

# ADMISSION OF GRADUATE STUDENTS

## ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

Kent State University is an access institution and has an important role to play in making sure its graduate programs are open to applicants who desire to pursue them. Applicants are evaluated based on both past academic performance and potential for continued achievement. In all cases, a combination of quantitative and qualitative measures is assessed. Credentials indicating an ability to succeed in graduate-level work may include overall and major grade point average (GPA), caliber of prior institutions attended, progression of academic performance over time, written communication skills, recommendation letters, relevant work experience, indices of leadership, prior research experience and correspondence between research interests and available faculty expertise.

Refer to the end of this section for admission procedures for the College of Podiatric Medicine.

## Minimum Qualifications For Admission

1. **A bachelor's degree from an accredited college or university.** If applicant attended a non-U.S. college or university, the degree must have been received from a recognized institution where the requirements for the bachelor's degree are similar to those at Kent State University, as determined by Kent State's Office of Global Education.
2. **A total undergraduate grade point average (GPA) of 2.750 on a 4.000 point scale.** For graduate-level coursework, a minimum 3.000 GPA is required. Some programs may require a higher minimum undergraduate or graduate GPA. Refer to individual program admission criteria in the University Catalog for any required GPA above the minimum.

Applicants who do not meet the minimum GPA requirement may still be considered for admission if the applicant demonstrates one or more of the following conditions:

- Earned a graduate degree from an accredited institution with a 3.000 GPA.
- Completed 9 or more graduate credit hours at Kent State University or an accredited institution and earned a minimum 3.000 overall GPA in graduate-level courses.
- Scored at the 50<sup>th</sup> percentile or above on a standardized admission examination relevant to the academic program (e.g., GRE, GMAT, MCAT, LSAT).
- Earned a 3.000 overall GPA in the undergraduate major or in courses related to the academic program to which the applicant has applied.
- Earned a 3.000 overall GPA in the last 60 credit hours of completed undergraduate courses.
- Other compelling evidence as determined by the academic program.

Applicants who do not meet the minimum university and/or program requirements for admission may be considered for conditional admission. Admission in such cases will depend heavily on other indices of the student's ability to handle graduate-level work. These might include strong performance on standardized tests, GPA in the major and/or other experiences that are clearly indicative of strong academic ability.

## Conditional Admission

The purpose of conditional admission is to provide applicants with an opportunity to compensate for any deficiencies and to demonstrate their ability to satisfactorily complete graduate level work. Conditional admission is normally assigned for one or more of the following reasons:

1. **Applicant does not meet minimum university/program requirements.** The conditions are determined by the applicant's program/college. Normally, conditions will include the successful completion of specified graduate coursework and/or the achievement of a specified first semester GPA. A statement of the conditions of admission, as well as the rationale for conditional admission, will be sent to the student in writing by the academic college. Monitoring the student's success in meeting specified conditions is the responsibility of the program.
2. **Applicant does not have expected academic background in the field of proposed graduate study.** The conditions are determined by the applicant's program/college. Normally, the conditions will include the successful completion of specified undergraduate coursework. A statement of the conditions of admission, as well as the rationale for conditional admission, will be sent to the student in writing by the academic college. Monitoring the student's success in meeting specified conditions is the responsibility of the program.
3. **Applicant does not meet minimum English proficiency requirements.** A statement of the conditions of admission will be included in the student's letter of admission. Conditions include the successful completion of English as a Second Language (ESL) courses and proof of English proficiency. Enrollment in ESL courses does not assure admission to an academic program. ESL faculty members are responsible for monitoring the student's conditions.

It is recommended that students who are admitted conditionally do not enroll in more than 9 credit hours during their first semester of enrollment.

Students admitted conditionally must satisfactorily complete the conditions of admission as prescribed by the academic program to which they are admitted and maintain a 3.000 overall GPA in the first 9 credit hours of graduate coursework attempted.

## Required Application Materials For Admission

- Online application and non-refundable application fee.
- Copy of official transcripts from the college or university that conferred a bachelor's degree (or equivalent) and any further degree(s) earned. Additional transcripts, official or unofficial, may be required. Scanned copies of official transcripts may be uploaded as PDF files in the electronic admission application.
  - Applicants previously enrolled at Kent State do not need to submit the Kent State transcript. The Admissions Office will obtain the Kent State transcripts on the applicants behalf, as long as Kent State is listed as a previous institution on the admission application. Applicants must still submit transcripts for all post-secondary work done elsewhere.
  - Students offered admission to Kent State University will be required to submit official transcripts from the college or university that conferred any degree, undergraduate or graduate. The offer of admission will be considered "Provisional" until **all** required official transcripts are received by Kent State University.
  - The Admissions Office is responsible for monitoring receipt of official transcripts. If official transcripts are not received

by the Admissions Office by the second week of students' first semester of attendance, a registration hold will be placed on their records. Students will not be able to register or adjust their course schedule until all official transcripts have been received.

