

**University of Illinois Springfield**  
**Admissions Criteria: Graduate Level**

*Data compiled August 2009 (vers 10.07.09)*

## **I. General Admission Requirements for Graduate Study at UIS**

Applicants for graduate study must submit all college/university transcripts, including verification of the bachelor's degree and transcripts of all graduate work taken beyond the bachelor's degree. All application materials must be submitted in English. Students who hold a bachelors degree and have a minimum, cumulative, undergraduate GPA of a 2.50 on a 4.00 scale may be considered for admission to any graduate program. However, admission to graduate study is granted by the academic department. Applications for those who are admissible to UIS are forwarded to the Chairs of the graduate academic departments for departmental review and evaluation. Each graduate degree program makes its own admission decisions and may have requirements that exceed the general minimum requirements for admission. Additional requirements may include the following:

- Some programs require scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).
- Some programs have an application deadline, but in general students should apply at least 3 months before their term of entry.
- Applicants may be required to provide written evidence of their ability to perform at a high academic level by submitting a goals statement or writing statement, or may be asked to provide letters of recommendation.

Conditional admission may be granted to applicants having lesser GPAs. Conditionally admitted students must complete a specified number of semester hours at UIS (exclusive of prerequisites) with a graduate-point average of no less than 3.00. The graduate department specifies the courses that must be completed under conditional admission.

In addition to the admissions criteria described above, **International applicants to Master's level study** must also have an official TOEFL score of 550, or an equivalent score from another test approved by UIS, if English is not a native language. **International applicants to study at the Doctoral level** must have an official TOEFL score of at least 575 (paper based), 232 (computer based), or 88 (internet based) on the TOEFL to fulfill the English proficiency requirement. Individual academic departments may require TOEFL scores higher than these.

The following table indicates department-specific admissions requirements, beyond those specified for general admission outlined above, for UIS graduate degree programs. All references to GPA minimums assume a 4.00 scale. Courses specified as prerequisites for admission to the degree program do not count toward the graduate degree requirements.

## II. Additional Program-Specific Admissions Requirements

DEGREE PROGRAM	PROGRAM TYPE	DEPARTMENT APPLICATION MATERIALS & ADMISSION CRITERIA	PREREQUISITE COURSE REQUIREMENTS	DEPARTMENT ADM REVIEW	DEPT CONDITIONAL ADMITS	DEPT APPEAL PROCESS
<b>Accountancy</b> MA	<b>on campus</b>	<p><i>Publicly Available Admission Criterion:</i></p> <p>GPA of 2.70 in accounting prerequisite courses, for full admission</p>	<p>Introductory courses in financial and managerial accounting, college math through business calculus, principles of economics (micro and macro), and statistics.</p> <p>A computer applications course is also recommended.</p> <p>Courses in principles of financial management, principles of marketing, operations management, and organizational behavior, or their equivalents.</p> <p>ACC 321, 322, 323, 335, 433, 443, and 464, or their equivalents, are also required.</p>	Department Chair	Yes	No
<b>Biology</b> MS	<b>on campus</b>	<p><i>Application Materials:</i></p> <p>Letter discussing academic and career goals.</p> <p>3 letters of recommendation</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Overall GPA of 3.00</p>	<p>Any two of the following courses, with a grade of C or better: cell biology, microbiology, and genetics.</p> <p>Any two of the following courses, with a grade of C or better: botany, vertebrate biology, and ecology.</p>	All Department Faculty, using an evaluation rubric	Yes	No

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<b>Business Administration</b> MBA	<b>on campus</b> (Springfield & Peoria)	<p><i>Application Materials:</i></p> <p>Official GMAT scores or evidence of substantial supervisory experience and managerial responsibility</p> <p>Current resume</p> <p>3 reference letters from people who are in a position to judge the applicant's potential for success in graduate work</p> <p>Single-spaced application essay, two pages or less, outlining reasons for considering the degree, how the MBA fits in with personal objectives and short- and long-term goals, and any other information demonstrating applicant's potential for successful degree completion.</p>	ACC 311 and ECO 315	MBA Program Director, in consultation with Department Faculty as needed	Yes	No
<b>Communication</b> MA	<b>on campus</b>	<p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.00</p> <p>Passing score on COM Dept graduate admission writing examination</p> <p>Students whose native language is not English must achieve a score of 580 or above on the paper-based TOEFL, or the equivalent on the computer-based</p>		Department Chair and at least two additional COM faculty	Yes, must complete 8 cr hrs of prescribed COM courses and receive a grade of B or better for full admission	Yes, petition process with review by all COM faculty

