

APPLICATION AND ADMISSION



It is the applicant's responsibility to consult the appropriate department, school or program for application deadlines and specific program requirements. The university reserves the right to change programs of study, academic requirements, tuition and fees (<https://louisville.edu/bursar/tuitionfee/>), schedule of courses (<https://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>), the announced academic calendar (<http://louisville.edu/calendars/academic/undergrad-grad/>) and deadlines without prior notice.

Minimum Application Requirements for All Graduate Programs

- Application for graduate admission
- Application fee
- Official transcript(s) from all previous colleges and universities attended
- Letters of recommendation (at least two) (check program requirements)
- Standardized Test Scores (check program requirements)

Some programs require additional materials, such as a personal statement, writing sample, etc. (consult specific program requirements in the graduate catalog (<https://catalog.louisville.edu/graduate/programs-study/>)).

Application for Admission

Apply online at louisville.edu/graduate/apply (<http://graduate.louisville.edu/apply/>).

Credentials should be sent to the address below:

University of Louisville

Graduate School

Graduate Admissions

2211 South Brook Street, Houchens Building, Suite 105
Louisville, KY 40292

Programs have different deadlines and may require additional credentials or materials. Applicants should consult the pertinent program section of this catalog and check directly with the department.

The application and supporting documents become the property of the University of Louisville and will not be returned to the applicant or forwarded to another university.

If you do not enroll, your academic credentials will be retained in the Graduate School for two years.

Application Fee

A non-refundable application processing fee is required. When applying online, the fee may be paid with a credit card or electronic check.

Students receiving public assistance may be exempt from the application fee and may request an application fee waiver with appropriate documentation. Submit appropriate documentation along with the application or send to gradadm@louisville.edu.

Applications will not be processed until the application fee is received.

Transcripts

All applicants must submit **official transcripts showing** all degrees awarded and all undergraduate and graduate work (all courses) completed from each accredited college/university previously attended. Transcripts must be original documents bearing the institutional seal and official signature of the Registrar or copies verified by a school administrative officer. The minimum requirement for admission is the baccalaureate degree or its equivalent from an accredited institution¹. Students applying with a baccalaureate or an advanced degree from a nationally accredited institution will be considered at the discretion of the admitting unit with approval via a variance request to the Vice Provost for Graduate Affairs.

International applicants with transcripts that are not in English, in addition to submitting official copies of native language records, must also submit a notarized, verbatim translation in English prepared by an appropriate university or government official. The records must show both the degree granted and all coursework taken during the course of study. Applicants who are submitting transcripts from outside the United States must verify their records by submitting them to one of the following organizations: World Education Services (WES)(www.wes.org) (<http://www.wes.org/>), Educational Credential Evaluators (www.ece.org) (<http://www.ece.org/>), Educational Credential Evaluators (ECE), and other NACES approved evaluators found here: www.naces.org/members.

¹ Recognized accrediting agencies include: Middle States Association of Colleges and Schools (MSA), North Central Association of Colleges and Schools (NCA-HLC), Northwest Commission on Colleges and Universities (NWCCU), New England Association of Schools and Colleges (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The Western Association of Schools and Colleges (WASC-ACSCU, WASC-ACCJC)

Test Scores

The Graduate Record Exam (GRE) is not required for consideration for university fellowship and scholarship awards. GRE scores may be required for admission to some graduate programs. Please check directly with the department regarding test requirements. **The University of Louisville institution code for score reporting is 1838.**

Letters of Recommendation

A minimum of two letters of recommendation are required; however, some graduate programs require more. Letters should be written by someone who can speak to the applicant's academic and/or professional capabilities. Letters of recommendation may be sent to gradadm@louisville.edu or by regular mail to the address listed above.

International Students

All international students shall comply with regulations of the U.S. Department of Immigrations and Customs, its Student and Exchange Visitor Program and all related policies of the University of Louisville International Center.

All international students must be registered with the University of Louisville International Center and must present evidence of financial resources that are adequate to support their educational and living expenses in the United States for the duration of their studies. Documentation showing that a University Fellowship or Graduate Assistantship has been awarded is normally considered evidence of adequate financial resources.

International students for whom English is not their primary language must show English language proficiency by demonstration of level of proficiency, specified by the program, on the TOEFL examination (www.toefl.org (<http://www.toefl.org/>)), IELTS examination (www.ielts.org (<http://www.ielts.org/>)), Duolingo examination ([www.englishtest.duolingo.com](https://englishtest.duolingo.com/applicants/) (<https://englishtest.duolingo.com/applicants/>)) or demonstration of an accredited degree awarded by an acceptable institution which uses English as the primary language of instruction. Scores must be sent to the Graduate School, Graduate Admissions directly from the testing agencies. The school code is 1838.

