

## **Admissions Information and Requirements**

### **The Graduate School**

#### **ADMINISTRATIVE OFFICERS**

William H. Parker, B.S., M.S., Ed.D.  
*Dean, Graduate School*

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*Dean, School Architecture*

Danny R. Kelley, B.A., M.M., D.M.A  
*Dean, Marvin D. and June Samuel Brailsford College of Arts and Sciences*

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*Dean, College of Business*

M. Paul Mehta, B.A., M.A., M.A.T., D.Ed.  
*Dean, Whitlowe R. Green College of Education*

Kendall T. Harris, B.S., M.S., Ph.D.  
*Dean, College of Engineering*

H. Elaine Rodney, M.A. Ph.D.  
*Dean, College of Juvenile Justice and Psychology*

Betty Adams, B.S.N., M.S.N., Ph.D.  
*Dean, College of Nursing*

Since the authorization of a Division of Graduate Studies in 1937, Prairie View A&M University has sustained its dedication to excellence in teaching, research, and service through commitment to advanced educational offerings which include multiple masters, doctoral, and certification programs. Opportunities for advanced study are provided for qualified students seeking graduate education and/or degrees. Comprehensive programs are offered under the joint supervision of the Graduate School and the various colleges and schools. A strong partnership has been developed to assist students in realizing their educational goals.

The Graduate School is the primary source of information about study for an advanced degree. Similarly, the Graduate Catalog is the official sourcebook to graduate programs at the University. General inquiries about graduate study should be directed to the Graduate School. Specific questions regarding a major program should be directed to the college or school offering the program. Graduate students are held fully responsible for understanding and adhering to all policies and procedures established by the Graduate School and the colleges and schools in which programs of study will be undertaken. Programs, regulations, and course offerings listed herein are subject to modification and/or deletion at any time by action of appropriate University authorities.

### ***Colleges and Schools with Graduate Programs***

College of Agriculture and Human Sciences  
School of Architecture  
Marvin D. and June Samuel Brailsford College of Arts and Sciences  
College of Business  
Whitlowe R. Green College of Education  
College of Engineering  
College of Nursing  
College 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 degree (Juvenile Justice, Clinical Adolescent Psychology, Electrical Engineering and Educational Leadership) 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 Spring, Texas at the Prairie View A&M University Northwest Graduate Center, the campus of the College of Nursing in downtown Houston, and The University Center in The Woodlands, Texas.

## **Application Procedures**

A completed application for admission is required and must be submitted to the Graduate School by the following deadlines:

### **Domestic Students**

July 1 for the Fall Semester

November 1 for the Spring Semester

March 1 for the Summer Term

### **International Students**

June 1 for the Fall Semester

October 1 for the Spring Semester

A statewide ApplyTexas application can be accessed at [www.applytexas.org](http://www.applytexas.org) or through the Prairie View A&M University website, [www.pvamu.edu](http://www.pvamu.edu), by following the “Admissions” link. It is the applicant’s responsibility to ensure that the required admission documents are received in the Graduate School on or before the application deadline.

Even though the applicant may meet the general requirements for admission to the Graduate School, he/she must meet the admission requirements of specific programs. Admission to 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.

Requirements for the admission process are outlined below:

1. A completed online application for admission to the Graduate School ([www.applytexas.org](http://www.applytexas.org)) 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. A minimum 2.45 Grade Point Average on a 4.00 grading scale, but not less than 2.75 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) **must be on file within the first semester of enrollment** and may not be more than 10 years old at the time of enrollment.

Information regarding the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) may be obtained from the Graduate School or by contacting the appropriate testing service below:

Graduate Record Examinations  
Educational Testing Service  
P. O. Box 6000  
Princeton, NJ 08541-6000  
Telephone: 866-473-4373 (Princeton, NJ)  
609-771-7670 (outside U.S. and Canada)  
Website: [www.ets.org/gre](http://www.ets.org/gre)

Graduate Management Admission Test  
Graduate Management Admission Council  
1600 Tysons Blvd., Suite 1400  
McLean, VA 22102  
Telephone: 866-505-6559 (toll free within U.S. and Canada only)  
703-245-4222  
Website: [www.gmac.com](http://www.gmac.com) or [www.mba.com](http://www.mba.com)

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 Graduate School.

### ***International Student Information***

All International students must comply with the rules and regulations as set forth by the U.S. Department of Homeland Security. Graduate international students must complete the admissions application, pay a \$50.00 non-refundable application fee in U.S. currency, and submit the following additional items:

- 1) Financial responsibility – The U.S. Department of Homeland Security requires that a student must show financial responsibility for one academic year. The student's financial sponsor must complete and submit an Affidavit of Financial Support Form and provide Supporting Evidence of Financial Support attesting to the ability to financially support the student while attending Prairie View A&M University. No student should depend upon receiving an out-of-state fee waiver. Application for such waivers must be made as part of the competitive scholarship process and is separate from the admissions process.

Note: Form I-20AB Certification of Eligibility for Nonimmigrant [F-1] Student Status – For Academic and Language Students will only be issued after the student has met all admission requirements and is fully admitted to the University and has presented evidence of financial responsibility. The Form I-20 will be forwarded to the mailing address listed on the admissions application.

- 2) Evidence of ability to speak, write, and comprehend written and oral English language. **As part of the application process, all students must present a minimum score of 550 on the paper-based (pBT) and a minimum score of 90 on the internet-based (iBT) Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service in Princeton, NJ.** Any 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.