		or internet-based TOEFL tests.				
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Computer Science MS	on campus	<p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 2.70 for full admission</p> <p>Computer Science undergraduate degree or stipulated prereqs (see Prerequisite Course Requirements)</p> <p>Some entrance requirements may be waived for applicants who can provide evidence of advanced career experience</p>	MAT 302, MAT 113 or MAT 115, MAT 121, CSC 325, CSC 375, CSC 376, CSC 385, CSC 388, CSC 389	Department Chair	Yes	Yes
	online	same as on campus	same as on campus	same as on campus	same as on campus	same as on campus
Educational Leadership MA	on campus	<p><i>Application Deadlines:</i></p> <p>June 15 for Fall, November 15 for Spring, April 1 for Summer</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.00 for full admission</p> <p>Applicants seeking an administrative certificate must hold a valid state-issued teaching certificate (photocopy to be submitted to EDL)</p>		Department Chair	Yes, cond admits must maintain minimum GPA of 3.00 in first 8 cr hrs of EDL courses	Yes, appeal to Dean

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English MA	on campus	<p><i>Application Materials:</i></p> <ul style="list-style-type: none"> <li>GRE scores</li> <li>Formal letter of application</li> <li>Sample of analytical writing</li> <li>Completed ENG application</li> <li>Completed recommendation forms from 2 individuals familiar with applicant's academic competencies</li> </ul> <p><i>Publicly Available Admission Criteria:</i></p> <ul style="list-style-type: none"> <li>Minimum overall undergraduate GPA of 3.00</li> <li>Undergraduate degree in English needed for full admission</li> </ul>			Yes	No

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<b>Environmental Sciences</b> MS	<b>on campus</b>	<p><i>Application Materials:</i></p> <p>Letter of application to department, stating academic and professional goals</p> <p>Two letters of recommendation from professors or employers, addressing applicant's motivation and academic ability</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>For full admission:</p> <p>Minimum overall undergraduate GPA of 3.00</p> <p>Completion of upper-division ecology course with lab, with grade of B or better</p> <p>Undergraduate or work background in environmental sciences, environmental studies, or similar degree field</p>	8 credit hours of undergraduate courses in natural sciences and in social sciences	Dept's Director of Grad Admissions (faculty member)	Yes	No

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<b>Environmental Studies</b> MA	<b>on campus</b>	<p><i>Application Materials:</i></p> <p>Letter of application to department, stating academic and professional goals</p> <p>Two letters of recommendation from professors or employers</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>For full admission:</p> <p>Minimum overall undergraduate GPA of 3.00</p> <p>Completion of upper-division ecology course with lab, with grade of B or better</p> <p>Undergraduate or work background in environmental sciences, environmental studies, or similar degree field</p>	8 credit hours of undergraduate courses in natural sciences and in social sciences	Dept's Director of Grad Admissions (faculty member)	Yes	No
	<b>online</b>	<p>same as on ground</p> <p><i>Application Deadline:</i></p> <p>March 1 for full consideration</p>	same as on campus	same as on campus	same as on campus	same as on campus

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<b>History</b> MA	<b>on campus</b>	<p><i>Applications Materials:</i></p> <p>Writing sample</p> <p>Statement of purpose (500 words or less)</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>For full admission, baccalaureate degree with major in history, or in closely related field with sufficient course work in history</p> <p>Minimum overall undergraduate GPA of 3.00, and minimum 3.00 GPA in history courses</p>			Yes	No
<b>Human Development Counseling</b> MA	<b>on campus</b>	<p><i>Application Materials:</i></p> <p>Completed HDC Department application</p> <p>Letters of reference</p> <p>Supervised written essay required</p> <p>Interview required</p> <p>GRE scores recommended</p> <p>Additional personality or vocational measures may be required</p>	1 course each in abnormal psychology, developmental psychology, and social psychology/sociology	Department Admissions Committee consisting of faculty. File evaluation by rubric	Yes	No, but reapplication is allowed (see dept reapplication policy)

