Proposed Policy Number and Title: **#510 Graduate Admissions**

Existing Policy Number and Title:

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<th>Approval Process*</th>
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*See UVU Policy #101 *Policy Governing Policies* for process details.

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<th>Draft Number and Date:</th>
<th>Stage 4, Board of Trustees, 5/19/2011</th>
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<tr>
<td>President’s Council Sponsor:</td>
<td>Ian Wilson</td>
</tr>
<tr>
<td>Policy Steward:</td>
<td>Liz Childs</td>
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### POLICY APPROVAL PROCESS DATES

#### Policy Drafting and Revision
- **Entrance Date:** 10/14/2010

#### University Entities Review
- **Entrance Date:** 2/17/2010

#### University Community Review
- **Entrance Date:** 4/07/2011
  - Open Feedback: 4/07/2011
  - Close Feedback: 05/07/2011

#### Board of Trustees Review
- **Entrance Date:** 05/19/2011
- **Approval Date:** MM/DD/YYYY

### POST APPROVAL PROCESS

- **Verify:**
  - □ Policy Number
  - □ Section
  - □ Title
  - □ BOT approval
  - □ Approval date
  - □ Effective date
  - □ Proper format of Policy Manual posting
  - □ TOPS Pipeline and Archives update

**Policy Office personnel who verified and posted this policy to the University Policy Manual**
- **Name:**
- **Date posted and verified:** MM/DD/YYYY
1.0 PURPOSE

1.1 This policy establishes the requirements and procedures for admission to graduate programs at Utah Valley University.

2.0 REFERENCES

2.1 NWCCU Standard 2.c.13
2.2 Regents Policy R461 3.2.4

3.0 DEFINITIONS

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

3.2 Graduate student: An individual who has been accepted by a graduate program department to an approved graduate degree program and (a) is not yet enrolled, (b) is currently enrolled, or (c) is on an approved educational leave or other approved leave status from a graduate degree program.

3.3 Graduate procedures: The actions necessary to carry out a policy related to graduate programs. Graduate procedures may vary and be subject to revision in order to meet operational and organizational constraints.

4.0 POLICY

4.1 Utah Valley University admits students to approved graduate degree programs, according to the admission requirements and application procedures established by the individual schools/colleges within the University.

4.2 Admission to all graduate programs is based on information submitted with the formal application such as undergraduate and graduate transcripts, official reports on nationally recognized tests, and evaluations by professionals in the field or other faculty-controlled evaluation procedures.

5.0 PROCEDURES

Printed On:
June 7, 2011
5.1 Graduate degree program faculty shall be fully and professionally involved in establishing admissions criteria beyond the minimum requirements.

5.2 Individual graduate degree program admission requirements and application procedures must at a minimum include:

5.2.1 Application for admission

5.2.2 Minimum GPA based on official transcripts

5.2.3 Graduation with a baccalaureate degree from a regionally accredited institution or an international equivalent.

5.3 Individual graduate degree program admission requirements and application procedures may include additional requirements; for example, professional letters of recommendation, successful interview with graduate screening committee, evidence of current licensure, evidence of specific pre-requisite course work completion, essay/writing sample, resume, and programspecified scores on nationally recognized tests.

5.4 All graduate degree program admission requirements and application procedures will be published in a University catalog and available online.

**POLICY HISTORY**

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<th>Date of Last Action</th>
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<th>Authorizing Entity</th>
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June 7, 2011