Eligibility Requirements

Admission to graduate study is granted to qualified applicants who are seeking degrees and to qualified post-baccalaureate students who may wish to upgrade specialty certifications or enhance their knowledge. The decision on whether credits earned by post-baccalaureate students can be applied toward a graduate degree at some later time is determined exclusively by the academic unit offering the degree sought. The unit’s decision is not subject to appeal. To be granted admission to a degree program, applicants:

(1) Must hold a baccalaureate degree from an accredited institution of higher education;

(2) Demonstrate potential for successful graduate study;

(3) Should have taken the Graduate Record Examination (GRE) and made a combined score of at least 1,000 on the verbal and quantitative sections of the GRE;

(4) and/or Earned a “B” average in all work attempted during the junior year.

Applicants seeking admission to the Master of Business Administration program are required to make an acceptable score on the Graduate Management Admission Test (GMAT).

Timely applications are important. Students are urged to apply in the fall of their senior year. This time-line allows the evaluation and award process to begin by January of each academic year. Additional evaluation and award processes are conducted in March and May annually. However, late applications diminish opportunities for admission and financial awards.

Non-FAMU Graduate Admission
Non-FAMU applicants must complete the Graduate Admissions Application and forward it to the School of Graduate Studies, 400 Tucker Hall, Tallahassee, FL 32307. A fee of $20, provided in a check or money order, must accompany the application for all non-FAMU graduates. An official copy of the undergraduate transcript and Graduate Record Examination scores must be submitted to be considered for admission.

FAMU Graduate Admissions

Admission procedures for FAMU graduates and former students follow the same procedures. FAMU graduates or any student who was officially admitted and attended FAMU for at least one term must complete the Re-Admission Application.

1. Complete the graduate re-admission application and mail to the School of Graduate Studies and Research, 400 Tucker Hall, Tallahassee, FL 32307.
2. The transcript will be retrieved from the University’s files for FAMU students. The applicant will not have to request a transcript.
3. If the applicant previously attended FAMU but graduated from another institution, the applicant will be required to request that an official transcript be forwarded to the School of Graduate Studies and Research.
4. FAMU graduates and former students are not required to pay the $20 application fee.

Formerly Admitted Graduate Students

Any student who was admitted to a program, attended the University for at least one semester, and has not enrolled for two consecutive terms will need to complete the Re-admission Application. Follow the admissions procedures for the FAMU Graduate Admissions.

International Students

FAMU encourages foreign students with superior scholastic records, adequate English proficiency, and an earned bachelor’s degree from a recognized college or university to apply for admission to a designated program in the School of Graduate Studies and Research. Such students must have a grade point average of 3.0 or above at the undergraduate level or the equivalent, as determined by the Admissions Office. Other admission requirements are listed in the descriptions of each of the degree programs offered by the University.

Although international students must show sufficient financial resources to complete a program prior to admission, financial assistance may be given to students who are invited to enroll on the basis of academic performance, promise, leadership qualities, and special talents. This is based upon the recommendation of the graduate admissions committee of the school or area offering the degree and the approval of the dean of graduate studies.

Post-Baccalaureate Non-Degree Students
A person who holds a bona fide baccalaureate degree but who is not officially admitted to or approved for graduate study may be permitted to take a limited number of graduate courses for teacher certification, recertification, or other special interests or needs. Successful completion of such post-baccalaureate coursework shall have no affirmative bearing on the student's admissibility to graduate study, and may, or may not, at the discretion of the appropriate officials of the University, be used for graduate degree credit when/if such student subsequently gains admission to graduate study.

Admission of Special Students

A student who does not have the required 3.00 GPA or GRE scores may be admitted to graduate degree study as a special student, pending achievement of a satisfactory GRE score. Such special students shall be limited to 12 semester hours of coursework until they are fully admitted without qualification. Course credits exceeding the 12-hour limit by the student in the “special” admission category will not be accepted for degree credit. Special students are not eligible for financial assistance.

Transfer of Credits

At the discretion of the appropriate academic unit, a maximum of six (6) semester hours of graduate coursework may be accepted by the University at the master's level. The maximum permissible transfer credits at the Ph.D. level are twelve (12) semester hours. In both of the above instances, credit transfers must be from bona fide properly accredited colleges and universities.

Admissions Application Fees

The Admission Application fee is $20. (Non-FAMU Graduates Only.)

1. Make check or money order payable to Florida A&M University.
2. Indicate the applicant's name, social security number and address on all personal checks and international money orders.

Admissions Application Fee Refund

Periodically an application fee refund may be requested for an applicant. Refund requests for application fees are requested directly from Student Accounts.

1. Reasons for requesting refunds:

   a. Two fees processed
b. Former student

c. Applied to wrong school