		<p><i>Application Deadlines:</i></p> <p>To ensure consideration for full admission, all completed application materials should be postmarked by October 15 or March 15</p> <p><i>Publicly Available Admission Criterion:</i></p> <p>Minimum GPA of 3.00 for last 60 credit hours of undergraduate degree for full admission</p>				
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Human Services MA	on campus	<p><i>Application Materials:</i></p> <p>Personal Statement detailing reasons for seeking admission to program</p> <p>Completed recommendation forms from 2 professional or academic sources</p> <p>Formal interview with Concentration Area Coordinator</p> <p><i>Application Deadlines:</i></p> <p>Preference given to applicants having complete applications submitted by September 15 for the Spring Semester and by February 15 for the Fall Semester</p>	2 prerequisite courses: lifespan development, and research methods	Department Faculty, by vote	Yes, must achieve B or better grades in first 8 cr hrs of graduate coursework and complete any needed prereqs	Yes, by meeting with the Dept Chair

		<p><i>Publicly Available Admission Criteria:</i></p> <p>Baccalaureate degree in a human service field, liberal arts foundation preferred</p> <p>Minimum overall undergraduate GPA of 3.00</p> <p>Academic competence</p> <p>Interest and experience in helping others</p> <p>Evidence of personal characteristics associated with success working with people from vulnerable populations</p>				
	<p>-----</p> <p><b>online</b></p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>same as on campus</p>

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Legal Studies MA	on campus	<p><i>Application Materials:</i></p> <p>Completed LES Department application</p> <p>Writing sample</p> <p><i>Application Deadline:</i> April 15</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.00</p> <p>Good-to-excellent written communication &amp; analysis skills</p> <p>Students whose native language is not English must achieve a score of 600 or above on the paper-based TOEFL, 100 on the internet-based exam, or 250 on the computer-based exam.</p>	At least one undergraduate course in American government, judicial process, or the equivalent	Department Admissions Committee, which consists of 2 tenure-track faculty and Department Chair	Yes	Only through conditional admission
	online	<p><i>Application Materials and Deadline:</i></p> <p>same as on campus</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.25</p> <p>Good-to-excellent written communication &amp; analytical skills</p>	same as on campus	same as on campus	same as on campus	No

		Students whose native language is not English must achieve a score of 600 or above on the paper-based TOEFL, 100 on the internet-based exam, or 250 on the computer-based exam.				
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<b>Liberal and Integrative Studies</b> MA	<b>on campus</b>	<p><i>Application Materials:</i></p> <p>Completed LNT Department application</p> <p>Two- or three-page written goal statement</p> <p>2 letters of reference</p> <p>Interview with LNT faculty member to determine whether applicant's goals are well-suited to the degree program</p> <p><i>Applications Deadlines:</i></p> <p>March 15 for Summer term, April 15 for Fall Semester, and October 15 for Spring Semester. Admissions are continuous until an incoming class is filled.</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.00 for conditional admission without stipulations</p> <p>All admissions are conditional; full admission requires</p>		Committee of all LNT faculty	All admissions are conditional; full admission requires successful completion of LNT 501 Grad Colloquium course and approval of degree proposal by degree committee. Conditional admission may also be granted to applicants with GPAs less than 3.00.	No, but reapplication is allowed

		<p>successful completion of LNT 501 Grad Colloquium course and approval of degree proposal by degree committee</p> <p>Selection is made on a competitive basis, due to the individualized nature of the program and limited program capacity</p>				
	online	same as on campus	same as on campus	same as on campus	same as on campus	same as on campus
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Management Information Systems MS	on campus (Springfield & Peoria)	<p><i>Application Materials:</i></p> <p>GMAT score or GRE score, unless applicant has an overall undergraduate GPA greater than 3.00 or a graduate degree from an accredited U.S. university</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>All admissions are conditional; full admission requires successful completion of first 3 required graduate MIS courses with a B average.</p>	<p>Introductory courses in managerial and financial accounting (or ACC 311), one semester of production/operations management (such as BUS 322), one semester of statistics (such as ECO 213), one semester of college algebra or mathematics, and competency in a structured high-level programming language such as Java, C++, Visual Basic, COBOL, C, or Fortran, either through coursework, such as MIS 322 or practical experience.</p>	Department Chair & Faculty	Yes, all admissions are conditional until prereqs are completed and a B average is obtained in first 3 required grad courses	Yes, review by MIS faculty, with majority vote
	online	same as on campus	same as on campus	same as on campus	same as on campus	same as on campus

