ADMISSION INFORMATION

Adult Student

Undergraduate students who are 21 years or older and will have been graduated from high school for three or more years at the time of their first college enrollment are considered freshman adult students. Other students classified as adult students fit these criteria and also have earned a General Education Development (GED) credential and whose high school class will have been graduated for three years or more at the time of their first enrollment.

Adult students who have earned previous credits at any post-secondary institution are considered transfer students. Official transcripts from each school attended must be provided for admission consideration. For adult students who have completed 12 or more semester hours of college credit, a high school transcript is not required. Refer to the policy on Transfer Undergraduate Student in the University Catalog for more information.

Prospective and admitted adults should contact the Center for Adult and Veteran Services for counseling and help with procedures.

Former Undergraduate Student

Kent State University undergraduate students who withdrew from or left the university in good standing, or who left on academic probation and in the interim have not attended another post-secondary institution, do not need to apply for re-admission. These students should contact the Office of the University Registrar for current enrollment and registration procedures. Students who have attended another institution since leaving Kent State will be required to apply for admission as transfer students, submit official transcripts and pay the non-refundable application fee. The Center for Adult and Veteran Services provides general advising, information, referrals and assistance for undergraduate students who meet the “adult student” criteria.

For information concerning former undergraduate students who have been dismissed from the university, refer to the policy for Dismissal, Appeal and Reinstatement in the University Catalog.

Former Graduate Student

Kent State University graduate students who withdrew from or left the university in good standing will be required to re-apply for admission and pay the non-refundable application fee. Refer to the policy for Enrollment - Graduate in the University Catalog for more information.

For information concerning former graduate students who have been dismissed from the university, refer to the policy for Academic Standing - Graduate Student in the University Catalog.

Graduate Student

Applicants are evaluated on the basis of 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 graduate point average (GPA), caliber of prior institutions attended, progression of academic performance over time, standardized test scores, written communication skills, recommendations from faculty, 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 3.000 on a 4.000 point scale. For graduate-level coursework, a minimum 3.000 GPA is expected. Some programs may require a higher minimum undergraduate or graduate GPA.

Applicants who do not meet the minimum university and/or program requirements 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:

- **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.

- **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.

- **Applicant does not meet minimum English proficiency requirements.** A statement of the conditions of admission will be included in the 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.

- **Applicant does not have final transcripts and/or degree document(s).** The required document(s) will be listed in the Letter of Admission, and must be submitted by the first day of the first semester of enrollment. The Division of Graduate Studies is responsible for monitoring receipt of the document(s). A registration hold will be placed on the student’s record during the second week of the student’s first semester. The hold will inhibit further course
registration if the document(s) have not been received by Graduate Studies by that time.

**Required Application Materials For Admission**

1. Online Application and non-refundable application fee.
2. Copy of official transcripts from each college or university attended in which 8 or more semester credit hours were attempted, regardless of whether or not a degree was earned. Applicants must submit transcripts for both undergraduate and graduate coursework, including undergraduate credits earned while in high school. 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 Division of Graduate Studies 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 each college or university attended where academic credit was attempted. The offer of admission will be considered "Provisional" until all official transcripts are received by Kent State University. An "Unconditional" or "Conditional" offer of admission will be awarded upon receipt of official transcripts, per the admitting program’s recommendation.
   - The Division of Graduate Studies is responsible for monitoring receipt of official transcripts. If official transcripts are not received by the Division of Graduate Studies by the second week of the student’s first semester of attendance, a registration hold will be placed on the student’s records. The student will not be able to register or adjust his/her 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**.

3. 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.
4. 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 and for a list of appropriate tests, minimum test score requirements and applicable exceptions.
5. 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 Division of Graduate Studies 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 Division of Graduate Studies. 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
or
Division of Graduate Studies
Office of Graduate Admissions
650 Hilltop Drive
Kent State University
Kent, OH 44242

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 Division of Graduate Studies 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 Division of Graduate Studies 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 graduate assistantships.

**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:
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 Division of Graduate Studies 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 Division of Graduate Studies 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 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, a certificate program or the 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 degree 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, his/her 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 Division of Graduate Studies 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.

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curiosity or other personal reasons. Students cannot earn a degree in the non-degree status.

Non-degree students must meet all prerequisites for courses (or obtain permission of the instructor). All fees, deadlines and performance standards for degree students apply to non-degree students.

**Undergraduate Non-Degree Student**

Application for undergraduate non-degree status should be made through the Office of Admissions. A non-refundable application fee is required. Admission is based on the same criteria detailed in the University Catalog for undergraduate or transfer students, whichever is appropriate.

