

## Final Admission Criteria

Applicants accepted for admissions whose official documents (transcripts and/or test scores) have been received by the Office of Graduate Admissions are admitted as "Final." The admission file is complete.

## Provisional Admission Criteria

Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Admissions will place a registration hold on the student's file.

## Exception Admission Criteria

The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, a student should present evidence that their academic preparation was such that it might account for less than the minimal University and/or program requirements, and evidence of potential for academic success such as excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in his/her discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

## Conditional Admission Criteria

A program and/or college may admit students conditionally upon satisfaction of requirements separate from University minimum requirements. These conditions may include attendance in specific core or remedial courses and/or required earned GPA of 3.00 for those courses. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College/graduate program will submit a [Dismissal Form](#) to the Graduate School.

## Deferment of Admission Request

A student's acceptance is granted for that semester and the particular program specified in the official acceptance notification. The student must validate that acceptance by enrolling for that semester. Students who fail to validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date. If a request for Deferment of Admission is not received in the specified time, a new application and fee must be submitted. Deferment requests must also be received no later than the program or University application deadline for the semester desired, whichever is earlier. Students who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. International students must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

## **Update of Admission Request**

If admission has not been granted because of a late application or missing credentials, the student must request that the Office of Graduate Admissions update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted. The Office of Graduate Admissions will not process any update requests without first receiving all official test scores and/or transcripts.

## **Denial of Admission / Appeal for Reconsideration Criteria**

Applicants denied admission will be given timely notice by email or in writing. Denied applicants who meet the minimum standards may write the Graduate Program Director of the program to which they applied within 30 days of the date of denial to request reconsideration. The request should present additional evidence of potential for academic success at USF and contain reasons why reconsideration is warranted. Applicants denied admission to a degree-seeking program are eligible to enroll as special (non-degree seeking) students. Non-degree seeking applications must be submitted to the Office of the Registrar.