

CHAPTER II

SECTION IX. ADMISSION TO GRADUATE STUDY

- A. Regular Admission. To be eligible for regular admission, applicants must meet the following criteria:
1. Satisfy general admission requirements of the institution. These *may* include submitting a formal application, documents such as undergraduate and graduate transcripts, official reports on nationally recognized aptitude tests, and evaluations by recognized professionals in their field of interest, thereby demonstrating their potential for graduate study. When possible, interviews with the applicants should also be arranged. (Revised October 26, 2023)
 2. Hold baccalaureate degrees from a college or university accredited at the institutional level by an accreditor recognized by the USDOE except for special approved programs which require only a specific set of pre-requisite courses and/or award the baccalaureate and master's degrees simultaneously. Credentials of international students will be evaluated individually by the institution. (Revised October 26, 2023)
 3. Have earned a baccalaureate degree with a minimum overall GPA of 2.5 on a 4.0 scale or a minimum overall GPA of 2.75 on a 4.0 scale on the last 60 hours of undergraduate course work or a minimum overall GPA of 3.0 on at least nine hours of graduate credit. An exception to regular admission GPA may be granted if approved by the appropriate administrative unit of the institution. (Revised October 26, 2023)
- B. Conditional Admission. Applicants not qualified for regular admission may be granted conditional admission if they have earned a baccalaureate degree with a minimum overall GPA of 2.0 on a 4.0 scale or a minimum overall GPA of 2.5 on the last 60 hours of undergraduate course work. (Revised October 26, 2023)
1. Conditional status will be changed to regular status when a student earns a minimum of 12 semester hours of graduate credit (nine hours under the quarter calendar) with at least a 3.0 average and no grade lower than "C."
 2. At the time a student completes 12 semester hours of graduate credit and is not eligible for regular status, the student will be suspended from the degree program for a period of time determined by the institution. Readmittance shall be in accordance with the institution's established policy. (Revised October 26, 2023)
- C. Non-Degree, Transient, or Visitor Admission. Each institution shall make provisions for non-matriculating students. Not more than 12 semester hours of graduate credit earned while in a non-matriculating status may be applied to a graduate degree.

- D. Provisional Admission. Graduate students may be admitted on a provisional basis while in the process of obtaining required credentials. Students, who are admitted provisionally and subsequently are ineligible for admission or do not meet all requirements for admission within a reasonable time specified by the institution, shall have their registration canceled without refund of fees.
- E. Graduating Seniors – Concurrent Baccalaureate and Master’s Program Enrollment. Graduating seniors who have a minimum cumulative undergraduate GPA of 3.2 on all undergraduate work attempted may be allowed to register for graduate credit if they meet the following criteria:
1. Their admission into the program is approved by the graduate director/coordinator, their academic dean, and graduate dean.
 2. The students lack no more than 30 semester hours to complete baccalaureate degree requirements.
 3. The students may earn no more than 12 graduate credit hours while completing baccalaureate requirements.
 4. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements. The only exception to this rule is when a student enrolls in a combined curriculum program in which the faculty has approved graduate credit courses fulfilling undergraduate degree requirements. (Revised October 24, 2019)
 5. Such students retain their undergraduate status until they are awarded the baccalaureate degree. Provisions of this section are not applicable to special programs that award the baccalaureate and master’s degrees simultaneously.
 6. While in the concurrent program, students shall maintain a minimum cumulative graduate GPA of 3.0.
- F. Entrance Examinations. Admission requirements shall include evidence of potential for graduate study such as interviews, undergraduate record, record of prior experience in research, letters of recommendation, and work experience in relevant area. Scores from one or more nationally recognized aptitude measures may also be utilized.
- G. Ineligibility. An applicant ineligible to register in any previously attended institution as a graduate student is not admissible for graduate study without formal appeal to the appropriate administrative unit of the admitting institution. (Addition October 26, 2023)