB or TOEFL test, or does not have a satisfactory score on the GRE Verbal section, but is otherwise academically qualified, a program may grant ELI Conditional Admission.

Such an offer of admission does not guarantee an applicant can enroll in graduate coursework. All ELI Conditionally Admitted students must complete one of the following two options before they can enroll: 1) he/she must complete the ELI Intensive English Program, or; 2) he/she must provide satisfactory verbal GRE and IELTS, MELAB or TOEFL scores. An offer of ELI Conditional Admission may also contain additional conditions set by an applicant's prospective academic program. ELI will coordinate with an applicant's academic program, in order to assist in the student's entry into the Intensive English Program, and obtain an appropriate visa.

International Students

All international students seeking admission to the Graduate School must submit satisfactory scores on the GRE General Test (with at least 320 [old scoring scale] or 140 [new scoring scale] on the verbal portion) or GMAT for selected programs.

International applicants (including those from Puerto Rico) must submit a satisfactory score on one of the following: TOEFL (Test of English as a Foreign Language: paper=550, internet=80), IELTS (International English Language Testing System: 6), MELAB (Michigan English Language Assessment Battery: 77) or successful completion of the University of Florida English Language Institute (UF ELI) program.

Students who meet the following conditions may be exempt from the English language test requirements:

- International students whose native language is English
- International students who have spent at least 1 academic year enrolled full-time in a baccalaureate or post-baccalaureate degree program at a college or university in a country where English is the official language

To be eligible for graduate teaching assistantships, students must score at least 55 on the SPEAK Test or 28 on the Speaking Section of the Internet TOEFL to teach in the classroom, laboratory, or other instructional setting. Those who score 45 to 50 on the SPEAK Test, or 23 to 27 on the Speaking Section of the Internet TOEFL, may teach if they concurrently enroll in EAP 5836 to help their personal interaction and public speaking skills. Those who have scores below these minimums are not eligible to teach.

Applicants should write to the Educational Testing Service, Princeton, NJ 08540, for registration forms and other information on TOEFL, TSE, GMAT, and GRE, or the website at www.ets.org. Information about IELTS can be found at http://www.ielts.org. Information about MELAB can be found at http://www.lsa.umich.edu/eli/testing/melab/general/. Information about the University of Florida English Language Institute is available at www.eli.ufl.edu. Students may register for the locally administered SPEAK test with the Academic Spoken English Office, 3340 Turlington Hall.

Students with Disabilities

The Disability Resource Center (DRC) at the University of Florida provides services to students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. The DRC works to provide equal access to University programs and services in order to meet the individual needs of students with disabilities. Students are not required to disclose their disability. However, if accommodations are requested, students must register with the Disability Resource Center and provide documentation to verify their disability. Documentation from a qualified physician or other licensed professional in a field related to the disability is required. At a minimum, the documentation should address:

- Verification of disability,
- Substantial functional limitations noted as a result of the disability on a major life activity,
- Recommendations of possible accommodations.

For information about services or to set-up an appointment, please call the office at (352) 392-8565 or visit the office in 001 Building 0020 (Reid Hall). Please view the website at http://www.dso.ufl.edu/drc/ for additional information.

Postbaccalaureate Students

Postbaccalaureate study is for students who have already received a baccalaureate degree and have not been admitted to the Graduate School. Admission for postbaccalaureate enrollment requires a recognized baccalaureate degree (or higher) from a regionally accredited college or university, or an international equivalent based on a 4-year curriculum, a minimum C (2.0) GPA on all junior and senior year undergraduate work, as computed by UF, and a satisfactory conduct record.

International applicants (including those from Puerto Rico) must submit a satisfactory score on one of the following: TOEFL (Test of English as a Foreign Language: paper=550, internet=80), IELTS (International English Language Testing System: 6), MELAB (Michigan English Language Assessment Battery: 77).

Applicants who meet the following conditions may be exempt from the English language test requirements:

- International students whose native language is English
- International students who have spent at least 1 academic year enrolled full-time in a baccalaureate or post-baccalaureate degree program at a college or university in a country where English is the official language prior to your anticipated term of enrollment at UF.

