

[This policy designates the guidance for admissions of students into graduate programs]

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|  | <p style="text-align: center;">NORTH CAROLINA A&T STATE UNIVERSITY</p> <p style="text-align: center;">CHAPTER 300 - ACADEMIC AFFAIRS</p> <p style="text-align: center;">UNIVERSITY POLICY 313, GRADUATE ADMISSIONS</p> |
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SECTION 313.1 POLICY STATEMENT

North Carolina Agricultural and Technical State University’s (“NC A&T” or “University”) graduate education program is consistent with its mission, policies, and institutional accreditation standards, and is intended to develop specialized skills, knowledge, and expertise in a particular discipline. Students admitted to the University for graduate study must meet admissions criteria and demonstrate the academic preparation, intellectual ability, experience, and motivation to undertake a rigorous academic program of study.

SECTION 313.2 PURPOSE

This Policy sets forth the admissions process for students seeking admission to NC A&T graduate degree programs, certificate programs, both non-degree seeking and degree-seeking programs.

SECTION 313.3 SCOPE

This policy applies to all graduate degree programs, certificate programs, non-degree seeking post-baccalaureate programs, post-masters programs, both current and potential students, faculty, graduate program coordinators, the Graduate Council, Graduate College staff, and other university staff and administrators working with graduate programs.

SECTION 313.4 BASIS FOR ADMISSION

The criteria used for admissions decisions vary by program, reflect an evaluation of the applicant’s potential for graduate work, and consider the ability of a program to accommodate additional students.

Satisfying the minimum admission requirement does not guarantee admission to the Graduate College or any graduate program. Specific requirements for admission to each graduate program may be more restrictive and are subject to change. Applicants must meet the admission requirements for each graduate program.

SECTION 313.5 ADMISSION TYPES

There are three categories of graduate admission: unconditional, conditional, or non-degree seeking.

- (a) Unconditional Admission: Unconditional admission may be granted to an applicant who possesses:
 - (1) 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;
 - (2) 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;
 - (3) Satisfactory evaluation of standardized test scores, recommendation letters, application essay, and other factors as specified by the intended program of study; and;
 - (4) English language proficiency.
- (b) Conditional Admission: Conditional admission may be granted when the Graduate College determines that the student has not met the requirements for unconditional admission.
 - (1) Failure to meet the requirement for unconditional admission may be due to reasons including the lack of accreditation of the prior college/university, minimal relevance of previous education/degree to the proposed program of study, or lack of academic strength as demonstrated by previous GPA or test scores.
 - (2) Conditionally admitted students will be subject to admission conditions that may include
 - Passing examinations to demonstrate knowledge in specified areas;
 - Taking specified introductory graduate courses in their current or a related discipline to improve the student's background. This may increase the total credit hours required for unconditional admission beyond what is published in the catalog.
 - Any other condition set forth in the letter for conditional admission.
 - (3) 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.

- (4) The Graduate College will grant unconditional admission status when all requirements of the conditional admission are met. All admission conditions must be satisfied one academic year after admission, and the student must maintain a satisfactory academic record (3.0 GPA) on all coursework taken in a graduate program.
- (5) Non-Degree Seeking or Post Baccalaureate Studies (PBS) Admission:
PBS admission is available for students who want to take courses for personal enrichment, professional growth, or as a part of a graduate certificate program.
 - (a) 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.
 - The PBS option is not available to international students on F-1 visas.
 - (b) Admission as a PBS student requires an application, application fee, and undergraduate degree transcript.
 - (c) Financial assistance, including federal financial aid, is not available for PBS students. However, it can be available to some students enrolled in the graduate certificate program.
 - (d) Students currently or previously enrolled as non-degree-seeking students who wish to obtain a graduate degree must formally apply to the graduate program and meet the program requirements with a new application, application fee, and required documentation.

SECTION 313.6 EXCEPTIONS TO ADMISSION STANDARDS

- (a) Doctoral Applicants with Doctoral Degrees. Individuals with a doctoral degree will generally be denied admission to a doctoral program at NC A&T. Exceptions may be considered if the Graduate Program Coordinator provides a written justification statement and the request is approved by the Dean of the Graduate College.
- (b) Applicants to Graduate Programs without Bachelor's degrees but with Professional Degrees. The Graduate College may consider applicants who do not possess a bachelor's degree but have earned a Doctor of Dental Surgery (DDS), Doctor of Veterinary Medicine (DVM), Juris Doctor (JD), Doctor of Pharmacy (PharmD), or Doctor of Medicine (MD) degree from a regionally accredited institution for admission to a graduate program. These individuals may be admitted into a graduate program. Exceptions may be considered if the Graduate Program Coordinator provides a written justification statement and the request is approved by the Dean of the Graduate College.
- (c) Applicants with a Previous Master's Degree in Programs to Which the Applicant is Seeking Admission. The Graduate College will not admit or transfer a student to a master's

degree program if the student already holds a master's degree in the same discipline. Exceptions may be considered if the Graduate Program Coordinator provides a written justification statement and the request is approved by the Dean of the Graduate College.

