

3352-3-03 Graduate admission.**(A) Introduction.**

- (1) A student must be officially accepted for admission to the school of graduate studies before he/she may register for graduate credit.
- (2) All correspondence pertaining to the admission of a student should be addressed to the school of graduate studies, Wright state university. The school of graduate studies will coordinate the processing of the application.
- (3) Applications for admission and supporting credentials should be received at least four weeks before registration for the quarter in which the student wishes to begin graduate study.
- (4) All documents received by the university in connection with the application for admission become the property of Wright state university. Under no circumstances will documents be returned to an applicant or forwarded to any agency or other college or university.
- (5) Admission to the school of graduate studies does not necessarily indicate admission to an advanced degree. Such admission is subject to specific requirements as defined by individual programs.

(B) Admissions categories. The school of graduate studies identifies a student as being in one of the categories: as listed in paragraphs (B)(1) to (B)(8) of this rule.

- (1) Regular status. A student is admitted as fully qualified to pursue a program toward a graduate degree.
- (2) Provisional status. Under certain conditions, a student may be admitted provisionally (for one quarter only), pending receipt of credentials. If admission requirements are not met during the quarter in which a student has been admitted provisionally, registration for future quarters will be denied, and the student will lose graduate credit for any graduate courses completed during the quarter.

- (3) Conditional status. A student who does not meet the admission requirements for regular status, or who has conditions placed on his/her admission by an academic program, may be admitted to a degree program in conditional status. Graduate credit earned while in conditional status will apply toward degree requirements. If all admission requirements are satisfied and the student has completed the first twelve quarter hours of graduate work, after being admitted in conditional status, with a 3.0 (a grade equivalent of B) cumulative grade point average, regular status will be granted upon approval of the graduate program. A student in conditional status who does not meet the requirements of conditional status will be dismissed from the school of graduate studies.
- (4) Nondegree status.
- (a) A student who does not plan to work toward a degree may be admitted on a nondegree basis in order to take selected graduate courses. A student cannot receive a degree while in nondegree status. Admission into nondegree status does not imply or guarantee that a student will be granted admission into a degree program; the student must meet all the admission requirements for degree status. Should a student be accepted into degree status at a later date, a maximum of fifty per cent of the graduate hours required for completion of degree requirements may consist of applicable graduate courses completed in nondegree status.
- (b) A student in nondegree status must maintain a 3.0 graduate grade point average. Furthermore, a student in nondegree status who does not have a 3.0 cumulative graduate grade point average during the quarter in which he/she completes twelve hours of graduate course work while in nondegree status will be dismissed from the school of graduate studies.
- (5) Certification/licensure status. A student who wishes to complete teacher certification or licensure requirements at the graduate level, but who does not wish to pursue a graduate degree, may be admitted as a certification/licensure candidate. A student cannot receive a degree while in certification/licensure status. Subject to subsequent admission

into a degree program and program approval, a maximum of fifty per cent of the graduate hours required for completion of degree requirements may consist of applicable graduate courses completed in certification/licensure status.

(6) Senior permission status. A student at Wright state university with senior ranking who has completed one hundred sixty-two credit hours toward the baccalaureate degree and who has earned a cumulative undergraduate grade point average of 3.0 may apply for permission to elect specified graduate courses for graduate or undergraduate credit. Approval for senior permission status must be granted by the student's undergraduate advisor, by the chair of the department in which graduate or undergraduate credit is being sought, and by the school of graduate studies. Only twelve hours of graduate course work taken for graduate credit may be applied toward degree requirements with the graduate department's or program's approval after the student has been admitted into a graduate program.

(7) Special status. A student in special graduate status is not considered to be admitted to the school of graduate studies. A student who has a bachelor's degree may enroll in certain workshop courses for graduate credit without being admitted to the graduate school. Should a student be accepted into degree status at a later date, a maximum of twelve quarter hours of graduate workshop credit can be applied with program approval toward degree requirements.

(8) Transient status. A student actively pursuing a graduate program at another college or university who wishes to earn credits for transfer to that institution may be admitted for one quarter. A student in transient status will normally not be required to submit official transcripts. A student in transient status must complete the admission application and request the dean of his/her graduate school to complete the Wright state university transient form indicating that he/she is in good standing.

(C) Requirements for admission to the school of graduate studies. A student seeking admission must meet the general requirements as listed in paragraphs (C)(1) to (C)(10) of this rule.

- (1) Submit a completed application form.
- (2) Pay a nonrefundable application fee.
- (3) Have an earned bachelor's degree from a regionally accredited college or university.
- (4) Request all colleges/universities previously attended to send one official transcript directly to the school of graduate studies. Official transcripts are required for all previous undergraduate and graduate college work. If courses from one university or college appear on another university's or college's transcript, the applicant is still required to submit an official transcript from the university or college where the ~~course was~~ courses were taken. A student applying for nondegree status need only submit an official transcript reflecting the award of a bachelor's, master's, or doctoral degree from a regionally accredited college or university. A nondegree applicant who has completed graduate work also should submit official transcripts reflecting that work.
- (5) Meet the minimum requirements for the appropriate admission statuses as listed in paragraphs (C)(5)(a) to (C)(5)(d) of this rule.
 - (a) Regular status. Admission into regular status requires an overall undergraduate grade point average of 2.7 (based on a 4.0 grading system) or an overall undergraduate grade point average of 2.5, but with a 3.0 or better for the last ninety quarter hours (sixty semester hours) earned toward the undergraduate degree. Admission into regular status also requires approval by a degree program.
 - (b) Conditional status. A student is admitted into conditional status when his/her undergraduate grade point average is less than 2.7 but at least 2.5 (based on a 4.0 grading system) or a student has an undergraduate grade point average of less than 2.5 but above 2.3, if the grades in the last half of his/her undergraduate work constitute 2.7 or better. Admission into conditional status also requires approval by a degree program. A student having a master's degree from a regionally accredited institution may be admitted into a Wright state university graduate degree program regardless of

