

**Proposal requesting waiver of the University GRE / GMAT Requirement for  
Applicants possessing an earned Graduate or Professional Degree**

**Proposal**

To amend the Academic Policy entitled “GRADUATE STUDENTS – ADMISSIONS” section “Admissions Documents Required” (page 53, *See Attachment 1*) by inserting the following language at the end of sentence two:

**Recommendation**

Unless otherwise required by the individual Graduate Program, Applicants with an earned graduate or professional degree may submit official transcripts from their earned graduate or professional degree in lieu of entrance test scores.

**Rationale**

As presently stated, the “Admissions Documents Required” section of the policies related to Graduate Student Admissions requires as part of the application package “... entrance test scores (i.e., GRE, GMAT) ...” The usual purpose of this type of requirement to predict the Applicant’s ability to perform at the graduate level. Possession of an earned Graduate or Professional degree is equally, if not more predictive of the ability to successfully perform at the graduate level than entrance tests.

**Background**

For years the Graduate Programs and the Office of Admissions have been under the impression that applicants for admission to a Graduate Program who already possessed a Graduate or Professional Degree did not have to meet the University GRE/GMAT Requirement. In essence, their earned Graduate/Professional degree substituted for the GRE/GMAT scores in demonstrating the capacity to perform at the graduate level.

As a result of this impression, many of the Graduate Programs have admitted students with an earned Graduate or Professional degree without requiring GRE/GMAT scores. Last spring for the first time, this caused a problem when some of these students applied for graduation. Their program/department cleared them, but either the Dean’s office or the Registrar’s office did not because they did not have GRE/GMAT scores in the computer. Despite our diligent searching the Graduate Council has not been able to find the policy which permitted this substitution. However, many graduate programs currently have students in the matriculation/graduation pipeline who were fully admitted based on their possession of Graduate/Professional degree in lieu of GRE/GMAT scores.

When this situation arose late last spring the Graduate Council was advised to submit this recommendation to the Provost. On its Meeting on September 24, 2013, the Graduate Council voted to request that due to our inability (despite diligent searching) to find the specific written policy, that the Provost approve the exemption of applicants for graduate programs from the University requirement of the GRE/GMAT if they have an earned Graduate or Professional Degree and submit an official transcript documenting the coursework and degree.

The proposed exemption would apply to the University requirements only, and would not impact specific requirements for individual degree programs. On October 21, 2013 we were advised by the Provost's office (*See Attachment 2*) that this request for modification of the written policy for consistency with the policy as understood by the Graduate Programs and the Office of Admissions should be submitted to the Faculty Senate for approval.

**Submitted by: The Graduate Council of the University of the District of Columbia**  
**Date: 10/21/2013**

## Flowers, Angelyn

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**Subject:** FW: GRE/GMAT Requirement for applicants already possessing a Graduate or Professional Degree  
**Attachments:** Academic Policy re Grad Student admissions.pdf

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**From:** Slaughter, Denise  
**Sent:** Monday, October 21, 2013 3:15 PM  
**To:** Flowers, Angelyn  
**Cc:** Pearson, Clarence; Petty, Rachel; Benatti, Sylvia R  
**Subject:** FW: GRE/GMAT Requirement for applicants already possessing a Graduate or Professional Degree

Here is the missing part of the policy, as we discussed.

Denise

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**From:** Slaughter, Denise  
**Sent:** Monday, October 21, 2013 2:31 PM  
**To:** Flowers, Angelyn  
**Cc:** Petty, Rachel; Pearson, Clarence; Prescott II, Herman; Benatti, Sylvia R  
**Subject:** RE: GRE/GMAT Requirement for applicants already possessing a Graduate or Professional Degree

Dear Dr. Flowers,

On behalf of the Provost, I am writing this brief note to let you know that she has reviewed your memo concerning the Graduate Council's request that she override the current GRE/GMAT policy to accommodate those students who already possess a grad or professional degree. While she concurs with the recommendation, we have determined that the Provost cannot change the current policy as stated (see attached, from p. 54/55 of the Academic Policies Manual). The request for modification of the policy needs to go to the Faculty Senate, and by copy of this message, I am connecting you to Professor Pearson, FS President, and Dr. Benatti, FS Secretary, so that you can connect directly about the proper procedure(s) for doing so. I have reattached a copy of your memo to the Provost, to convey the situation—you can revise it, of course, for the appropriate formal routing to the FS.

If there is anything else that either the Council or Senate need from the Provost's office to help move this proposed policy medication along, please don't hesitate to contact us. Thank you for your collaboration.

Denise

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*"The world that you live in and that you want to live in needs you to create it."*

## **GRADUATE STUDENTS - ADMISSIONS**

### **Admissions Policy**

**Applicants for admission to a graduate program shall be required to show evidence of an earned baccalaureate degree from an accredited college or university.**

(Resolution 77-13)

### **Declaration of Program**

Graduate students seeking degrees are admitted to a specific degree program of study. Admission to the University does not guarantee entry into a graduate academic program. Most Graduate degree programs have additional admission requirements that an applicant must satisfy to be considered for admission.

### **Admissions Documents Required**

Applicants to graduate study may be admitted as degree seeking graduate students or non-degree status graduate students. Applicants seeking admission as degree status students must submit two official transcripts,\* indicating an earned baccalaureate degree from a regionally accredited institution, two letters of recommendation, entrance test scores (i.e., GRE, GMAT), and a 500-word typed essay stipulating the reason for the choice of a particular program. Applicants must also meet all other admission requirements as indicated in the Graduate Application and/or University Catalog and as stipulated by the respective graduate degree program. The University's graduate admissions Web page and individual program Web pages provide current information.

Non-degree applicants who wish to study at the graduate level are required to submit proof of an earned undergraduate degree (unofficial transcripts or copies of degree(s) earned). A maximum of 9 hours taken as a graduate non-degree student may be applied to a graduate degree program.

**\*Policy on Admission Transcripts: Only official transcripts in sealed envelopes from the institution are accepted for graduate applicants.**

### **Health Insurance**

The University of the District of Columbia requires health insurance coverage for all students. Students must show proof of personal health insurance coverage every semester or purchase the University Health Plan. Students must present waiver or enrollment in the insurance plan between the first and last days of scheduled registration. The following items are proof of coverage: Health Insurance ID Card, Medicaid ID Card, Military ID Card, and Military Dependent ID Card.

### **International Graduate Students**

An international student applies to the University of the District of Columbia by submitting the completed application form with the non-refundable application fee, supporting educational documents, and an Affidavit of Financial Support. Applications