The Postbaccalaureate Application

Applicants must ensure that official transcripts are sent to the Office of Admissions from each postsecondary institution attended. Applications will not be reviewed until transcripts have been received by the Office of Admissions. Postbaccalaureate applicants may apply for Certificate Programs, Professional Licensure, and Distance Education programs. Only students who have completed a baccalaureate degree in the College of Education may be admitted to postbaccalaureate status for the purpose of completing a teacher certification program. Other applicants may be admitted to postbaccalaureate status only for a limited time to fulfill prerequisites for admission to a master's program. Applicants with degrees in other fields who are seeking teacher certification, should apply for admission to a master's program in the College of Education.

Postbaccalaureate students may enroll in graduate courses, but graduate credit is not generally accepted by the Graduate School for transfer. It is possible to transfer up to 15 semester credits of graduate course work earned with a grade of A, A-, B+, or B by petition in clearly justified cases and in conformance with regulations on courses and credit.

Proof of immunization for measles and rubella or a tuberculosis skin test is required before registering for coursework.

For more information, visit the Office of Admissions website, http://www.admissions.ufl.edu/grad/postbacc.html.

Nondegree Registration

Nondegree enrollment is restricted to participants in special programs, off-campus programs, University-affiliated exchange programs, and those participants with nondegree educational objectives at UF. Students denied admission to UF for any term are not eligible for nondegree registration. Students need prior approval from the academic unit(s) to take courses in a nondegree status. That course work normally is not applied toward the graduate degree if the student is admitted to the Graduate School. By petition in clearly justified cases and in conformance with regulations on courses and credit, it is possible to transfer up to 15 credits of graduate course work earned with the grade of A, A-, B+, or B. A student should not remain in this classification for more than 1 term before being admitted as a post-baccalaureate or graduate student.

For a nondegree registration request form, click on this link: http://www.registrar.ufl.edu/pdf/nondegreeapp.pdf.

Readmission

This information applies only to students who have previously been enrolled in a graduate, postbaccalaureate or professional UF program. Former students who do not enroll at the university for two consecutive terms, including any summer term, must apply for readmission at the same level of their previous enrollment.

Students who wish to take a leave of absence for two or more consecutive terms should obtain written approval from their academic units before they leave. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term.

All readmission applicants must meet the current admission requirements of the college or school they expect to enter. Readmission is not guaranteed and is subject to availability at the level, college and major. Consult the appropriate program's admission requirements. Readmission is for a specific term. If you are unable to enroll for the term for which you have been admitted, you must apply for readmission again to a different term.

Applicants must present a satisfactory record of conduct. Regardless of other qualifications, applicants who have experienced major or continuing difficulties with school or other authorities since their last enrollment at the University of Florida may find their application for readmission denied.

The readmission application must be completed via a PDF copy and mailed to the Office of Admissions. A non-refundable $30.00 application fee is required. The application requires you to indicate the college and program/major of your last enrollment at the university as well as the college and major you want to re-enroll or apply to:

Office of Admissions
P.O. Box 2946, University of Florida
Gainesville, FL 32602-2946

For further information:
http://www.reg.ufl.edu/regadmi.htm

Faculty Members as Graduate Students

UF faculty in tenured or tenure-accruing lines, as designated by Regulations of the University of Florida, 7.003, normally may not pursue graduate degrees from this institution. Exceptions are made for the Florida Cooperative Extension Service (IFAS) county personnel, the faculty of the P. K. Yonge Laboratory School, and University Libraries faculty. Under certain restrictions established by the Graduate Council, persons holding nontenure- or nonpermanent-status-accruing titles may pursue graduate degrees at UF. Any other exceptions to this policy must be approved by the Graduate Council. Such exceptions, if given, are rare and will only be approved when it is determined to be in the best interest of the University.

Residency for Tuition

Policy and the Guidelines on Florida Residency for Tuition Purposes

Florida Residency for Tuition Purposes is a policy comprised by state statute, and the residency rule adopted by the State Board of Education and the Board of Governors for the State University System. To implement Section 1009.21, Florida Statutes; Rules 6A-10.044 and 6A-20.003, Florida Administrative Code; and the Board of Governors (BOG) Residency Regulation, the Articulation Coordinating Committee (ACC) adopted a Residency Guidelines document which is maintained by the Statewide Residency Committee; a subcommittee of the ACC. The Guidelines on Florida Residency for Tuition Purposes are used for the determination of Initial Residency Classifications and Residency Reclassifications.

Florida Residency for Tuition Purposes Eligibility

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve consecutive months preceeding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be as a bonafide domicile rather that for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services (USCIS).

