

# **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-1-6 and 18B-2A-4
- 1.3. Effective Date: May 1, 2024

#### **28A.2. Basic Graduate Admission Standards**

- 2.1. All **first-time** candidates applying for admission to graduate programs must submit the following:
  - 2.1.1. An application for graduate admission;
  - 2.1.2. Official undergraduate transcripts sent directly to the GSU Admissions Office from all undergraduate institutions attended;
  - 2.1.3. Official undergraduate transcript from the bachelor's degree-granting institution demonstrating a minimum overall 2.75 grade point average (GPA or the minimum GPA set by the individual graduate degree program, which may require a higher grade point average and/or additional credentials or documentation for admission. Applicants in the final semester of their undergraduate education must send to the GSU Admissions Office a final official transcript showing the undergraduate degree once the degree is awarded;
  - 2.1.4. Test scores (e.g., PRAXIS, GRE, GMAT), as required by the specific program; and
  - 2.1.5. Selective Service Registration verification, if applicable.
- 2.2. All **transfer students** applying for admission to graduate programs must submit the items listed in subdivisions 2.1.1., 2.1.2., 2.1.4., and 2.1.5. above and graduate transcripts from all graduate institutions attended.
- 2.3. The University may consider for full admission candidates who have not earned the required minimum undergraduate GPA from the bachelor's degree-granting institution 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. Candidates who have successfully completed less than six credit hours of graduate coursework must meet the first-time graduate admission standards.

- 2.4. A candidate may transfer up to 12 semester hours of graduate coursework completed at another accredited institution and apply these toward a graduate degree upon meeting the following criteria:
  - 2.4.1. A candidate must request a transfer of graduate credits by submitting all graduate transfer credits earned prior to enrollment to the director of the student's graduate program for evaluation.
  - 2.4.2. The University will accept the transfer of graduate courses with a minimum grade of B. 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.
  - 2.4.3. A candidate must have earned graduate credits from the previous coursework within the past seven years. Graduate coursework older than seven years is not eligible for transfer.
  - 2.4.4. 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.
- 2.5. Glenville State University may admit graduate students on a **non-degree** basis. By definition, such students are not seeking and/or are 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.
  - 2.5.1. The University will allow non-degree-seeking students to enroll in no more than three hours per semester. The student is responsible for paying all tuition and fees and is not eligible for federal financial aid.
  - 2.5.2. If a non-degree-seeking student later chooses to pursue a graduate 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, the University may apply all applicable credit hours earned at Glenville State University while in non-degree status 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).

- 2.6. 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 an accredited institution.
- 2.6.1. If a candidate does not have a bachelor's degree from an accredited institution in the United States, the candidate shall have the degree evaluated by an approved evaluation firm using a course-by-course evaluation procedure and submit the results of the evaluation to the University with the documents listed below.
- 2.6.2. The U.S. Department of Homeland Security requires F-1 Students to enroll in a minimum number of "physical presence" courses each semester in order to meet the full-time enrollment requirement.
- 2.6.3. All **international** candidates applying for admission to graduate programs must complete and submit all of the following:
- 2.6.3.a. Application for admission;
  - 2.6.3.b. Copy of passport;
  - 2.6.3.c. Original or attested copies of the undergraduate degree, including the diploma;
  - 2.6.3.d. Proof of English language proficiency, as evidenced by:
    - 2.6.3.d.1. International English Language Testing System (IELTS) score of 7.0 or higher; or
    - 2.6.3.d.2. Score of 94 or higher on the Test of English as a Foreign Language (TOEFL) internet-based test (TOEFL iBT)
  - 2.6.3.e. A course-by-course evaluation of all courses completed at a non-US institution by an approved evaluating service provider (e.g., Educational Credential Evaluators (ECE) or World Evaluation Services (WES));
  - 2.6.3.f. Documentation of financial support by a sponsor; and
  - 2.6.3.g. One year's worth of certified bank statements demonstrating sufficient funds to cover all costs associated with the first year of the graduate degree program.

2.6.3. A member of the University's graduate studies council with international experience shall review applications from international candidates 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.