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.