Undergraduate non-degree students may remain in this special status for one academic year or until a maximum of 45 semester credit hours is earned. Should non-degree students wish to pursue a degree, they may, prior to or upon earning 45 semester credit hours, apply to any undergraduate division of the university. Admission to a degree program, however, is based upon the admissions requirements established by each academic department or school.

**Graduate Non-Degree Student**

Application for graduate non-degree student status should be made through the Division of Graduate Studies. Students who plan to pursue a graduate certificate program must apply as a non-degree student, unless they are already in a concurrent degree program. Admission is based on the same criteria detailed in the Graduate Student policy in the University Catalog.

Graduate non-degree students must register for coursework within one year after the admission date. Admission of students who do not register within one year will be inactivated. Reapplication must be made if students desire to register for coursework at this time. Once registered, graduate non-degree students may continue to take courses for six years. Six years after the first registration, non-degree students will be inactivated and must reapply for admission if continued registration in graduate coursework at Kent State University is desired. Anyone who has been denied admission to graduate studies, or is under dismissal from the university, is not eligible for graduate non-degree student status.

Graduate non-degree students who wish to pursue a degree must apply for admission to the degree program. A maximum of 12 semester credit hours taken as a non-degree student may be petitioned to satisfy requirements of a degree program. A petition for transfer of credit must receive approval of the department or school and the college dean. Note that some departments and schools will not accept any credit hours for transfer.

In addition to meeting all prerequisites for courses (or obtaining permission of the instructor), graduate non-degree students must obtain approval from the corresponding graduate program coordinator to register for graduate courses. Students may not transfer in credit earned at another university while in non-degree status.

**Non-Traditional Master’s Degree Student**

In rare instances, persons who have not completed a baccalaureate will be considered for admission to the appropriate graduate unit due to unusual and exemplary experiential learning.

Such applicants may apply for admission by presenting for departmental consideration a curricular plan encompassing undergraduate and graduate coursework to achieve a liberal educational background and professional graduate degree and three letters of recommendation attesting to their potential for graduate study. Upon departmental recommendation and the approval of the college dean, applicants will be admitted to undertake graduate work.

Upon successful completion of the curricular plan and the particular master’s degree requirements, the students will be awarded the master’s degree.

**Post-Undergraduate Student**

Those who have received a bachelor’s degree from an accredited college or university other than Kent State University and who wish to take undergraduate courses at Kent State may apply as post-undergraduate students. Kent State graduates who have taken coursework elsewhere since leaving Kent State are also considered post-undergraduates. Baccalaureate graduates of Kent State University who have not attempted subsequent college work do not need to reapply to the university but do need to declare their intent to the Office of the University Registrar. Typically, post-undergraduate students take undergraduate courses to pursue a certificate or an additional baccalaureate, to prepare for graduate school or to enrich themselves personally or professionally.

A post-undergraduate application is available online on the Admissions website. Kent State requires a non-refundable application fee and official transcripts from all colleges or universities attended.

**Transient Student**

Students pursuing a degree at another institution may apply as transient students to Kent State. Such students must be in good standing. Transient undergraduate students must possess a minimum 2.000 GPA (on a scale of 4.000) to be eligible for admission. The transient permission form must be certified in writing by the registrar or college dean of the institution where the students are enrolled. Graduate students may obtain a Graduate Transient Certification of Good Standing form on the Division of Graduate Studies website.

Transient status is for one semester only. Students wishing to attend more than one semester must reapply. Returning transient students must be in good academic standing at Kent State. A non-refundable transient student fee will be assessed for each transient admission. An ID card may be obtained through the FLASHcard Office in the Kent Student Center.

Kent State undergraduate students wishing for take coursework at another institution should refer to the policy on Transfer of Undergraduate Credit in the University Catalog.

**Transient International Visiting Graduate Students**

Students who are in good standing in a graduate degree program at a university abroad may be admitted as transient students at Kent State University to take coursework that may apply to their degree program.

Steps for approval:

1. Complete the International Transient Certification of Good Standing form, which will be processed through the Office of Global Education, 106 Van Campen Hall.
2. Submit a request letter from the advisor at the home institution certifying that the student is in good standing.
3. Submit a letter of acceptance from a Kent State faculty member.
4. Receive approval by the department/school graduate program committee and by the college dean.
International transient students are allowed to work using Kent State facilities for maximum 12 months. Students may also register for research hours or for regular courses not to exceed a total of 12 credit hours over the visiting period. Tuition will be paid by students' home institution or by a Kent State grant. Students will be identified as full time.

