

Admissions Information and Requirements

The Graduate School

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The Graduate School is a graduate student's primary source of information about study for an advanced degree. The administrative and support staff assist students through the dissemination of information about the graduate programs offered by the University. The office processes applications for admission, recommendations for candidacy, and applications for graduation. It coordinates the work of faculty and administrative officers in serving graduate students. General inquiries about graduate study at this University should be directed to the Graduate School. Specific questions regarding a major program should be directed to the school or college offering the program.

Opportunities for advanced study are provided to qualified students seeking graduate education and/or degrees. Programs are offered under the joint supervision of the Graduate School and schools and colleges with master's or doctoral level or certification or degree programs. Graduate students are held fully responsible for ascertaining and following the procedures and regulations applicable to their graduate programs of study. Programs, regulations, and course offerings listed herein are subject to modification and/or deletion at any time by action of appropriate University authorities.

Schools and Colleges with Graduate Programs

College of Agriculture and Human Sciences
School of Architecture
College of Arts and Sciences
College of Business
College of Education
College of Engineering
College of Nursing
School of Juvenile Justice and Psychology

Graduate programs leading to the Master of Arts degree, the Master of Science degree, the Master of Business Administration degree, the Master of Education Degree, Professional Certification, Certificate Endorsements and the Doctor of Philosophy (Juvenile Justice) Degree are offered.

Prairie View A&M University offers all of its graduate degree programs on the main campus at Prairie View. However, it offers selected degree programs in education, business, engineering and nursing at distance sites primarily in the Houston area. Off-campus sites are currently located in Northwest Houston, Texas at the Prairie View A&M University Northwest Graduate Instruction and Research Center, the campus of the College of Nursing near downtown Houston, and at The University Center in Conroe/Woodlands, Texas.

A completed application for admission is required and must be submitted to the Graduate School by July 1 for the Fall Semester, November 1 for the Spring Semester and March 1 for the Summer Term for domestic students. International Students must submit completed applications by June 1 for Fall Semester, and October 1 for Spring Semester. All prospective students must also include Graduate Record Examination (GRE) scores or the Graduate Management Admissions Test (GMAT) - College of Business, three letters of recommendation, and official transcripts from accredited colleges or universities attended.

Even though the applicant may meet the general requirements for admission, the student must meet the admission requirements of specific programs. Admission into a department/program is not guaranteed until the applicant receives official notification by the department/program in which the degree is desired. The student may not enroll in any graduate courses until this official notification is received. Failure to adhere to this policy will nullify any graduate level coursework undertaken by the student. The admission process consists of the following:

1. Submission of a completed application for admission to the Graduate School and payment of a \$50 non-refundable fee.
2. A bachelor's degree from an accredited college or university or, for doctoral study, a master's degree from an accredited college or university.
3. An official transcript of all college work (undergraduate and graduate) from the registrar of each college previously attended.
4. A minimum undergraduate cumulative Grade Point Average of 2.75 on a 4.00 grading scale for regular graduate degree status.
5. Less than 2.75 but a minimum of a 2.45 Grade Point Average on a 4.00 grading scale for provisional graduate student status. Departments may use the last 60 semester hours of undergraduate credit for admitting students in this category.
6. Three letters of recommendation from persons in the field of the applicant's academic major or area of concentration.
7. Official scores on the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT)-College of Business. GRE Scores may not be more than 10 years old at the time of enrollment.
8. Recommendation for admission by the department head and dean of the school or college offering the graduate program to which the student is seeking admission.
9. Formal acceptance for graduate study and notification from the Office of Graduate Admissions.

Types of Admission

Graduate Degree Status

A student admitted as a regular graduate student is a degree status student.

Provisional Graduate Status

A student admitted to this category may enroll in a maximum of 12 semester credit hours of graduate courses. In order to continue, the student must have achieved a grade point average of 3.0 and be recommended by the department and college for graduate degree status or non-degree status.

Non-Degree (Transient) Status

A student who has a bachelor's degree (minimum GPA of 2.45) and who wishes to take graduate courses without qualifying for a degree can be admitted as a Non-Degree (Transient) Student. Students must meet all course prerequisites in order to be admitted to advanced courses. Elevation to degree status must be recommended by the appropriate school or college dean and approved by the Coordinator of Graduate Programs.

