

Standard Operating Procedure –Special Admissions

Responsibility: Associate Dean; College Coordinator

Time Frame: During the regular Admissions cycle

Definition: Students who do not meet all the admission criteria for the University of Houston may request admission through a Special Admissions Review Process.

Procedures:

Step 1: Review Process

Step 1a: Student must submit a written request to a faculty sponsor

Step 1b: Faculty sponsor must submit a written request to the program Admissions Committee with justification for admitting a student who does not meet the University admission criteria.

Step 1c: The Admission Committee must submit their recommendation to the Associate Dean for Graduate Studies

Step 1d: The Associate Dean for Graduate Studies makes a recommendation to the College Dean

Step 1e: The College Dean forwards the recommendation to the Dean of the Graduate School for final approval

Step 2: Required Documentation

Step 2a: Failure to submit any of the following written documentation will delay the approval process

Step 2b: The written student request

Step 2c: The written faculty sponsor request

Step 2d: The Graduate Admissions Committee recommendation with the Associate Dean and College Dean letters of support

Step 2e: The initial application of the student to the Graduate Program

Step 2f: All letters of recommendation submitted in the initial student application

Step 2g: Any additional evidence of superior qualifications

Step 3: English Language Proficiency

Step 3a: All graduate applicants, regardless of citizenship status, must demonstrate proficiency in English to obtain admission to the university or to a specific program.

Step 3b: A department or college may deny admission and/or permission to continue work, on a graduate degree, to any graduate student with inadequate English proficiency

Step 3c: Departments may require a higher minimum English Proficiency test score where previous experience and demands of the discipline warrant