Other persons not meeting the twelve-month legal residence requirement may be classified as Florida resident for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and State Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence for tuition purpose requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent, has moved from another state.

Initial Residency Classification

The initial residency classification is determined by the Office of Admissions for all new students, and current or former students who have applied for a new level (e.g. undergraduate to graduate or professional programs) and for those submitting a readmission application after a period of non-enrollment. These applicants must complete the Initial Residency Classification form with supporting documentation when requested by the institution.

Residency Reclassification

A student wishing to establish residency reclassification should pick up the Request for Change in Residency Status form from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when the student files for Florida residency for tuition purposes. The deadline for applying for a change in residency status, including receipt of all documentation, is each term's fee payment deadline. Residency reclassification cannot be applied for retroactively for previous terms.

Guidelines on Florida Residency for Tuition Purposes

You may view the full content of the Guidelines on Florida Residency for Tuition Purposes online. Excerpts from these guidelines are provided below.

Exceptions and Qualifications

The following categories are statutory exceptions and qualifications for certain applicants who do not meet the twelve month legal residency requirement. Documentation in support of any of the following exceptions will be required.

· Dependent children residing continuously with a legal resident adult relative other than the parent for at least 5 years immediately prior to the first day of classes of the term for which Florida residency is sought.

· Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.

· Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment - provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)

· Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).

· Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

· United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

· Full time instructional and administrative personnel employed by the State public school system, community colleges, and institutions of higher education (and spouse/dependent children).

· Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.

· Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

· Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

· McKnight Doctoral Fellows and Finalists who are United States citizens.

· United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.

· Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

· Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

· Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per s. 1009.988(2). (Pre-Paid ID Card Required.)

· Linkage Institute participants receiving partial or full exemptions from S. 1009.21, FS, based on criteria approved by the Florida Department of Education per S. 288.8175, FS, which establishes linkage institutes between postsecondary institutions in this state and foreign countries.

Eligible Categories for non-U.S. Citizens

Residency rule 6A-10.044, FAC, and the BOG Residency Regulation Resolution allow certain non-U.S. Citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. Provided that the non-U.S. citizen has proof of his or her permanent immigration status, he or she may be classified as a Florida resident 12 months from the time he or she establishes legal Florida residence for tuition purposes (e.g., 12 months from the time he or she purchases a Florida home, obtains a Florida driver's license, etc.). It is not necessary to wait 12 months from the date he or she becomes an eligible alien (e.g., the date of the resident alien card (I-551) is issued).

Review the Guidelines on Florida Residency for Tuition Purposesfor a list of nonimmigrant categories which are eligible to establish Florida residency for tuition purposes.

Dependent or Independent Student

The determination of dependent or independent student status is important because it is the basis for whether the student has to submit his/her own documentation for residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent). Evidence that the student meets one of the following criteria will be requested by the higher education institution.

Independent Student

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age prior to the start of the term for which residency is sought.
- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court of the court or in foster care.
- The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program.
- The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at Florida State University (exclusive of federal, state, and institutional aid or scholarships). When tax returns are collected for the purpose of proving independent status by virtue of providing more than fifty (50) percent of his/her support for the year, the social security number should be blacked out. However, the income information must be provided to show that this requirement has been met.

Dependent Student

A student, whether or not living with his or her parent, who is eligible to be claimed by his or her parent under the federal income tax code shall be classified as a dependent student. When tax returns are collected for the purpose of proving independent status by virtue of providing support to others, the social security numbers and income figures should be blacked out as the only relevant information of this form relates to whether or not an exemption has been claimed for the student.

Appeals Process

In cases where the applicant expresses a desire to appeal the residency classification, the matter will be referred to the designated residency appeal committee at the institution of higher education, in accordance with the institution's official appeals process.

The residency appeal committee will be comprised of at least three members to consider student appeals in accordance with the institution's official appeal policy. The committee will render to the applicant the final residency determination in writing. The college and/or state university will advise the applicant of the reasons for the determination.

Tuition payments

Florida resident tuition payments are available to graduate assistants and fellows who meet the eligibility requirements. Any change in the student's academic or employment status after processing a tuition payment will result in the original payment being updated, reduced, or voided as appropriate.

Non-Florida resident tuition payments are available to out-of-state students who hold graduate assistantships or fellowships and who meet the eligibility requirements. Any change in the student's academic or employment status after processing a tuition payment will result in the original payment being updated, reduced, or voided as appropriate.