



UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY TITLE	Graduate Admissions and Continuation	Policy Number	661
Section	Academics	Approval Date	June 21, 2024
Subsection	Graduate Programs	Effective Date	June 21, 2024
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	June 21, 2024

1.0 PURPOSE

1.1 This policy establishes the requirements and procedures for graduate admissions at Utah Valley University.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities (NWCCU) Standards for Accreditation § 2.C.13

2.2 Utah Board of Higher Education Policy R461 *Access, Admission, and Articulation*

2.3 UVU Policy 165 *Discrimination and Harassment*

2.4 UVU Policy 541 *Student Rights and Responsibilities Code*

2.5 UVU Policy 548 *Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students*

2.6 UVU Policy 655 *Graduate Faculty*

2.7 UVU Policy 658 *Establishment and Administration of Graduate Programs*

2.8 UVU Policy 662 *Graduate Program Continuation, Credit, and Graduation Requirements*



3.0 DEFINITIONS

3.1 Accredited institution: An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the U.S. Department of Education.

3.2 Combined master's degree program: Bachelor's and master's degree programs that can be completed simultaneously by a graduate student who is admitted into the combined master's degree program.

3.3 Graduate student: For the purposes of this policy, a student who is admitted to a graduate program and is taking graduate courses or a student who holds a bachelor's degree or above, has been admitted as a nonmatriculated graduate student, and is taking graduate courses.

3.4 Joint master's degree program: Two master's degree programs that can be completed simultaneously by a graduate student admitted into the joint master's degree program.

3.5 Non-matriculated graduate student: A graduate student enrolled for credit but not admitted into a UVU graduate program.

4.0 POLICY

4.1 Utah Valley University uses a selective admissions process for admitting students to graduate programs.

4.1.1 The graduate program committee will review the graduate program's admission requirements on a periodic basis to guard against unintended or unnecessary barriers to application or admission.

4.2 The University makes every effort to provide educational opportunities free from discrimination in accordance with federal and state law and university core values (see Policy 165 *Discrimination and Harassment*).

4.3 Graduate program directors shall publish all graduate degree program admission requirements, application procedures, and application deadlines in the current university catalog and on the University's website.

4.4 Applicants must adhere to established admission application deadlines and provide all required application materials as stipulated by the University and graduate program.

4.5 To be admitted to the University as a graduate student, an applicant must meet the following minimum requirements:



4.5.1 An applicant must have earned a bachelor's degree from a regionally accredited college or university, a nationally accredited program, or an international college or university recognized by a ministry of education. University International Admissions officers shall determine whether applicants with international degrees meet the University's requirement of a recognized bachelor's degree or equivalent.

4.5.2 An applicant must have a cumulative undergraduate GPA of 3.0 or a 3.0 GPA calculated on the last 60 semester credit hours (90 quarter credit hours) of undergraduate work.

4.5.3 International applicants whose native language is not English must have a TOEFL score of 79 iBT or higher, or an IELTS band score of 6.0 or higher within the past two years. The Graduate Council and Director of Admissions may approve other English language tests with minimum score requirements. (See section 4.5 for exemptions from this language requirement.) More information regarding the Graduate Council is found in Policy 655 *Graduate Faculty*.

4.5.4 International applicants must also meet all U.S. government requirements for international students. International graduate students on visas shall not be admitted or enrolled as non-matriculated students.

4.5.5 Clinical graduate program applicants must meet the minimum eligibility to participate in clinical program requirements specified in UVU Policy 548 *Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students*.

4.5.6 Applicants may be required to meet additional or more stringent admissions criteria established by specific graduate programs in addition to the minimum required by the University.

4.5.7 Before they can be admitted into or begin a combined master's degree program, applicants must have completed 90 semester credit hours of undergraduate courses (see Policy 662 *Graduate Program Continuation, Credit, and Graduation Requirements*). Combined graduate programs may admit applicants into a combined master's degree program before the applicants complete their bachelor's degree or equivalent.

4.6 Applicants who meet the following requirements shall be exempt for the University's TOFEFL or IELTS requirement:

4.6.1 Earned a bachelor's, master's, or doctoral degree from a regionally accredited U.S. college or university.

4.6.2 Earned a bachelor's, master's, or doctoral international equivalent degree from a university of recognized standing in one of the following countries in which all instruction is provided in English: Australia, Canada (except Quebec), Belize, the British Caribbean, the British West Indies, Guyana, Ireland, Liberia, New Zealand, Singapore, and the United Kingdom (England, Northern Ireland, Scotland, Wales).



4.7 The Graduate Council may approve the addition to the list in section 4.6.2 of other countries or specific universities.

