



MEMO

**DATE:** February 7, 2023  
**TO:** Deans, Directors, Department, Division & School Heads, Graduate Program Directors & Coordinators  
**FROM:** Jim Ahern, Vice Provost & Dean  
**RE:** Graduate Admissions Consistency Requirements

Fair and equitable admissions practices are critical for maintaining the quality of graduate & professional education at the University of Wyoming. Inconsistent application of admissions criteria is a limited but significant problem. To improve UW's graduate admissions, it is essential that UW graduate & professional programs take some important steps:

- Make sure that your program's admissions criteria and practices are consistent with:
  - UW minimum admissions criteria (<https://acalogcatalog.uwyo.edu/content.php?catoid=9&navoid=911#vii-graduate-admission>)
  - College and degree program admissions requirements as given in the UW Catalog (<https://acalogcatalog.uwyo.edu/index.php?catoid=9>)
- Update your academic unit's UW Catalog entry with admissions criteria and minimum requirements for your graduate program(s). Your program's Catalog entry provides the official descriptions, policies and regulations regarding your program. Everything that is essential must be in your program's Catalog entry, including the program's graduate admissions criteria. Graduate admissions **Catalog entries that only refer to the program's website are no longer acceptable. Admissions relies upon the admissions requirements as published in the Catalog.** Please see the attached Graduate Admissions Information Requirements document for required elements and an example entry.
- Update the graduate admissions criteria and procedures on your program's website so that they are consistent with the official admissions information given in the UW Catalog. Minimally, the website should refer to your program's Catalog entry for information about admissions requirements.
- Communicate to desired applicants that they only have been *recommended for admission*. Only Academic Affairs, via the Office of Admissions, has the authority to grant graduate admission. Additionally, *only the Vice Provost & Dean of the graduate school may grant conditional admission to applicants who do not meet minimum requirements, whether they be UW's or the graduate program's*. Programs may make recommendations and justifications for such cases via entries into SalesForce (please contact UW Admissions for guidance with this).

**IMPORTANT:** Current UW graduate students who wish to change graduate degree programs or begin a new graduate program must apply for the new degree program via SalesForce. Please note that the students will not be charged a new application fee in these cases. This includes when a student is changing from one graduate degree program to another within the same discipline/major. Change of Major forms or requests for such changes to the Office of the Registrar are not appropriate for such purposes, except when a student is switching from a Ph.D. to the master's program in the same discipline.

## Graduate Admissions Information Requirements for UW Catalog Department/Program Entries

- Application due dates for each graduate degree program.
- Direct applicants to UW Office of Admissions application website.
  - (<http://www.uwyo.edu/admissions/apply.html>)
- The items required for application (e.g., number of letters of recommendation, test scores, transcripts, etc.).
- Any and all standardized tests required for admission. If the program requires or recommends minimum scores for admission, these scores should be stated.
- Minimum required undergraduate cumulative GPA. Please note that UW's required minimum is 3.0.
- Expected prior educational background (e.g., prior coursework expected, foreign language training, etc.) and, if allowed, how student remediation would be handled.
- The UW TOEFL/IELTS/DuoLingo requirement for international, non-native English speaking, applicants.
- Refer to the Graduate Admissions and Graduate Student Regulations and Policies entries in the front section of the UW Catalog.

### Example of Admissions Criteria Section, UW Catalog Department/Program Entries

#### “Program Specific Admissions Requirements

##### *M.S. in Paleoneurology*

Those interested in graduate study in this program, are encouraged to contact the Department of Paleoneurology (307-766-0001, [paleoneurology@uwyo.edu](mailto:paleoneurology@uwyo.edu)) for more information and guidance regarding applying. In order to apply, please submit the following via the University of Wyoming's online application system (<http://www.uwyo.edu/admissions/apply.html>): letter of intent, resume, copies of GRE scores, transcripts, and three letters of recommendation; a writing sample is encouraged but optional. Your letter of intent should describe your research interests, career goals, and how Wyoming's program will help them achieve these goals. A minimum of three letters of recommendation are required and up to two additional letters may be submitted. Applications must be submitted by no later than February 15 to be considered for fall admission.

GRE scores are required for admission. The minimum GRE scores for admission are 153 Verbal and 147 Quantitative. A minimum of a 3.5 undergraduate cumulative GPA is also required for admission. Applicants must present evidence of a satisfactory background in paleoneurology which should include coursework in anatomy, anthropology, paleontology, physiology, and psychology. Deficiencies may require remediation.

International applicants, who are not native English-speakers, must submit TOEFL or IELTS scores. If an international applicant wishes to be considered for Graduate Assistantship funding, the applicant should also submit the results of an Oral Proficiency Interview (OPI). Please contact the UW English Language Center (<http://www.uwyo.edu/elc/>) if you have questions regarding the English proficiency requirements.”

Please see the Graduate Admissions and Graduate Student Regulations and Policies entries in the front section of the UW Catalog for more information.”

Please note that this value is above UW's minimum requirement. Programs may have minimum requirements above UW's minimums but not below them.