



## Graduate Admissions Information

### 1. Required documents for admissions:

- a. Graduate Admissions Application
- b. \$30 non-refundable processing fee
- c. 200-300 word essay addressing graduate school and career goals (not required for non-degree seeking students or second master's).
- d. Transcripts (unofficial transcripts accepted for admissions—**must show degree conferral**. Official transcripts must be provided during first semester).
- e. GRE/GMAT scores (not required for non-degree seeking students or for second master's).

### 2. Types of Admission:

- a. Full Admission
  - All required official documents have been received (above), along with acceptable GRE/GMAT scores. Must also achieve a minimum GPA of 3.0 on first 12 hours of coursework.
- b. Conditional Admission
  - Acceptable GPA and GRE/GMAT scores, but some official documents are missing.
  - When student has satisfied all conditions, he/she may be granted full admission after being recommended by the academic department.
- c. Provisional Admission
  - Student is within 12 hours of completing bachelor's degree from Texas A&M – Central Texas. Student must meet graduate admission requirements (GPA, etc.), and is limited to 12 hours of graduate work before completing bachelor's degree.

### 3. GPA Requirements:

- a. GPA is calculated on students last 60 semester hours (entire semester in which 60 hours falls is used).
- b. If GPA on last 60 hours is 3.0 or higher, student can be **conditionally or provisionally** admitted before submitting GRE/GMAT scores. GRE scores must be reported before student can register for the upcoming semester.
- c. GPA requirements may differ for your program of study. Check with the graduate office or your advisor. Example: GPA for the MBA program is 2.75.
- d. Admission will not be granted to a student whose GPA on last 60 hours is below 2.50.

### 4. GRE/GMAT Scores:

- a. GPA 3.0 or higher must score a 280 or higher.
- b. GPA 2.5-2.99 must score a 285 or higher.
- c. GMAT:  $GPA * 200 + \text{score} = 950$



**5. Transfer Courses:**

- a. 12 hours maximum, from a regionally accredited institution (may be less, depending on program requirements)
- b. Approved by head of department and Associate Vice President for Graduate Studies and Research.
- c. Course work in which no formal grades (A, B, C) are given is not accepted for transfer credit (i.e. CR, P, S, U, etc., are not transferable grades).
- d. Correspondence work may not be applied to graduate degree programs.

**6. Hours from a previous Master's Degree:**

- a. Student *may* be allowed to count up to 6 hours from a previously completed master's degree with department head recommendation and approval of the Associate Vice President of Graduate Studies and Research. No department or college is obligated to grant credit for course work used on a previous degree toward a second master's degree.

**7. Completion Time Limit:** Course credits more than six years old may not be counted for a degree (includes transfer work).

**Note 1:** Graduate course work may *not* be counted toward an undergraduate degree.

**Note 2:** Post-baccalaureate admission status is an *undergraduate admissions* status, and these students apply through the Undergraduate Admissions Office. These students *cannot* take graduate courses.

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