Application Procedures

Graduate Admissions
Prairie View A&M University

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 2011 Term
- October 1 for the Spring 2012 Term
- February 1 for the Summer 2012 Term

**International Students**
- June 1 for the Fall 2011 Term
- October 1 for the Spring 2012 Term
- February 1 for the Summer 2012 Term

A statewide ApplyTexas application can be accessed at www.applytexas.org or through the Prairie View A&M University website, 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) 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.
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.

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

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 or www.mba.com

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

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), 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 term, October 1 for the Spring term, and February 1 for the Summer term. 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 77446-0519

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
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.

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).

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) 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.