Admission Requirements

Applicants who are currently enrolled in a graduate degree program at UTSA have already met University requirements for admission. In this case, no formal application process is necessary. The applicant should contact the Certificate Program Advisor and complete a form requesting permission to enter and complete the certificate program. If the request is approved, this form will be signed by the Certificate Program Advisor and the Dean of the College or Director of the Center in which the certificate program is housed. A copy of this form will be sent to the Graduate Advisor of Record for the student’s degree program, the department in which the applicant’s program is housed, and the Graduate School.

Applicants who are not currently enrolled in a graduate degree program at UTSA will be required to apply for admission to UTSA as a special (non-degree-seeking) graduate student and to indicate their intent to seek admission into a certificate program. Applicants will be required to meet University admission requirements for special graduate students. If admitted as a special graduate student, the applicant should contact the Certificate Program Advisor and complete a form requesting permission to enter and complete the certificate program. The form will be signed by the Certificate Program Advisor and the Dean of the College or Director of the Center in which the certificate program is housed. A copy of this form will be sent to the Graduate School.

If it is determined by the Certificate Program Advisor that an applicant requires prerequisite background courses to adequately prepare for the courses included in the certificate program, this will be noted in the applicant’s file. The applicant will be notified that the prerequisite courses must be taken before enrolling in certificate program coursework.

Any applicant who is admitted into a certificate program without being currently enrolled in a graduate degree program is considered to be a special graduate student. If the applicant wishes to be admitted into a degree program, they will be required to apply to that program as a degree-seeking student. Admittance into or completion of a certificate program is not considered to be qualification for entry into a graduate degree program.

Applicants who are pursuing a certificate as special graduate students will not be eligible for financial aid.

Applicants who are admitted into a certificate program while also pursuing a graduate degree will be classified as degree-seeking students.

Transfer of Credit

Students are expected to complete the majority of all coursework at UTSA. Transfer credit of no more than 3 semester credit hours may be allowed for graduate coursework completed at another regionally accredited institution or with proof of equivalent accreditation from a foreign institution. Exceptions require approval of the appropriate Graduate Program Committee, academic College, and the Graduate School, and must meet conditions for transfer of credit. Work counted toward a degree at another institution cannot be transferred.

Conditions for transfer of credit:

1. Students must complete the form “Transfer of Graduate Credit towards Master’s Degree.”

2. Student must be in a current master’s degree or graduate certificate program.

3. Student must be in good academic standing.

4. The courses must have been completed with a grade of “B” (3.0) or better.

5. Coursework must be from an accredited university and have not been used in another degree program.

6. An official transcript from the institution where the coursework was completed must be submitted.

7. All coursework must have been completed no more than six years before the degree was awarded.

8. Coursework is subject to approval of the appropriate Graduate Program Committee and academic College in which the program is administered.

9. Courses must be defined as graduate-level work at the institution where the credit was earned.

10. International transcripts must be evaluated by a UTSA approved foreign credential evaluation service agency.