

**GRAD PREP - Low GPA**  
**Undergraduate Leveling Procedure**

**Taking leveling courses does not guarantee acceptance or change your bachelor's degree GPA.** However, successful completion of such courses can provide an avenue for further consideration for applicants who may be ineligible for master's or second bachelor's degree study at the time of initial application.

1. The number of hours in which you must take differ based on the program for which you initially applied.
  - a. For master's degree candidates: ask the department in which you intend to major at UNT Dallas to prepare a planned program of 6-12 credit hours preferably of 3000- and 4000-level undergraduate courses.
  - b. For second bachelor's degree candidates: schedule a meeting with the post-baccalaureate advisor to prepare a planned program of 6-12 credit hours of coursework which, upon completion, will be applicable to your second bachelor's degree should you be accepted in a future term.

**Special note regarding preparatory coursework:**

- Specific courses are chosen in consultation with the program advisor of the intended major department and then approved by the Graduate School.
  - Courses must be organized classes (independent study or special problems courses are not accepted unless approved in advance by the Graduate School).
  - Six credit hours must be taken in the first semester during GRAD Prep.
  - A grade of A or B in each course is required.
  - In most instances, courses taken to qualify for admission cannot be used to fulfill graduate degree program requirements.
2. Master's degree candidates: Complete the appropriate standardized test requirements (i.e., GRE) if required by the department and achieve a competitive score prior to being considered for admission to a graduate degree program and beginning graduate-level work.
  3. Upon successful completion of the 6-12 credit hour program and submission of competitive test scores (if applicable), you may apply for admission to a degree program by submitting a Change of Major Request form to the UNT Dallas Office of Graduate Admissions.

Please feel free to visit the UNT Dallas Office of Graduate Admissions for additional information.

[GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu)

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