



## **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

### **SEC. II- GRADUATE: ADMISSIONS 1.0**

#### **GRADUATE ADMISSIONS**

##### **UNIT POLICY—ACADEMIC AFFAIRS**

Graduate education is intended to develop specialized skills, knowledge and expertise in a particular discipline. Therefore the graduate admission process is designed to collect credentials regarding the applicant's academic preparation, intellectual ability, experience, and motivation to undertake a rigorous academic program of study. Admission of graduate students is the responsibility of the Dean of the Graduate School with the advice and assistance of the Graduate Council and of the graduate faculty members of the departments, programs, and curricula authorized to offer graduate degree programs. The application materials for each prospective student receive individual attention and are reviewed by the Graduate Coordinator in consultation with the admission committee consisting of graduate faculty within the intended program to identify whether the applicant's background matches the intended program of study.

The program coordinator submits a recommendation based on a holistic review of each application. This review includes the applicant's academic qualifications, the applicant's interest and experience relative to the program, and the capacity of the program. The applicant's academic qualifications are judged on a number of criteria that may include grades on individual courses, overall grade point average, accreditation status of prior colleges/universities attended, standardized test scores, language proficiency, strength of recommendation letters, and additional criteria specified by the academic program. Each program weighs each of these criteria differently. The applicant's interest and experience relative to the program is assessed through the personal essay, history of prior research and work experience, clinical skills, and in some cases, through personal interviews. The academic program determines its capacity for admitting new students based on its current resources and enrollment of continuing students in the program. After receiving a recommendation from the program coordinator, the Graduate

School reviews the application file to ensure that the appropriate procedures have been followed. This process ensures that all applications to graduate degree programs undergo two levels of review prior to an admission decision. Applicants who are offered admission will be selected on the basis of the University's analysis of the applicant's qualifications for satisfactory performance in the specific college, school, department, curriculum, or other program to which the applicant seeks admission. Admission to the University also requires satisfactory evaluation of campus safety related responses.

NCA&T considers all applications for graduate admissions without regard to race, ethnicity, color, gender, gender identity, sexual orientation, national origin, disability, veteran's status, age, religion, or creed.

1. Types of Admission: Students are admitted to the Graduate School in three categories: unconditional, conditional, or non-degree seeking. The minimum criteria for each type of admission are listed below. However, satisfying minimum admission requirements does not guarantee admission. Admissions decisions are based on a competitive evaluation and may be limited for such reasons as capacity constraints. Specific requirements for admission to each graduate program may be more restrictive and are subject to change.
2. Unconditional Admission: Unconditional admission may be granted to an applicant who possesses:
  - a. A bachelor's degree from an accredited four-year college or university as determined by a regional accrediting agency, or from selected international colleges/universities including three-year colleges and universities in Europe participating in the Bologna Process;
  - b. Satisfactory cumulative Grade Point Average (GPA) in previous college work. A graduate degree, or at least 12 credit hours of graduate coursework taken post-baccalaureate while in graduate status, may supersede the undergraduate record in evaluating credentials for admission;
  - c. Satisfactory evaluation of standardized test scores, recommendation letters, application essay, and other factors as specified by the intended program of study; and
  - d. English language proficiency.
3. Conditional Admission: Conditional admission may be granted when the Graduate School determines the student has not met the requirements for unconditional admission. This may be due to the lack of accreditation of the prior college/university, minimal relevance of previous education/degree to proposed program of study, or lack of academic strength as demonstrated by previous GPA or test scores. Conditionally admitted students will be subject to admission conditions that may include one or more of the following:
  - a. Pass examinations to demonstrate knowledge in specified areas;
  - b. Take specified undergraduate and/or graduate courses to improve his/her background. This will increase the total credit hours required beyond what is published in the catalog;