Special Student Status

1. Students who wish to take graduate courses but who do not meet the minimum GPA for admission as degree, provisional or non-degree status are considered special students. These students must have been highly recommended based upon evidence of scholarly potential. Students in this category may enroll in no more than 12 graduate semester credits covering a maximum of two consecutive terms. A student in this category may be admitted to degree status if a GPA of 3.0 is maintained during this period and if the student is recommended by the department head and dean of the school or college.
2. Students who are removed from degree status because of a low GPA may become special students. Students in this category may petition for re-admission to degree status after earning a 3.0 GPA. A petition will be allowed only once within a period of two years (24 months).
3. Students whose academic records are not received before the deadline period relating to the time in which the student wishes to be admitted are designated as special students. If a student's records are received within a period of eight weeks after enrollment in courses, his/her record will be evaluated. The student will then be notified of his or her admission status. If the student's records are not received prior to the end of the grading period, no credit will be awarded for the course(s) taken.

International Student Information

International students applying to Prairie View A&M University for admission are required to meet all University and United States Immigration requirements. All International students must submit the following in addition to the above listed items:

- 1) Evidence of ability *to* finance education - Affidavit of support - certification of ability to finance study while at PVAMU must be filed.
- 2) Evidence of ability to speak, write, and comprehend written and oral English language. All students must present a score of 550 on the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service in Princeton, NJ as a part of the application process for admission to the University. The student who graduated from a secondary education institution in the United States or who earned a score of 18 on the English Section of the ACT or a 400 on the Verbal component of the SAT is exempt from the TOEFL.
- 3) Confirmation of Immigration Status. International students seeking I-20AB (Certification of Eligibility for Nonimmigrant [F-1] Student Status) must secure certification forms in person. If the form is not picked up in person, it will be forwarded by U.S. mail only.
- 4) Evaluation of foreign transcripts. An applicant must submit official transcripts for all high school and college work completed up to the time of expected enrollment. An evaluation of all foreign college

transcripts must be completed by any state approved foreign transcript evaluator. (An approved list may be obtained from the Office of Graduate Admissions).

Upon arrival at the University, all international students must first report to the International Student Affairs Officer, W.R. Banks, Room 123, and present all immigration documents for inspection and recordation. All immunization records are to be presented by the student directly to the Owens-Franklin Health Center.

Application Deadlines

To apply for admission, all international students must submit admission credentials by June 1 for the fall semester, October 1 for the spring semester. A student whose admission credentials are received after a stated deadline date should contact the Office of Admissions and Records and request admission for the next enrollment period. A student who fails to enroll in the allotted semester must request and receive an update of admission before attempting to enroll. Applications should be submitted to:

Office of the Graduate Admissions
Prairie View A&M University
P. O. Box 2355
Prairie View, Texas 77446-2355

Re-admission

A student or applicant who falls into one of the following categories must reapply for admission to the Graduate School:

1. An applicant who has previously been admitted to the University but did not enroll in the term stated in the acceptance letter.
2. A graduate student at Prairie View A&M University who was accepted into one degree program and wishes to enter another degree program.
3. Degree candidates and non-degree students who have not enrolled in courses for two consecutive years.

Graduate Work by Seniors

A University senior who is within six semester hours of completing the requirements for an undergraduate degree may, upon being recommended by the department head and the dean of the school or college, register for up to six semester hours of graduate courses while completing undergraduate degree requirements. The combined load of the graduate and the undergraduate courses must not exceed 15 semester hours. Courses used to meet undergraduate requirements may not be used to meet graduate requirements.

Second Master's Degree

Persons holding a previously earned master's degree from Prairie View A&M University may pursue an additional master's degree at Prairie View A&M University only with the specific approval of the Dean of Graduate School. Such approval will be given only when the following conditions are judged to have been met:

1. The proposed second master's degree must be in a different major field of study than the previous degree;
2. Courses counted toward a previously earned master's degree may not be applied to the second master's degree unless they constitute specific course requirements for the major concentration in the second master's degree program. In such cases, not more than 12 semester hours of such courses may be counted toward the second degree. (Not more than 6 semester hours may be transferred from another institution).

Cancellation of Admission

Admission will be canceled automatically if an applicant is accepted by the University for a given semester and does not register for that semester. If the applicant wishes to undertake work at the University at a later date, he/she must file a new application, pay a new application fee, and meet the current requirements for admission. Materials supporting the application for admission, such as transcripts and test scores are retained by the Office of Graduate Admissions for one year and may be used during this time to support the requirements associated with a new application.

Admission from Non-Accredited or Non-Equivalent Institutions

A student who is a graduate of a non-accredited institution or an institution whose degree is not considered equivalent to a baccalaureate degree or a master's degree at Prairie View A&M University may not be admitted directly to post-baccalaureate or doctoral status. Instead, he/she may be considered for admission as an undergraduate student or master's candidate. Upon completion of the baccalaureate or master's degree, the student may then apply and be considered for admission to the desired degree program.