

GLENVILLE STATE UNIVERSITY POLICIES

ACADEMIC POLICY 28A

STANDARDS AND PROCEDURES FOR GRADUATE ADMISSIONS

28A.1. General

- 1.1. Scope – Policy regarding standards and procedures for graduate admissions.
- 1.2. Authority - W. Va. Code §§18B; WV Higher Education Policy Commission Series 17 – effective December 24, 2015.
- 1.3. Effective Date:

28A.2. Basic Graduate Admission Standards

- 2.1. All **first-time** candidates applying for the graduate programs must submit the following for consideration for admission:
 - a.) an application for graduate admission;
 - b.) official undergraduate transcripts sent directly to the GSU Admissions Office from all undergraduate institutions attended;
 - c.) official undergraduate transcript demonstrating a minimum overall 2.75 GPA from the bachelor's degree-granting program or the minimum GPA set by the individual graduate degree program (see 2.1.1.). For applicants in the final semester of their undergraduate education, a final official transcript showing the undergraduate degree must be sent directly once the degree is awarded;
 - d.) test scores (e.g., PRAXIS, GRE, GMAT), as required by the specific program;
 - e.) Selective Service Registration verification, if applicable.
 - 2.1.1. Individual graduate programs may require higher grade point average and/or additional credentials or documentation for admission.
- 2.2. Candidate applying for the graduate programs as a **transfer student** must submit the following for consideration for admission:
 - a.) an application for graduate admission;
 - b.) official undergraduate transcripts sent directly to the GSU Admissions Office from all undergraduate institutions attended;
 - c.) test scores (e.g., PRAXIS, GRE, GMAT), as required by the specific program;
 - d.) Selective Service Registration verification, if applicable.
 - e.) graduate transcripts from all graduate institutions attended.

- 2.2.1. Candidates who have not earned the required minimum undergraduate GPA from the degree-granting institution may be considered for full admission if they have successfully completed at least six hours of graduate coursework with a minimum GPA of 3.0 from an accredited college or university.
 - 2.2.2. Candidates who have successfully completed less than six credit hours of graduate coursework must meet the first-time graduate admission standards.
 - 2.2.3. A candidate may transfer up to twelve semester hours of graduate work completed at another accredited institution and apply these toward a graduate degree.
 - 2.2.4. A candidate must request a transfer of graduate credits. All graduate transfer credits earned prior to enrollment must be submitted to the director of the student's graduate program for evaluation.
 - 2.2.5. Courses with a minimum grade of B may be transferred. Courses without letter grades (i.e., graded "credit" or "pass") must be accompanied by official evidence that such grades equated to a B or higher at the institution at which they were earned.
 - 2.2.6. Graduate credits from the previous coursework must be earned within the past seven years. Graduate coursework older than seven years is not eligible for transfer.
 - 2.2.7. Graduate transfer credit earned after enrollment (i.e., transient credit) must be approved in advance by the graduate coordinator of the student's graduate program.
- 2.3. Glenville State University may admit students on a **non-degree** basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution. Non-degree-seeking students may enroll in those courses for which they are qualified.
 - 2.3.1. The non-degree-seeking student shall be allowed to enroll in no more than three hours per semester. The student will be responsible for paying all tuition and fees and is not eligible for federal financial aid.
 - 2.3.2. If a non-degree-seeking student would later choose to pursue a degree program, that student must submit a new application for admission and all required documents (e.g., test scores, transcripts) to be admitted as a degree-seeking candidate. If a non-degree-seeking student at Glenville State University is later accepted into a graduate degree or certificate program, all applicable credit hours earned at Glenville State University while in non-degree status may be

applied to the degree program. Courses taken as a non-degree-seeking student are subject to the seven-year limit applicable to all courses (see Time Limit for Degree Completion in the Graduate Catalog).

- 2.4. Glenville State University is authorized by the United States Department of Homeland Security to enroll non-immigrant visa students with F-1 student status. Glenville State University participates in the West Virginia Higher Education Policy Commission J-1 scholars' program. International students must have earned the equivalent of a United States baccalaureate degree from accepted, accredited institution.

Glenville State University requires that the accredited non-United States baccalaureate degree be evaluated by an approved evaluation firm using a course-by-course evaluation procedure prior to being fully admitted into an SEVP approved master's program.

Candidates applying for the graduate admission as an **international student** must complete the following steps for consideration for admission:

- 1) Review the graduate degree program to ensure that it has been approved to admit international students. Glenville State University offers both hybrid and online programs. The regulatory requirements for F-1 students indicate that a student must be enrolled in a program that physically meets in an approved location.
- 2) Determine that you have met the admissions requirement of the program selected.
- 3) Complete all of the following required admissions steps (these apply to all international students, regardless of their program of choice):
 - a) Application for Admission
 - b) A copy of your passport page
 - c) Original or attested copies of the undergraduate degree, including the diploma
 - d) Proof of English Language Proficiency
 - i) IELTS 7.0 or higher
 - ii) TOEFL 94 or higher on the IBT TEST
 - e) A course-by-course evaluation of all courses completed at a non-US institution by an approved evaluating service provider (e.g., ECE, WES)
 - f) Documentation of financial support by a sponsor
 - g) A certified bank statement showing the entire year's tuition and fees associated with the degree program
- 4) Submit your application.

Applications from international candidates will be reviewed by a member of the graduate studies council with international experience to ensure that the application is complete and meets the minimum institutional requirements for admission. In order to be reviewed, the application file must be complete with the master's degree program and international requirement prior to review.