International student services and programs are organized and administered by the International Student and Scholar Services (ISSS) staff, located in the International Center. The Office serves as an administrative, advising, and programming unit for all international students at the University of Louisville. The staff is trained to assist international students in solving problems, handle matters with immigration, and answer general questions about life in Louisville or in the United States.

Please refer to the International Center website (<https://louisville.edu/internationalcenter/>).

Admissions

Upon receipt of the application for graduate studies, application fee and credentials, the graduate program will evaluate the application package and specify the admission status and any conditions of admission. The official admission letter will come from the graduate program or the enrollment unit Dean or designee.

Degree status – good standing: In order for a student to be recommended for admission without conditions to degree status in good standing, all admission credentials must have been received and evaluated. The applicant must have earned a minimum grade-point average as specified by the enrollment unit. Each applicant should consult the specific graduate program descriptions in this catalog to determine any additional admissions criteria or any more restrictive requirements for admission to this status.

Degree status – provisional: This status is intended for students whose application materials are incomplete (usually missing required credentials or letters), but who have submitted the application form and application fee. Students in provisional status must also meet the general academic requirements of their program. Students may not enroll for a second consecutive term in provisional status. Not all graduate programs allow admission on a provisional basis. A student admitted on a provisional basis has one semester to furnish any credentials missing at the time of admission.

Degree status – special conditions: This status is intended for students whose applications are complete, but whose academic background is below the minimum for their program. Students admitted in this status will be expected to meet certain criteria within a specific time-frame outlined by the admitting graduate program.

Degree status – provisional/special conditions: An applicant who has both an incomplete application and academic criteria below the minimum may be admitted in this status, pending program approval. Students in this status will be expected to meet certain criteria within a specific time frame outlined by the admitting graduate program, as well as one semester to furnish any credentials missing at the time of admission.

Degree status – provisional probation: An applicant who does not meet graduate school and department/unit's minimum requirements may be admitted in provisional probation. The unit/department must file for admission variance request to the graduate school. The admission variance request will be reviewed and approved and/or denied by the Vice Provost for Graduate Affairs. Students admitted in this status will be expected to meet certain criteria within a specific time frame outlined by the admitting graduate program.

Graduate Admissions Hold

Graduate students admitted Provisional Probation/Provisional/Special Condition status will have a Graduate Admissions Hold placed on their academic record. This hold will be placed approximately one week prior to the beginning of registration on all current students whose status has not been changed to good standing. The hold will be placed by the Graduate School.

Returning students who were admitted Provisional Probation, Provisionally, and/or with Special Conditions who wish to re-enroll will be evaluated to determine if their conditions were met. Upon submitting a request to re-enroll form to the Registrar's office, the Registrar's office will forward for review by the Graduate School. If the student is not eligible to be changed to good standing, a Graduate Admissions Hold will be placed on the student's academic record prior to the processing of the re-enrollment form.

Additional Considerations for Admission to Degree Status

A student admitted with an undergraduate grade point standing of less than the minimum of the enrollment unit may be subject to program limitations on the number of hours in which he/she may enroll for each semester. Students who do not meet any other departmental requirements outlined in the admission letter may be subject to academic dismissal from their program.

No applicant with a grade-point average of less than 2.50 will be admitted to a program of graduate study. Under unusual circumstances, programs that wish to admit students who do not meet this standard must submit a variance request to the Vice Provost for Graduate Affairs.

Non-degree status

Applicants who do not desire to seek an advanced degree but wish to take graduate course work may be permitted to enroll in non-degree status. Please note that not all programs will admit students to non-degree status. Application credentials must include a completed application for admission, application fee and an official transcript showing the award of a baccalaureate degree. No more than nine (9) credit hours of course work taken in a non-degree status may be applied to a graduate degree program with departmental approval, and no more than fifteen (15) credit hours may be accumulated while in non-degree status.

Visiting Students

A graduate student from another university or college may enroll for graduate course work as a visiting student at the University of Louisville with the approval of the graduate program director or department chair. The visiting student is responsible for having the home institution provide a letter certifying that the student is in good standing. A graduate application and fee are required and transcripts may also be required by some departments.

University of Louisville graduate students who attend another college or university as visiting students must have the permission of their department chair, program director or major advisor. The guidelines for the Transfer of Credit (<http://catalog.louisville.edu/graduate/general-policies-procedures-requirements/>) stated in the graduate catalog apply to all credits earned as a visiting student. Visiting student status may be granted only to a student who is in good standing.