- c. Conditionally admitted students will be dismissed without a probationary period if the conditions placed on their admission have not been met within the prescribed time period.
4. Satisfying conditional admission status: The Graduate School grants full graduate standing when all requirements of the conditional admission are met. All admission conditions must be satisfied during the first twelve (12) attempted credit hours. The student must also maintain a satisfactory academic record (3.0 GPA) on all course work taken in a graduate classification.
5. Non-Degree Seeking or Post Baccalaureate Studies (PBS) admission is available for those who want to take courses for personal enrichment, professional growth, or certification requirements. However, at the discretion of the academic department, PBS students may apply up to twelve (12) credit hours to any certificate or degree program to which they are admitted in the future, subject to the Graduate Transfer Credits policy. Some academic departments restrict their courses to degree-seeking students only. Admission as a PBS student requires an application, application fee and undergraduate degree transcript. The PBS option is not available to international students on F-1 visa. Furthermore, all forms of financial assistance including federal financial aid are not available for PBS students.
6. Admission of Current Non-Degree Seeking (PBS) Students to Degree Programs: Students who are currently or have previously been enrolled as non-degree seeking students (PBS) and wish to obtain a graduate degree must formally apply to the graduate program with a new application, application fee and required documentation.
7. Deferral of Admission: An admitted student may submit a written request to the Graduate School to defer admission to a future semester. Admission deferrals may be requested for a maximum of one year. The Graduate School must approve this request. A student's admission may be rescinded if the student does not enroll in the semester in which he/she received admission and does not receive approval of deferral.
8. Readmission: A student must reapply for admission if his/her enrollment has been terminated for any reason including non-compliance with the continuous registration policy. A student must also reapply if he/she does not enroll in the semester for which he/she was admitted and has not received a deferral of admission. In such cases, the student must submit the complete application packet including the application fee as if applying for the first time. However application materials submitted within one year prior to readmission may be transferred to the new application.
9. Application deadlines: Two types of deadlines apply as follows.
  - a. Priority Deadline is the date by which complete applications must be submitted to receive priority review for merit based graduate awards and for admission to space constrained graduate programs. Applications received after the priority deadline will be given consideration based on availability of funds and/or space in the program.

- b. General Deadline is the date by which all application materials including original documents must be received by the Graduate School for admission decision. Some academic programs have earlier deadlines, in which case the complete application must be submitted by the posted departmental deadline.
10. Application Requirements: All applicants must apply using the online admission portal that is accessible from the Graduate School's website. The application and admission process consists of a departmental evaluation based on the application, recommendation letters and unofficial copies of transcripts and other materials followed by a final review of all original documents by the Graduate School. All programs require the graduate admission application, application fee, transcripts, personal statement and recommendation letters. Most programs also require graduate test scores. Some programs have additional requirements such as an on-campus interview. The Graduate School maintains program specific requirements. All documents submitted to the Graduate School will be retained and will not be returned to the applicant nor released to a third party, except as legally required. A general list of application documents is set out below.
- a. Application for admission to the Graduate School;
  - b. Application fee;
  - c. Official academic transcripts from previously attended colleges and universities. International transcripts may require an external evaluation as determined by the Graduate School. Applicants who enrolled at North Carolina A&T State University after 1988 are not required to submit their original North Carolina A&T transcript;
  - d. Recommendation letters preferably from faculty or professionals who are familiar with the applicant's work;
  - e. Standardized graduate test scores as appropriate for intended program. The scores must be officially issued and current (no more than five years old);
  - f. Personal statement of interest in the program, as required;
  - g. All applicants are required to demonstrate proficiency in English. Applicants receiving any degree from an accredited U.S. college or university or from a college or university located in a country with English as an official language and the language of instruction in higher education (a list of countries is maintained by the Graduate School) will not require additional documentation. Otherwise, a satisfactory TOEFL (<http://www.ets.org/toefl>), IELTS (<http://www.ielts.org>) or PTE Academic (<http://pearsonpte.com/PTEAcademic/Pages/home.aspx>) score is required. TOEFL, IELTS and PTE Academic scores must be officially issued and are reportable for a period of two years from the date of the exam;
  - h. Satisfactory criminal background check if requested by the Graduate School;
  - i. International applicants are required to provide A&T with verification that the required funds are available to support the proposed program of study by submitting the Financial Guarantee Form to the International Students and Scholars Office. The applicant must also provide information regarding current visa status;
  - j. Additional requirements as specified by the academic program.

Date revised policy is effective: upon approval.

Approved by the Chancellor

First approved:	Before July 2012
Revised:	August 6, 2012
	June 2, 2014
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