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<p><b>Political Science</b> MA</p>	<p><b>on campus</b></p>	<p><i>Publicly Available Admission Criteria:</i></p> <p>Baccalaureate degree, with strong undergraduate background in political science, history, or the social sciences for full admission</p> <p>Minimum overall undergraduate GPA of 3.00</p>		<p>Department Chair</p>	<p>Yes, the Department encourages diversity among its graduate population and so admits students who have been trained in most undergraduate fields of study. For those lacking a strong undergraduate background in political science, history, or the social sciences, admission is conditional upon completion of two or more courses designated by the program committee. Prospective students who do not hold a B.A. degree are encouraged to investigate</p>	<p>No</p>

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<p><b>Public Administration</b> MPA</p>	<p><b>on campus</b></p>	<p><i>Application Materials:</i></p> <p>Completed MPA Dept application form</p> <p>Resume</p> <p>Statement describing career goals and how MPA degree would enhance professional development</p> <p>GRE exam scores are optional, but may be useful in cases of lower undergraduate GPA scores or to otherwise enhance application strength</p> <p><i>Application Deadlines:</i></p> <p>Initial consideration will be given to applications that are complete by March 1 for Fall admissions and October 31 for Spring admissions. Applications received after those dates will be considered on a space availability basis.</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate</p>	<p>Undergraduate courses in American national government, basic statistics, and microeconomics or a market-based economics survey course, with grades of C or better in each.</p>	<p>Department Chair, in consultation with other Dept faculty if needed</p>	<p>Yes, but only for students who need prerequisites</p>	<p>Yes</p>

the requirements for alternative admission at UIS.

		<p>GPA of 2.5, or high GRE score</p> <p>Competency in one computer spreadsheet applications pkg (e.g., LOTUS or EXCEL)</p> <p>Match between career goals and degree program</p> <p>Writing skills</p> <p>Students whose native language is not English must achieve a score of 550 or above on the paper-based TOEFL or 213 on the computer-based exam.</p>				
	<p>-----</p> <p><b>online</b></p>	<p>-----</p> <p>same as on campus, but must also include an additional statement explaining preference for online program</p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>Department Chair and Faculty</p>	<p>-----</p> <p>same as on campus</p>	<p>-----</p> <p>same as on campus</p>

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<p><b>Public Administration</b> DPA</p>	<p><b>on campus</b></p>	<p><i>Application Materials:</i></p> <p>Submit portfolio that includes</p> <p>Educational &amp; Professional goals statement (minimum 600 words)</p> <p>3 Letters of recommendation, with at least one from an individual at an academic institution from whom applicant took courses</p> <p>A professional writing sample for which the applicant was sole author</p> <p>Evidence of significant work experience in public affairs field</p> <p>Applicants are encouraged, but not required, to submit GRE scores as part of their portfolios</p> <p>An interview may be required</p> <p><i>Application Deadline:</i></p> <p>A cohort of up to 15 students is admitted to the program in the Fall Semester of odd numbered years.</p> <p>Application materials must be submitted by March 15 for admission to the cohort that will start in the Fall semester</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Completed Master's degree</p>		<p>Screening for minimum requirements by Department Chair; review of qualifying applications by DPA faculty</p>	<p>No</p>	<p>No</p>

