Non-Degree-Seeking Graduate Student Admission

In order to be considered as a non-degree-seeking student, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of undergraduate coursework or total hours of an awarded graduate degree.
3. College of Business applicants only, an official GMAT score must be submitted.
4. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section of this catalog (http://catalog.utsa.edu/graduate/admission/internationalstudents).
5. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Program Requirements and Course Descriptions).

Non-degree-seeking graduate students are advised that:

1. Credit earned as a non-degree-seeking graduate student will not count toward a degree at UTSA.
2. If the student plans to obtain a graduate degree at UTSA, an application for admission should be made as a graduate degree-seeking student.
3. In order to be eligible to enroll in a master’s-level course, students must meet the necessary prerequisites, space must be available, and students must obtain the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.
4. Students who wish to enroll in an undergraduate-level course must obtain prior approval by completing the Permission For Enrolling in Undergraduate Courses While a Graduate Student Form.
5. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.
6. To continue as a non-degree-seeking graduate student in a subsequent semester, the student must meet the standards required to remain at UTSA as indicated in the section on Academic Standing.

Denial of Admission as a Non-Degree-Seeking Graduate Student

An applicant who is denied admission as a non-degree-seeking student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will need to submit an undergraduate application to be considered (see Special Undergraduate Student Admission (http://catalog.utsa.edu/informationbulletin/admission/undergraduate/specialundergraduates) in the UTSA Information Bulletin).

Students holding bachelor’s degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose. Students may not have active applications at the graduate and undergraduate levels for the same term and year.