



Angelo State University
Operating Policy and Procedure

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

DATE: April 19, 2021

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 by approval of the Chancellor of the Texas Tech University System.

POLICY/PROCEDURE

1. General Requirements - Domestic

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)
- c. Applicants must possess a baccalaureate degree from an accredited institution in the United States or the foreign equivalent. Applicants may submit unofficial transcripts of a completed baccalaureate or higher degree. Currently enrolled applicants will need to submit the unofficial transcript with "in progress" coursework. ASU will accept unofficial transcripts for the admission decision, with the expectation that official transcripts will arrive within the first session of enrollment. Unofficial transcripts must be submitted directly to the College of Graduate Studies and Research (Except ASU).

Official transcripts must be mailed or hand-delivered in a sealed university envelope directly from the issuing institution (Except ASU). Angelo State University also accepts electronic transcripts sent via a secure delivery method (Parchment, E-Script Safe, etc.) directly from the issuing institution. Electronic transcripts sent by the applicant are not considered official. Secondary transcripts (junior, community or non-degree awarded) are not required, unless otherwise stated by the intended graduate program. All submitted materials become the property of ASU. Students who are applying through the Centralized Application System will be required to submit an Angelo State University transcript.

- d. Official Graduate Record Exam (GRE) or Official Graduate Management Admissions Test (GMAT) score required by individual programs. 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.

2. General Requirements - International

All applicants who are not U.S. citizens or a U.S. permanent resident are considered international applicants and must meet the following admission requirements. The Form 1-20, Certificate for Eligibility cannot be issued until the applicant has been admitted to the College of Graduate Studies and Research. A completed application consists of the following:

- a. Completed Graduate Application for Admission
- b. Current application fee (non-refundable)
- c. Applicants must possess a baccalaureate degree from an accredited institution in the United States or the foreign equivalent. Degrees earned at a foreign institution must be evaluated by a credential evaluation service in the United States. Evaluations must be completed in English and include semester credit hours and letter grades.

Applicants may submit unofficial transcripts of a completed baccalaureate or higher degree and currently enrolled applicants should submit the unofficial transcript with “in progress” coursework. Unofficial transcripts will be used for admission decisions but official transcripts must be submitted within the first session of enrollment. Unofficial transcripts must be submitted directly to the College of Graduate Studies and Research.

Official transcripts must be mailed or hand-delivered in a sealed university envelope directly from the issuing institution (Except ASU). Angelo State University also accepts electronic transcripts sent via a secure delivery method (Parchment, E-Script Safe, etc.) directly from the issuing institution. Electronic transcripts sent by the applicant are not considered official. Secondary transcripts (junior, community or non-degree awarded) are not required, unless otherwise stated by the intended graduate program. All submitted materials become the property of ASU.

- d. Financial documentation (for students studying on-campus in the United States)
 - 1) Original bank statement (with amounts in U.S. dollars)
 - 2) Official Financial Statement Form

- e. Copy front and back of passport taken within a year of the application.
- f. Official Graduate Record Exam (GRE) or Official Graduate Management Admissions Test (GMAT) scores required by individual major programs.
- g. Proof of English Proficiency-Applicants with an undergraduate degree from a foreign institution or applicants for whom English is not their first language, must submit official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), Duolingo or International Baccalaureate (IB) taken within the last two years.
 - 1) TOEFL minimum score of 550 (paper-based exam), or 79 internet-Based Test (iBT);
 - 2) IELTS minimum score of 6.0 overall;
 - 3) Duolingo score of 96 or higher;
 - 4) 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.

3. Admission to the College of Graduate Studies and Research as Degree-Seeking Student and Non-Degree Seeking Student

The process for determining admission as a degree-seeking student and non-degree seeking student are the same. The completed application is sent to the department of proposed study for an admission recommendation. The department looks at the following factors:

- a. 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. The overall ungraduated GPA as printed on the degree-awarding transcript will be used for the admission application.

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.

- b. Completion of the undergraduate prerequisites for the intended program. 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.
- c. The applicant's GRE/GMAT test score, if required for the program.
 - 1) 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.

d. Other criteria, as defined by specific programs.

4. Admission Offer

- a. Regular admission: An applicant who has met the university admission criteria is admitted regular upon recommendation of the Graduate Program department.
- b. Provisional Admission: An applicant who has not met the university admission criteria is given provisional admission. Applicants 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.
- c. Offer of Admission: Only written notice from the dean of the College of Graduate Studies and Research constitutes approval of admission.
- d. Graduate students who do not attend classes for one year must re-apply for admission.