**Undergraduate Student**

Students desiring admission to an undergraduate program should submit the appropriate application materials to the Office of Admissions. Students should arrange to have all necessary high school and college transcripts sent directly to the Office of Admissions from each institution previously attended. All credentials submitted for admission become the property of the university and are not returnable or transferable. The university reserves the right to change, without notice, any admissions procedures described in the University Catalog.

**Freshmen Students**

Students who have not attended any other educational institution after graduating from high school should apply to be admitted as freshmen.

**Application Procedures**

Prospective freshman students can apply by submitting an electronic application, application fee and required academic credentials to the Office of Admissions. Students can submit an electronic application on the Office of Admissions website.

The Office of Admissions must receive a non-refundable application fee and a high school transcript before processing the application. A personal interview is not required for admission; however, applicants are encouraged to arrange both an interview with an admissions counselor and a campus visit by contacting the Office of Admissions.

**Required Credentials**

Freshmen entering Kent State must submit a high school transcript and American College Test (ACT) or Scholastic Assessment Test (SAT) scores. Students are excused from this test score requirement only if they have been graduated from high school for three or more years or if they are 21 years or older at the time of their first enrollment. These test scores are essential in determining students' admission status and academic aptitudes; assisting in academic advising; and helping to determine scholarship eligibility.

ACT or SAT scores should be reported to Kent State University directly from the testing agency. Students should use the following ACT codes based on the campus to which they plan to be admitted:

- Ashtabula Campus (3773)
- East Liverpool Campus (3225)
- Geauga Campus (3224)
- Kent Campus (3284/SAT 1367)
- Salem Campus (3354)
- Stark Campus (3226)
- Trumbull Campus (3343),
- Tuscarawas Campus (3361)

A final high school transcript verifying graduation or a GED certificate/score report is required for both enrollment and financial aid at Kent State University.

**Admission Requirements at the Kent Campus**

Freshman admission to the Kent Campus is selective. Admission decisions are based upon the following: cumulative grade point average (GPA), ACT and/or SAT scores, strength of high school college preparatory curriculum and grade trends.

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Students who are not offered admission to the Kent Campus may request that the Admissions Office forward their application for consideration at one of the seven regional campuses of Kent State University.

**Admission Requirements at the Regional Campuses**

Admission to the Regional Campuses is handled through the Office of Admissions at any of the seven regional campuses. Admission is open to anyone with a high school diploma or its equivalent. Part-time early admission opportunities are available for qualified high school students in consultation with an advisor. In programs with special admission requirements, admission decisions and judgments are made by the director of the program following normal faculty consultant procedures, and take into account factors such as life experience, level of motivation and concern for under-represented groups in the program, as well as such indicators as GPA or ACT score. Each regional campus has staff members available to discuss admissions, financial aid opportunities and programs with prospective students.

Registration dates, times, procedures and access methods are similar to those of the Kent Campus. Registration information at a particular campus can be obtained from that campus. Because the seven regional campuses and the Kent Campus comprise one university system, access and mobility among the campuses is encouraged and facilitated. Even so, there are some differences between the Kent Campus and the regional campuses in freshman and transfer admission requirements.

**Kent Campus Referrals**

Freshman admission eligibility at the Kent Campus is based upon an applicant's cumulative high school GPA and, in some cases, standardized test scores and the college preparatory curriculum. Students not meeting the freshman admission criteria for the Kent Campus who wish to enter the Kent State University system must enroll for at least one semester at a regional campus. Enrollment at the regional campuses permits students to take advantage of smaller class sizes, more individualized advising services and a wider range of developmental programs.

For the deferred freshman or transfer student who enrolls at a regional campus to obtain the best possible foundation for academic success, the student must complete the following minimum academic achievements before enrolling at the Kent Campus:

1. Successfully complete all developmental coursework as prescribed by placement testing and an academic advisor.
2. Successfully complete 12 credit hours of college-level coursework (not including any coursework considered developmental).
3. Achieve a minimum 2.000 overall GPA.

Students are strongly encouraged to work closely with their academic advisor in planning for the transition to the Kent Campus.

**Selective Admissions**

Freshmen must meet specific requirements to enter several academic programs and academic units at Kent State. Individual requirements for these programs are listed under the respective departments in the University Catalog. Students interested in these special admission areas should apply one year prior to the date of anticipated enrollment.
Even though some of these programs do not have an early application deadline for fall semester, students who apply early will receive priority consideration. Specific questions about these areas can be directed to the Office of Admissions, colleges or the individual departments or schools.

Admission to Kent State University is valid only for the specific term to which students are first admitted. Students who do not enroll in the term to which they were admitted must submit a new application. The Office of Admissions will then determine the students’ admissibility for that term.