- (d) Applicants with a Previous Doctoral Degree in Programs to Which the Applicant is Seeking Admission. The Graduate College will not admit or transfer a student to a doctoral degree program if the student already holds a doctoral degree in the same discipline. Exceptions may be considered if the Graduate Program Coordinator provides a written justification statement and the request is approved by the Dean of the Graduate College.

SECTION 313.7 ADMISSION DEADLINES

The Graduate College has two types of admission deadlines: priority and general.

- (a) The Priority Deadline is the date by which complete applications must be submitted to receive priority review for merit-based graduate awards and admission to space-constrained graduate programs. Applications received after the Priority Deadline will be given consideration based on the availability of funds and/or space in the program.
- (b) The General Deadline is the date by which all application materials including original documents must be received by the Graduate College for admission decision. Some academic programs have earlier deadlines, in which case the complete application must be submitted by the posted departmental program deadline.

SECTION 313.8 APPLICATION REQUIREMENTS

All applicants to the Graduate College and graduate programs must apply using the online admission portal that is accessible from the Graduate College's website. Applicants must follow the instructions provided by the program. The application and admission process includes an initial evaluation of the required application materials followed by a final review of all original documents by the Graduate College.

All programs require the graduate admission application, application fee, transcripts, personal statement, and recommendations. Most programs also require graduate test scores. Some programs have additional requirements such as an on-campus interview. The Graduate College maintains program-specific requirements. All documents submitted to the Graduate College will be retained and will not be returned to the applicant nor released to a third party, except as required or permitted by law. The required application documents may include:

- (1) Application for admission to the Graduate College;
- (2) Application fee;
- (3) Official academic transcripts from previously attended colleges and universities; International transcripts may require external evaluation as determined by the Graduate College. Applicants who enrolled at NC A&T after 1988 are not

- required to submit an original NC A&T transcript;
- (4) Recommendation letters or completed recommendation forms (preferably from faculty or professionals who are familiar with the applicant's work);
 - (5) Officially issued standardized graduate test scores as appropriate for the intended program, which are no more than five years old;
 - (6) Personal statement of interest in the program;
 - (7) Evidence of proficiency in the English language. Applicants receiving any degree from an accredited U.S. college or university or a college or university located in a country with English as an official language and the language of instruction in higher education (as maintained on a list by the Graduate College) 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;
 - (8) Satisfactory criminal background check if requested by the Graduate College;
 - (9) Additional requirements as specified by the academic program.

SECTION 313.9 ADMISSION DEFERRAL

An admitted student may submit a written request to the Graduate College to defer admission to a future semester. Admission deferrals may be requested for a maximum of one year. In order for a student to defer admission, the Graduate College must approve the request in writing. The Graduate College may rescind a student's admission if the student does not enroll in the semester for which the student was admitted and did not receive approval of deferral.

SECTION 313.10 READMISSION

A student must reapply for admission if the student's enrollment has been terminated for any reason including non-compliance with the continuous registration/enrollment requirements. A student must also reapply if the student 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 before readmission may be transferred to the new application.

SECTION 313.11 PROCESSING APPLICATIONS

The Graduate College (TGC) creates an applicant's admission record and makes it available to the program of interest when it receives a completed application and the application fee from the applicant. The Graduate Program Coordinator (GPC), in consultation with the admission

committee, consisting of graduate faculty within the intended program, reviews the completed files of all applicants in accordance with this policy and other requirements for admission found in the Graduate Catalog.

The GPC submits a recommendation for approval or denial of admission based on a holistic review of each applicant's application materials. The review includes the applicant's academic qualifications, interest and experience relative to the program, and the program's capacity. The applicant's academic qualifications are judged on several criteria that may include grades in 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 criterion differently. The applicant's interest and experience relative to the program are assessed through items such as, but not limited to, a personal essay, history of prior research and work experience, clinical skills, and in some cases, personal interviews. Each graduate program determines its capacity for admitting new students based on available resources and enrollment of continuing students.

The Graduate College Dean, in consultation with TGC staff, reviews the GPC recommendation. When the dean concurs with the GPC recommendation, TGC staff posts the final admission decision via the application portal after receipt and verification of official transcripts. When the Dean disagrees with the recommendation received from the GPC recommendation, the GPC is asked to provide additional information for reconsideration. However, the final decision for admission lies with the Graduate College Dean. In this case, TGC staff posts the final admission decision via the application portal after receipt and verification of official transcripts

POLICY HISTORY:

Effective: Before July 2012

Revised: August 6, 2012; June 2, 2014; October 12, 2015, _____ 2024.

AUTHORITY: Dean of the Graduate College

POLICY OWNER: Provost and Executive Vice Chancellor for Academic Affairs

RESPONSIBLE OFFICE: The Graduate College

RESOURCES:

<https://hub.ncat.edu/administration/legal/policies/sec2-acad-affairs/faculty-handbook/aa-selected-faculty-and-staff-policies.pdf>