		<p>Minimum cumulative graduate GPA of 3.25</p> <p>Excellent oral and written communication skills</p> <p>Fit between applicant's educational aspirations and faculty expertise</p> <p>Quality of previous graduate performance</p> <p>Ability to do doctoral-level work</p> <p>Significant professional achievement in public affairs field</p>				
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<p><b>Public Affairs Reporting</b> MA</p>	<p><b>on campus</b></p>	<p><i>Application Materials:</i></p> <ul style="list-style-type: none"> <li>Completed PAR application</li> <li>Samples of written work (newspaper clippings, broadcast DVDs or online work)</li> <li>Narrative statement on qualifications and interest in program</li> <li>Letters from 3 references</li> </ul> <p><i>Other requirements:</i> Finalists are required to take a literacy/competency/current events test; complete a writing exercise; and interview with PAR Admissions Committee</p> <p><i>Application Deadline:</i> April 1</p> <p><i>Publicly Available Admission Criteria:</i></p> <ul style="list-style-type: none"> <li>Writing ability</li> <li>Interest in government and public affairs</li> <li>Potential for a career in journalism</li> <li>Academic record</li> </ul>		<p>PAR Program Director screens files for minimum requirements; seven-member Admissions Committee conducts interviews, reviews application materials of finalists, and makes admission decisions. Committee members include UIS faculty involved with program and Statehouse print and broadcast reporters (many of whom are PAR graduates)</p>	<p>Yes</p>	<p>No; however, viable applicants who lack professional experience are encouraged to seek additional journalism training and to reapply later</p>

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Public Health MPH	on campus	<p><i>Application Materials:</i></p> <p>Essay outlining professional goals and past academic work and/or employment related to goals</p> <p>Completed recommendation forms from 3 employers, professional peers, or educators</p> <p>GRE scores for the general exam, unless applicant holds a post-baccalaureate degree. Other aptitude test scores can be submitted (e.g., MCAT, DAT, LSAT, GMAT).</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall GPA of 3.00 for previous academic work for full admission</p>	<p>300-level or higher biostatistics or statistics course within last 3 years, with a grade of B or better</p> <p>Minimum of 30 semester hours in the natural sciences at baccalaureate level of higher</p>	<p>Department Chair</p> <p>An evaluation rubric is used for file review</p>	<p>Yes, for applicants with public health or environmental health experience who are missing one of more of the prereq courses, or those who have a GPA less than 3.00</p>	<p>Yes, involves Dept Chair reviewing any additional info submitted by applicant</p>
	online	same as on campus	same as on campus	same as on campus	same as on campus	same as on campus

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Teacher Leadership MA	online	<p><i>Applications Materials:</i></p> <p>Must complete MTL Personal Data Form (requests information on technology experience/knowledge/equipment, educational experience, work experience, educational goals, and reason for selecting MTL degree program)</p> <p><i>Publicly Available Admission Criteria:</i></p> <p>Minimum overall undergraduate GPA of 3.00 for full admission</p> <p>If applicant has completed graduate academic work, cumulative graduate GPA is also considered</p>		Department Chair and MTL Program Coordinator	Yes, cond admits must maintain minimum GPA of 3.00 in first 8 cr hrs of EDL courses	Yes, appeal to Dean

### III. Denial of Admission When Admissions Requirements Are Met

Six graduate departments indicated there are circumstances in which a candidate may meet the publicly stated requirements for admission but admission is denied by the department. Explanations for these denials are provided below:

**Computer Science:** The Computer Science Chair indicated the department might deny admission for a given term if the application is received late or cannot be processed before the official start of the semester, or if the department does not feel it has sufficient resources to accommodate any additional new students.

**Educational Leadership:** The Department Chair indicated there may be rare occasions when an application has been delayed or deferred to a future semester due to cohort availability and location.

**Environmental Studies:** The Department Chair indicated that no applicant who applied before the deadline and fully met the department's admission criteria has been denied admission. However, should a situation occur in which the number of viable applicants exceeds the number of openings for new students, the department plans to base admissions decisions on relative quality of applicants as indicated in application materials submitted, and with preference given to applicants whose academic and professional interests consistent with ENS faculty resources.

**Human Services:** Admission to the HMS program is based on academic competence, interest and experience in helping others, and evidence of personal characteristics associated with success when working with people from vulnerable populations. Applicants who do not demonstrate these capabilities are not admitted to the program.

**Public Administration:** The Department Chair indicated that the student demand for the online MPA degree program has exceeded the targeted capacity of the program, so admissions decisions for the online program are based on a review of applicants' educational background, professional work experience, career statement, and reasons for wanting to take courses online. Admission to the DPA degree program is limited to a maximum cohort of 15 students, and occurs only for the Fall Semester of odd numbered years.

**Public Affairs Reporting:** The Program Director indicated this is a common practice for the program. A professional internship is a required part of the curriculum, so the Program is limited to admitting only as many applicants as there are internships available. The number of applicants typically exceeds the number of available positions by a significant amount.