- Any significant discrepancies found between student-provided unofficial transcripts and official transcripts will be **grounds for dismissal**.
- Letters of recommendation. Most programs require three letters, although some programs require two. The letters should be completed by persons who are familiar with the applicant's educational goals and professional and/or academic ability.
- Proof of English proficiency. All applicants whose education has been primarily outside the United States must have objective evidence of proficiency in the English language. Exceptions may be granted for applicants who have completed their education in a primarily English speaking country/territory. Refer to individual program admission criteria in the University Catalog for minimum test score requirements and applicable exceptions.
- Test Scores. As an access institution, Kent State University does not require the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) for graduate admission. However, a graduate program may require a GRE or GMAT score as part of its admissions criteria if it is deemed necessary. Refer to individual program admission criteria in the University Catalog for any minimum test score requirements.
- Additional materials as required by the graduate program to which the individual is applying.

Once received, all application materials become the property of Kent State University and will not be returned. Application materials are kept for a period of one year from the date the completed online application form is submitted. After that time, materials will be destroyed. Applicants interested in admission after one year will need to reapply and submit a new application fee.

## Multiple Applications

If an applicant chooses to apply to more than one graduate program, the applicant must submit a separate application and application fee for each program. Contact the Admissions Office to have application materials applied to more than one application. Applicants may be required to submit additional materials. Refer to individual programs in the University Catalog for required application materials.

## Deadlines For Admission

For timely consideration of the application, it is recommended applicants submit a complete application at least one month before the start of the semester of first coursework. Some programs may have much earlier deadlines. Refer to individual programs in the University Catalog for their deadlines.

## Application Procedures

### Domestic Applicants

Domestic applications are received and processed by the Admissions Office. All transcripts, letters of recommendation, goal/purpose statements, vita/résumés and other required materials as specified by the program must be sent to gradapps@kent.edu.

After completing the online application form, applicants will receive notification via e-mail that the application was received. Applicants can also view the status of their submitted application using the Login ID and

PIN that they created to complete the application. The Admissions Office will send applicants periodic e-mail reminders regarding any required application materials that have yet to be received.

Once all required application materials are received, the completed application form and materials are electronically forwarded to the respective program for review. The program's review committee then forwards its recommendation for admission or denial to the academic college dean. The dean's final admission decision is sent to the Admissions Office where it is documented on the applicant's record. The official admission decision letter is sent by the dean of graduate studies. Individual programs may send additional information to applicants, such as information about a graduate assistantship.

### International Applicants

International applications are received and processed by Kent State's Office of Global Education. Applicants who require an F-1 or J-1 student visa must:

1. Meet the visa eligibility requirements.
2. Verify that they have the financial resources to cover their expenses during graduate study at Kent State University. The Financial Information Worksheet for International Students is available through the Office of Global Education. If a governmental entity is funding the student, an official letter regarding the funding must be submitted along with the Financial Information Worksheet for International Students.

The Financial Information Worksheet for International Students, proof of English proficiency and all transcripts, letters of recommendation, goal/purpose statements, vita/résumés and other required materials as specified by the graduate program must be sent to the Office of Global Education, Kent State University, 106 Van Campen Hall, 625 Loop Road, Kent, OH 44242, USA.

After completing the online application form, international applications will receive notification via e-mail that it was received. Applicants can also view the status of their submitted application using the Login ID and PIN that they created to complete the application. The Admissions Office will send applicants periodic e-mail reminders regarding any required application materials that have yet to be received.

Once all required application materials are received, the completed application form and materials are electronically forwarded to the respective program for review. The program's review committee then forwards its recommendation for admission or denial to the academic college dean. The dean's final admission decision is sent to the Admissions Office where it is documented on the applicant's record. The official admission decision letter is sent by the dean of graduate studies. Individual programs may send additional information to applicants, such as information about a graduate assistantship. If accepted for admission, the Office of Global Education will issue the form I-20 or DS-2019.

International students may enroll at Kent State University only if they have been admitted to a degree program, certificate program or post-baccalaureate teacher education program. The form I-20 (required to obtain F-1 immigration status) or the form DS-2019 (required to obtain J-1 immigration status) is issued only after the application is complete, all documents are properly verified, the applicant is admitted to a program and proof of funding is received.

## **Fraudulent Records**

Any transcripts, certificates, translations or examination results that appear irregular will be verified with the appropriate school or examination authorities, and the application process will be delayed until verification is received. If it is determined that an applicant has submitted false records or omitted information about previous school attendance, the application will be denied, and legal action may be taken.

## **Change Of Application Term**

Applications and application materials are valid for one year only. Applicants may change the term of their application to a later term within one calendar year from the date the completed online application form was submitted. To be considered for admission during a different term, contact the Admissions Office to have the term of application changed. Some programs admit only one term per year. Refer to individual programs in the University Catalog for the term(s) during which they will consider admission. Applicants interested in admission after one year will need to re-apply and submit a new application fee.

## **Defer Enrollment**

Admitted students are expected to enroll in and attend courses during the term of their admission. Students may defer the term of enrollment to another term within one calendar year from the term of admission. Initial enrollment beyond one year is not permitted. To defer enrollment to a later term, contact the Admissions Office. Students who have not enrolled in and attended courses within one calendar year of admission will need to re-apply and submit a new application fee.

## **College Of Podiatric Medicine**

Kent State University's College of Podiatric Medicine adheres to the admissions policies set forth by the American Podiatric Medical Association. For the college's admissions procedures and requirements, visit the College of Podiatric Medicine website. Applicants to the Doctor of Podiatric Medicine degree will need to apply through the American Association of Colleges of Podiatric Medicine Application Service.