**Destination Kent State: Advising and Registration**

For six weeks, beginning in June, admitted Kent Campus freshmen for the fall semester and their parents are invited to campus for a one-and-a-half day orientation to Kent State. The primary goals of Destination Kent State: Advising and Registration are to acquaint students and parents with university programs and services, provide an individual advising session for each student and register students for fall classes. New fall-semester freshmen are invited to campus to participate in this program. New spring-semester freshmen are invited for academic advising and registration for spring classes in November and January.

**Transfer Students**

Persons who have attended any other educational institution after graduating from high school must apply as undergraduate transfer students.

**Application Procedures**

Prospective transfer students are encouraged to apply before their junior year in college. Students applying just prior to, or after, the junior year must declare a major and a minor (if required) and should consult with the appropriate academic division concerning the suitability of their preparation for their major.

**Required Credentials**

To complete their application, transfer students must submit the following to the Office of Admissions:

1. A transfer application form and a non-refundable application fee.
2. An official transcript from each post-secondary institution attended. These transcripts must be sent directly from the previous institutions to

   Office of Admissions
   Kent State University
   P.O. Box 5190
   Kent, OH 44242-0001

3. A final high school transcript from the following students:
   - Applicants with fewer than 12 credit hours of non-remedial/developmental coursework earned at other colleges or universities.
   - Applicants who, for special reasons, are asked by the Office of Admissions to submit a high school transcript.

4. Official results of the ACT or the SAT. Test results are not required of the following applicants:
   - Are 21 years or older at the time of their first enrollment.
   - Have successfully completed 12 or more credit hours of non-remedial/developmental college coursework.
   - Have graduated from high school three or more years prior to application.
   - Have successfully completed 12 or more credit hours of non-remedial/developmental college coursework.

5. Verification of high school graduation for financial aid purposes.

An interview may, in some cases, also be required by the Office of Admissions.

It is required that applicants list on the application each institution attended after high school, whether or not credit was earned, and forward separate transcripts from each of these institutions. Questions regarding these requirements should be directed to the Office of Admissions prior to application. Failure to comply with these requirements represents falsification of the application and will result in appropriate disciplinary action.

**Admission Requirements**

Generally, transfer applicants who have taken at least 12 credit hours with a minimum 2.000 overall GPA as computed by Kent State University (on a scale of 4.000) may be admitted to the university. Applicants who have taken fewer than 12 credit hours will be evaluated on both their collegiate and high school records. Applicants who have been dismissed from another college or university will not be considered for admission unless the students are eligible to return to that previous institution, have been out of college at least 12 consecutive months since the dismissal, or have completed at least 12 credit hours of credit at another institution with a minimum 2.000 overall GPA (on a scale of 4.000).

**Selective Admissions**

Transfer students are not directly admitted into selective programs unless they meet specific requirements beyond those for acceptance to Kent State. Individual requirements for these programs are listed in the University Catalog. Students interested in these selective admissions areas should apply one year prior to the date of anticipated enrollment. Specific questions about these areas can be directed to the Office of Admissions or the individual departments/schools.

**Application Deadlines**

Transfer applications are reviewed on a rolling basis. Early application helps ensure early consideration for course registration, residence hall preference and financial aid. Therefore, the best time to apply is at least six months prior to anticipated enrollment, although some selective programs may have different deadlines.

Admission to Kent State University is valid only for the specific term to which the students were first admitted. Students who do not enroll in the term to which they were admitted must submit a new application. The Office of Admissions will then determine the students’ admissibility for that term.

Refer to the policy on Transfer of Undergraduate Credit in the University Catalog.

**International Students**

Applicants must apply as international students if they are not citizens of the United States or are not currently maintaining immigration status in the United States as a legal permanent resident, refugee or asylee. International students who wish to enter Kent State University should allow six months from the date of initial correspondence to the beginning date of classes to complete the application process. This will generally ensure enough time for international applicants to obtain a student visa and make international travel arrangements.

All international applicants must submit application materials to the Office of Global Education. International students wishing to attend one
of Kent State’s regional campuses must apply and be admitted through the Office of Global Education on the Kent Campus.

Refer to the policies above for new (freshmen) and transfer students for more information on criteria for admission and application procedures and process, including deadlines. Refer to the Admissions–Transient Student policy for international students desiring transient status at Kent State.

**Veteran Student**

Ohio veterans of the Armed Services who did not graduate from an accredited high school and who are 21 years of age or older will be considered by Kent State University if they have passed the General Educational Development (GED) examination. Certain training courses provided in the Armed Services may be acceptable for college credit. Certificates of completion for such courses should be submitted to the Office of Admissions for consideration.

Veterans may also seek assistance with pre-admission counseling through the Center for Adult and Veteran Services.