



## **Unit-Specific Graduate Admissions Standards Instructions Proposal Format and Process**

Words in bold indicate proposal sections.

**Statement** of the proposed unit-specific graduate admissions requirement.

**New Catalog Text:** Provide side by side listing of current text and proposed new catalog text regarding admission to the program.

**Rationale** for the proposed unit specific graduate admissions requirement. Proposals that request the elimination of the GRE or GMAT requirement need to include justification such as:

- these tests are not used in comparable programs across the country
- the unit has found that the tests are not reliable predictors of academic success of applicants and these tests are not typically used in comparative evaluations of programs in this discipline
- the emphasis of this program is at the doctoral level and that is where comparative program evaluation is made
- at this point in the development of the program at FIU other identified factors are more important than is a consideration of these test scores in admissions decisions and program comparisons

**Exceptions** to the standard unit-specific graduate admissions requirement including the circumstances under which the nationally-normed tests might provide valuable additional information on an applicant, and the conditions under which the tests may be required for a specific applicant; for example, when the academic record is poor and although the professional achievement is acceptable, it is not outstanding. Also, units that decide not to require nationally-normed tests for admission to Graduate School may require the tests for applicants who are also requesting appointment as a Graduate Assistant.

Approval steps begin with endorsement of the proposal by the faculty of the unit, by the unit dean, and by the Faculty Senate; approval by the Dean of the University Graduate School and by the Provost; and review, when necessary, by the Board of Trustees after which the new admissions criteria will be incorporated into appropriate official publications of the University.

Official publications of the University will note that at the graduate level, admissions requirements are minimums and even if those minimums are met, admission is not assured. Admission is competitive among all students meeting the minimum admission requirements for the number of available openings in the program and, at the doctoral level, the availability of faculty mentors.

Please submit the proposal with the attached cover page.



**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

# FLORIDA INTERNATIONAL UNIVERSITY GRADUATE PROGRAM PROPOSAL

*Establish Unit-Specific Graduate Admissions Standards*

**INSTRUCTIONS:** Please Type. Fill out this form **completely**.

School/College \_\_\_\_\_

Div./Dept. \_\_\_\_\_

Degree Name: \_\_\_\_\_

M.A.     M.S.     Ph.D.     Other \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

**PROPOSAL REQUESTED BY:**

Faculty Contact \_\_\_\_\_ / \_\_\_\_ /20\_\_\_\_

(Type Name) (Signature)

\_\_\_\_\_  
(Email address) (Phone Number)

Chair (Dept./Div.) \_\_\_\_\_ / \_\_\_\_ /20\_\_\_\_

(Type Name) (Signature)

Chair (Curr. Comm.) \_\_\_\_\_ / \_\_\_\_ /20\_\_\_\_

(Type Name) (Signature)

College/School Dean \_\_\_\_\_ / \_\_\_\_ /20\_\_\_\_

(Type Name) (Signature)



HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.

# FLORIDA INTERNATIONAL UNIVERSITY

## *Proposal to Establish Unit-Specific Graduate Admissions Standards*

Please follow the directions from the instructions page above to fill out the form below:

Statement:

New Catalog Text:

Rationale:

Exceptions:

**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

**CHANGES TO ESTABLISHED UNIT-SPECIFIC  
GRADUATE ADMISSION STANDARDS**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

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**The proposal must include the following elements using the current graduate catalog:**

- I. Statement of the proposed unit-specific graduate admissions requirement
- II. List the old language and page number in the left column and the new language in the right column
- III. Brief rationale for the proposed unit-specific graduate admissions requirement.

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**CHECK LIST - Check only those that apply.**

	<b>Yes</b>	<b>No</b>
1. Is the statement provided?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the old catalog text listed in the left column and the new catalog text and in the right column?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the rationale for the change provided? If the change involves dropping the GRE or GMAT, are the appropriate data provided (see instruction sheet)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the exceptions to the new admissions standards explained?	<input type="checkbox"/>	<input type="checkbox"/>