4.8 Meeting minimum admissions criteria does not guarantee admission to a graduate program or the University as a graduate student.

4.9 Individual graduate programs shall only admit students who meet the minimum university graduate admissions requirements outlined in section 4.5 into their graduate programs unless an exception is approved by the Graduate Council Appeals Committee. Students who are denied graduate program admission or do not meet the minimum university requirements shall not be admitted as non-matriculated graduate students.

4.10 In extraordinary circumstances when an applicant does not meet all minimum university graduate admissions requirements in section 4.5, a graduate program committee, at its discretion, may appeal to the Graduate Council Appeals Committee. (See Policy 658 *Establishment and Administration of Graduate Programs*). Under extraordinary circumstances, the Graduate Council Appeals Committee may approve an exception to minimum university graduate admissions requirements.

4.11 Students must receive admission approval from both master's degree graduate program committees to be admitted into a joint master's degree program.

4.12 Non-matriculated graduate students may be admitted by the graduate program directors to take courses in their program if they meet the minimum university graduate admissions criteria.

4.13 Graduate programs may conditionally admit applicants into their programs with requirements that the applicants remedy specified deficiencies in preparation, such as completing specified courses or completing a bachelor's degree by a specific deadline. These specified conditional requirements shall be communicated to the applicant in the conditional admission communication. Such students shall be considered undergraduate students until they are matriculated into their graduate programs. When conditionally admitted students meet the specified conditional requirements to be considered qualified for admission, they shall be admitted into the graduate program.

4.13.1 Conditionally admitted students shall not be permitted to take graduate courses.

5.0 PROCEDURES

5.1 Applicants are to be notified of admission through an acceptance letter, which includes the deadline for accepting the admission offer. The deadline for accepting the admission offer should be at least 14 days after the notification of admission acceptance letter. After the applicant accepts an offer of admission, the applicant is sent an admitted letter that includes a UVID number, residency status, instructions for pre-enrollment activities including orientation and



advising, and the deadline for registering for the graduate program's courses to remain in the program, if applicable.

5.1.1 If the applicant does not accept the admission offer by the deadline stated in the acceptance letter, the admission offer shall be automatically revoked.

5.1.2 If the student does not register for the graduate program's courses by the deadline communicated in the admitted letter, the graduate program may rescind the student's admission to the graduate program. The graduate program shall notify the student of the admission rescission in writing.

5.2 Applicants who are not admitted into the graduate program shall be notified in writing that they were not admitted into the graduate program.

5.3 The appropriate graduate program committee shall consider admission appeals to their graduate programs. Graduate applicants appealing the denial of admission to a graduate program shall provide supporting materials and information justifying the appeal to the graduate program director within 30 days of the date from which the student received notice they were not admitted into the program. The graduate program director shall present the written appeal to the graduate program committee for consideration. The decision of the graduate program committee shall be final, except for appeals for minimum university graduate admissions criteria in section 4.5. Sections 4.9 and 4.10 address the appeals process for graduate programs with applicants not meeting minimum university graduate admissions criteria.

5.4 The Graduate Council Appeals Committee shall consider admission appeals from graduate programs for exceptions to the minimum university graduate admissions requirements. The Graduate Council Appeals Committee shall consist of Graduate Council members. The graduate program committee shall submit the appeal request in writing. Graduate programs shall not provide admission or conditional admission notifications to applicants unless the appeal is approved by the Graduate Council Appeals Committee. The decision of the Graduate Council Appeals Committee shall be final.

5.4.1 The Director of Graduate Studies shall gather data about all university admission requirements exception requests and approvals and shall report it to the full Graduate Council annually.

5.5 If the required conditions are completed and supported by an official transcript by the deadline specified by the graduate programs, conditionally admitted students shall be fully admitted into their graduate programs. If the conditions are not completed by the deadline, the conditional admission shall be automatically revoked.



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5.6 Acceptance of graduate admissions offers is valid only for the semester in the offer. Applicants who do not begin attendance during the semester in their admissions offers must reapply and pay the application fees before the applicable semester application deadline. At the graduate program's discretion, graduate programs may defer enrollment if students apply for a deferment before the end of the semester for which they were admitted.

POLICY HISTORY		
Date of Last Formal Review: June 21, 2024		
Due Date of Next Review: June 21, 2029		
Date of Last Action	Action Taken	Authorizing Entity
March 30, 2016	Policy approved.	UVU Board of Trustees
June 21, 2024	Revised policy approved.	UVU Board of Trustees
April 2025	Nonsubstantive changes related to renumbering to 661 and transfer to Academics. Formerly 510	UVU General Counsel UVU Policy Office
May 6, 2025	Update to the title of Policy 165	UVU Policy Office