Official TOEFL scores must be submitted as part of the complete admissions application packet. Information may be obtained from the Graduate School or by contacting the appropriate testing service below:

TOEFL® Services  
Educational Testing Service  
P. O. Box 6151  
Princeton, NJ 08541-6151  
Telephone: 866-473-4373 (Princeton, NJ)  
609-771-7670 (outside U.S. and Canada)  
Website: [www.ets.org/gre](http://www.ets.org/gre)

- 3) Evaluation of foreign transcripts. Applicants 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: Educational Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202-0970, (414) 289-3400 or Span Tran Educational Services, P.O. Box 7211 Regency Square Blvd. Suite #205, Houston, Texas 77036, (713) 266-8805 or World Education Services ([www.wes.org](http://www.wes.org)), Bowling Green Station, P. O. Box 5087, New York, NY 10274-5087, (212) 966-6311.

All international students admitted to the University must first report to the Immigration Services Associate, Harrington Science, Room 107D and present all immigration documents for inspection and entry into the record. All immunization records are to be presented directly to the Owens-Franklin Health Center by the student.

### ***Application Deadlines for International Applicants***

To apply for admission, all international applicants must submit admission credentials by June 1 for the Fall semester, October 1 for the Spring semester. An applicant whose admission credentials are received after a stated deadline date should contact the Graduate School to request admission for the next enrollment period. A student who fails to enroll in the semester of admission must request and receive an update of admission before attempting to enroll. Applications should be submitted to:

The Graduate School  
Prairie View A&M University  
P. O. Box 519; MS 2800  
Prairie View, Texas 77446-2800

### **Types of Admission**

#### ***Graduate Acceptance***

A student admitted to this category has met all requirements for full graduate degree status (completed application and payment of applicable fee, bachelor's degree from an accredited college or university, official transcripts from all universities attended, letters of recommendation, official GRE or GMAT scores, undergraduate GPA of at least 2.75, and graduate GPA of at least 3.00 on a 4.00 scale).

#### ***Post-Baccalaureate (Non-Degree/Transient) Acceptance***

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.

#### ***Provisional Acceptance***

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. Official scores on the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) must be on file within the first semester of enrollment and may not be more than 10 years old at the time of enrollment. Failure to submit the scores will result in an academic hold until the scores are received.

### ***Special Acceptance***

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.

### ***Doctoral Acceptance***

Assessment of doctoral applicants involves a multi-step process. The admitting department should be contacted for details regarding admission types. (See *Directory of Frequently Called Offices* in this publication for contact information).

### ***Re-admission***

An application for readmission (ApplyTexas: [www.applytexas.org](http://www.applytexas.org)) to the Graduate School is required for an applicant or student in one of the following categories:

1. An applicant who was previously 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 but wishes to enter another degree program.
3. Degree candidates and non-degree students who have not enrolled in courses for two consecutive years.
4. A graduate student who voluntarily withdraws from the university.

### *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 Graduate School for one year and may be used during this time to support the requirements associated with a new application.

### *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. **All requests for a second master's degree from Prairie View A&M University must be approved by the Graduate Dean before a student can be admitted to a program.** Such approval will be given only when the following conditions are judged to have been met:

1. A complete admissions application packet for the second master's degree and application fee submitted to the Graduate School;
2. The proposed second master's degree must be in a different major field of study than the previous degree;
3. A degree plan submitted for the Graduate Dean's approval;
4. 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, no more than 12 semester hours of such courses may be counted toward the second degree and must be included in the degree plan for the second master's degree. Only courses with a grade of "B" or better may be counted. (Courses must be less than six (6) years old at the time the degree is awarded. No more than six (6) semester hours may be transferred from another institution. Transferred courses must meet the established time limit).

**Degrees beyond the second master's degree are considered "stand alone" degrees. Hours from previous degrees will not be accepted toward "stand alone" degrees.**



### ***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.

## **Academic Information and Regulations**

### ***Academic Advising, Registration, and Degree Plans***

Graduate students are assigned to one or more faculty advisors during the first semester in which they are enrolled at the university. New students are required to meet with an advisor before enrolling in classes for the purpose of planning and obtaining approval of plans of study. Continuing students should confer with their faculty advisor at least once per semester to discuss objectives, course selection and sequencing, and other degree/program related matters. Consultation on all academic concerns should begin with the major advisor.

### **Class Schedule**

The class schedule is available in advance of registration each semester on the website at <http://panthertracks.pvamu.edu/>.

An official class schedule, prepared each semester by the University, includes the registration schedule, procedures for registration, fees, classes offered by hours and instructors, and other pertinent registration information. The schedule is available several weeks in advance of registration each semester and may be obtained from the Office of the University Registrar.

### **Concurrent Study for Two Different Degrees**

A student pursuing a graduate degree program at Prairie View A&M University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered by this institution. Each degree must be completed in its entirety before work may be taken for the purpose of meeting requirements for a new degree. Any questions regarding this policy should be directed to the Dean of the Graduate School.

### **Tentative Degree Plans and Admission to Candidacy**

The student should file a degree plan within the first semester of matriculation in the university. Degree plan forms may be obtained from the major advisor. The major advisor, department head, dean of the college and graduate dean review and approve the degree plan.