



# Graduate School

## ***Request for Exception to Graduate School Admission Policy***

*(policy as of 9.1.09 attached)*

***The request is related to:***

Admission (GRE/GMAT)

Admission (GPA)

Other \_\_\_\_\_

***Provide request explanation/ justification (attach additional documentation if necessary)***

**Exception requested for:**

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**Major** \_\_\_\_\_

**Approved Signatures:**

**Advisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Graduate Dean** \_\_\_\_\_

**Date** \_\_\_\_\_

**Graduate School Comments:**

# Admission to the WTAMU Master's Program

## Steps for Admission

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Applicants must either take the appropriate standardized test (GRE/GMAT) or have a confirmation number and date from Prometrics to take the test before they will be allowed to enroll in any graduate courses. Applicants must complete all requirements for admission to Graduate School before the end of the first semester of graduate course work. An Administrative "hold" preventing the applicant from enrolling in subsequent semesters is placed on the student's file if the student has not completed the admission procedure before the end of the first semester of graduate course work. Students must be admitted before being eligible for federal financial aid.

### Step 1: Apply to the University

Applicants for graduate study who hold bachelor's degrees from accredited institutions must first apply to the University. File application for admission (Admissions: [Apply Now](#)) and submit an official transcript for each institution attended. Students must be eligible for readmission at the last school attended. (NOTE: All applicants must submit a \$25 non refundable application fee, \$75 for international students. Undergraduate students, who are currently enrolled at WTAMU, do not have to reapply to the university but are still required to complete the graduate application form in Step 2 below. )

### Step 2: Take the GRE or the GMAT (as appropriate)

All applicants must submit satisfactory scores from the appropriate standardized examination except those already holding a master's degree from an accredited college or university. Most students will take the Graduate Record Exam (GRE), but the Graduate Management Assessment Test (GMAT) is required for students in accounting, finance and economics and business administration. GRE scores will not be substituted for GMAT, nor GMAT for GRE unless the applicant exceeds the 50th percentile in at least one category and has the approval of the Graduate Dean. Applicants must either take the appropriate standardized test (GRE/GMAT) or have a confirmation number and date from Prometrics to take the test before they will be allowed to enroll in any graduate courses. Under no circumstances may the LSAT, MCAT, or other assessment test be substituted for the GRE/GMAT. Contact the Graduate School for information on taking the GRE or GMAT.

### Step 3: Program Admissions

Many programs require application and admission to their programs in addition to the University and Graduate School Applications. Check with your department to determine the secondary program admission requirement(s), if any, that your program may have.

## International Students Admission

Special Note for International Students: International students must meet all requirements set forth by the [International Students Office \(International Student Office\)](#). For International students, deadlines for completing all steps and submitting educational documents to the International Student Office are:

Fall enrollment:      May 1  
Spring enrollment:    October 1  
Summer enrollment:    March 1

## Deriving GRE/GMAT and GPA Values

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The applicant's GRE or GMAT score and his or her undergraduate grade point average (GPA) are used to determine the applicant's admission.

GPA is determined by considering the applicant's overall undergraduate grade point average or the applicant's undergraduate grade point average on his or her final 60 hours of course work, whichever is higher. (NOTE: All grades received in the semester in which the 60th hour is completed will count toward the last 60 hours grade point average. Generally, only hours completed prior to the receipt of a bachelor's degree will count toward either the overall GPA or the "last 60 hours" calculation. Applicants may petition to have post baccalaureate hours calculated into the "last 60 hours" GPA provided the hours completed post bach are specifically related to the masters degree program to which the applicant is applying.)

For purposes of admission, the Graduate School will consider percentile scores for each portion of the GRE/GMAT examination.

## Determining Your Admission

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Applicants may be accepted into the Graduate School under one of the following conditions:

### Admission

Students are granted admission when both of the following conditions are met:

- 3.0 to 4.0 Undergraduate GPA AND
- GRE/GMAT scores exceeding the 50th percentile in one or more categories

### Conditional Admission

Students who do not qualify for admission may be granted Conditional Admission when both of the following conditions are met:

- At least a 2.5 Undergraduate GPA AND
- At least 25th percentile in one or more categories of the GRE or GMAT

Students not qualifying for regular or conditional admission will be denied admission and may consult with the Dean of the graduate School for assistance on future admission possibilities. Denied applicant with GPA's exceeding 3.0 or GMAT/GRE scores exceeding the 50th percentile are particularly encouraged to consult with the Dean.

*A student admitted under Conditional Admission will be required to complete 12 hours of enrollment in graduate work with no grade below "B". A plan of study must also be submitted.*

## Other Admission Notes

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### Unclassified Students

Students not seeking degrees may enroll in graduate courses at the discretion of an approved academic advisor. These courses may or may not be applicable to a degree program. An applicant may request transfer of up to 12 graduate hours from a program of unclassified study into a particular degree program.

The request will be adjudicated by the dean of the Graduate School dependent on the applicability of the completed work to the degree selected and the caliber of the applicant's grades. No grade of "C", "D", "F", "I", or "X" will be accepted for transfer from an unclassified program of study to a degree program.

## Financial Aid, Scholarships, Assistantships

Graduate Students have access to federal, state and private financial aid including scholarships, grants, loans and student-employment opportunities. For more information about financial aid programs, contact Student Financial Services, WTAMU Box 60939, Canyon, Texas 79016-0001, call (806) 651-2055, or [click here Financial Aid](#) to access their web site.

Graduate Teaching and/or Research Assistantships are available to students in a wide range of disciplines. Assistants must enroll in course work on an approved plan of study while receiving the assistantship. Students interested in graduate assistantships should contact the head of the department in which they plan to pursue the graduate degree.

A summary of costs and tuition exemptions (for veterans and vocational rehabilitation) is available in the "Expenses and Financial Aid" section of the catalog. Expenses exclusive to the graduate program include:

Graduate students registering only for Thesis 6301 or 6302 may pay a reduced rate. Students must contact the Office of the Graduate School each semester before registration for further information.

Thesis binding fee (three copies required): \$10 per copy (subject to change). Thesis which are not of standard size and format may be charged a higher binding fee.

All fees are subject to change.