



**Angelo State University**  
**Operating Policy and Procedure**

**OP 42.01: Admission to the College of Graduate Studies and Research**

**DATE:** March 2, 2017

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to specify the process by which students are admitted to graduate study at Angelo State University.

**REVIEW:** This OP will be reviewed by the graduate dean in January every three years, or as needed, with recommended revisions forwarded through the Graduate Council to the provost and vice president for academic affairs by March 1. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

**POLICY/PROCEDURE**

**1. General Requirements**

Angelo State University strives to admit students to graduate studies who show promise of succeeding in a rigorous academic environment. This promise is generally demonstrated through superior academic performance, as measured by undergraduate grade point average (GPA) and/or standardized test scores (i.e., GRE, or GMAT) as determined by individual program requirements. Applicants who have distinguished themselves in curricular and extracurricular undertakings, have exhibited exceptional leadership abilities, or have demonstrated special skills or talents related to the area in which they intend to pursue their studies may also be worthy of consideration for admission.

Admission as either a degree-seeking or a non-degree seeking student is granted by the dean of the College of Graduate Studies and Research upon the recommendation of the department of proposed study. Only students who have submitted completed applications will generally be considered for admission. A completed application consists of the following:

- a. Graduate Application for Admission form, with residency information;
- b. Current application fee (non-refundable); current application fee (US Currency non-refundable) for international applicants;
- c. Official Graduate Record Exam (GRE) or Official Graduate Management Admissions Test (GMAT) score for individual programs that require the GRE/GMAT as determined by the College of Graduate Studies and Research. To be considered official, GRE/GMAT scores must be mailed directly to the ASU College of Graduate Studies and Research from the Educational Testing Service.

- d. Official transcripts from all colleges or universities attended (except Angelo State University).<sup>\*</sup> All college/university transcripts that are received by mail from the sending college/university are considered “official.” All college/university transcripts that are sealed in the sending college/university envelope and hand-carried or mailed by the student are considered “official.” Transcripts sent by certified electronic exchange from sending institution or approved third party will be considered official. Transcripts must include certification of a completed baccalaureate or higher degree from a college or university with substantially similar degree requirements as those of Angelo State University.

<sup>\*</sup>Students who are applying through the Centralized Application System will be required to submit an Angelo State University transcript.

- e. Degree-seeking students only who are applying to a program requiring an essay must submit an essay of length as determined by the program. Specific essay requirements can be found on the College of Graduate Studies and Research homepage, under the Essay link.
- f. International students, and applicants for whom English is not their first language, must also include the international student application forms and official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) taken within the last two years.
- The minimum TOEFL score is 550 (paper-based exam), 213 (computer-based exam), or 79 internet-Based Test (iBT).
  - Physical Therapy requires 80 internet-Based Test (iBT). A score of 7 is required on the Academic Module of the IELTS.
  - English requires a minimum TOEFL composite score of 79 with a minimum sub-score in all areas of 18, or a composite IELTS of 6.5 with a minimum sub-score of 6.0 for each band.

## **2. Admission to the College of Graduate Studies and Research as Degree-Seeking Student**

The process for determining admission as a degree-seeking student is as follows:

- a. The completed application is sent to the department of proposed study for an admission recommendation. The department looks at the following factors:
- Completion of the undergraduate prerequisites for the intended program, as indicated below.
  - The applicant's previous academic record, which may include overall GPA, last 60 hour GPA, GPA in the major or in the prerequisite courses, and/or GPA in any relevant graduate work. GPAs are computed on all course work taken, including all grades on repeated courses.
  - The applicant's GRE/GMAT test score, if required for the program.
  - The essay, if required for the program.
  - Other criteria, as defined by the program.
- b. Applicants who submit a satisfactory essay, if required for the program, have at least a 2.50 overall undergraduate GPA or 3.00 in the last 60 semester hours, and who meet the

- program's formula if applicable, (and in some programs, additional criteria) will generally be awarded regular admission, resources permitting. Applicants who fall slightly below the formula or GPA standards may be considered for provisional admission. If the department of proposed study deems the applicant shows promise of succeeding in the program, provisional admission, with conditions, may be granted.
- c. Applicants who have not completed all prerequisites may be required to complete them before being considered for admission. In some programs, applicants may be admitted if they lack some prerequisites, but will be required to make up these undergraduate courses (leveling work) within the first year of their graduate enrollment.
  - d. Students who have not submitted GRE/GMAT scores to programs that require standardized tests but who have an undergraduate GPA of 3.00 or better (4-point scale) in the total undergraduate record, including all grades on repeated courses, may be granted provisional admission to programs that require standardized tests, with the approval of the graduate faculty in the applicant's major department and the graduate dean. These applicants must provide satisfactory GRE/GMAT scores before the end of their first semester of enrollment. Provisional admission does not guarantee regular admission. When the test score is received, the student's application file will be reviewed by the applicant's major department for an admission decision recommendation. Students who do not satisfy the grade point criteria listed above and have not submitted GRE/GMAT scores to programs that require standardized tests will not be considered for admission until the appropriate test scores are received by the College of Graduate Studies and Research.
  - e. Applicants who are given provisional admission will be on academic probation, with the requirement that they maintain at least a 3.00 cumulative grade point average in all graduate-level work until they have completed at least nine semester hours of graduate-level work in a degree program at Angelo State University. Failure to maintain the requisite 3.00 may result in dismissal from the graduate program in which the student has been studying.
  - f. Offer of Admission: Only written notice from the dean of the College of Graduate Studies and Research constitutes approval of admission.
  - g. Graduate students who do not attend classes for one year must re-apply for admission.