his/her undergraduate grade point average, provided the appropriate academic department or program recommends him/her for admission.

(c) Nondegree status. To be admitted into nondegree status, a student must have a bachelor's, master's, or doctoral degree from a regionally accredited college or university.

(d) Certification/licensure status. Certification/licensure status requires a student to have a bachelor's degree and a minimum undergraduate grade point average of 2.5.

(6) A student who has taken graduate courses prior to seeking graduate admission to Wright state university must have an overall graduate grade point average of 3.0 or better and must be in good standing (not holding probationary, conditional, or equivalent status) at all previously attended colleges or universities.

(7) Submit the admission test scores, if applicable, as listed in paragraphs (C)(7)(a) to (C)(7)(c) of this rule.

(a) Graduate management admission test. Each applicant for admission to the master of business administration program and the master of accountancy program, regardless of previous academic record, must submit satisfactory scores on the graduate management admission test before admission will be considered. The graduate management admission test is available year round as a computer based test at noted graduate management admission test centers. Preregistration directly with the educational testing service is required. An applicant may obtain registration information from university college, the school of graduate studies, or the testing service.

(b) Miller analogies test. An applicant for admission to the college of education and human services must submit satisfactory scores on either the Miller analogies test or the graduate record examinations. An applicant may obtain information concerning the Miller analogies test from university college or the school of graduate studies.

(c) Graduate record examinations.

(i) An applicant to a doctor of philosophy degree program and to a graduate program in computer science, computer engineering, social and applied economics, biomedical sciences, human factors and industrial/organizational psychology, pharmacology and toxicology, and certain other programs under particular circumstances may be required to submit scores on the aptitude and advanced portions of the graduate record examinations. The graduate record examinations consist of the general test, which contains verbal, quantitative, and analytical portions, and the subject tests, which assess achievement in the student's major field. The school of graduate studies will advise an applicant when the graduate record examinations are required as an additional admission requirement.

(ii) The graduate record examinations general test, for which a fee is charged, is a computer based testing program available year round at designated graduate record examinations test centers. The graduate record examinations subject test, for which a fee is charged, is scheduled throughout the United States at designated graduate record examinations test centers in April, November, and December. Preregistration directly with the educational testing service is required for the general test and the subject test. An applicant may obtain information and registration forms from university college, the school of graduate studies, or directly from the testing service.

(iii) An applicant will be advised concerning graduate record examinations test requirements following a review of his/her admission files.

(iv) An applicant with visual or upper extremity impairments who wishes to take the graduate record examinations should follow the directions outlined in the graduate record examinations information and registration bulletin, available

in university college, from the school of graduate studies, or directly from the testing service.

- (8) To be a degree seeking student, a candidate must be admitted to a department and college/school for an identified program of study, as well as be admitted to the school of graduate studies.
- (9) Graduate admission requirements for international students are outlined in paragraphs (E) and (F) of this rule.
- (10) Admission by petition. An applicant who does not meet minimum requirements for admission, who has been dismissed from a program, or who has been denied admission to a program may submit a petition to the school of graduate studies for review. An applicant may obtain the petition form from the school of graduate studies. The petition must contain supporting documentation of why any requirement should be waived. Submission of test grades, such as the graduate record examinations and/or the Miller analogies test, may be required by an applicant's prospective graduate program in instances where an applicant has a grade point average below the minimum required for admission. An applicant should contact his/her graduate program officer for further details. The petition is submitted for review to the college/school petitions committee. The petition, with the committee's recommendation, is then reviewed by the dean of the school of graduate studies, who will make the decision whether or not to admit an applicant to the graduate program.
- (D) Readmission. A student or applicant who falls into one of the categories listed in paragraphs (D)(1) to (D)(4) of this rule must reapply for admission to the school of graduate studies:.
- (1) An applicant who has previously been admitted to the university but did not enroll for the quarter admitted (an applicant must have his/her file updated).
- (2) A graduate student at Wright state university who was accepted for one degree program and wishes to apply for another program or degree.

- (3) A graduate student who has not completed at least one course in four consecutive quarters. The term course includes formal courses, independent study, thesis research, and continuing registration.
- (4) A graduate student who has completed the degree requirements for which he/she was originally admitted and wants to take additional graduate courses as a nondegree student or start a new degree program.

(E) Admission of a student with a three-year bachelor's degree.

- (1) Admission to the school of graduate studies normally is predicated on completion of a four-year baccalaureate degree. A student seeking admission into the Wright state university school of graduate studies who has earned a three-year bachelor's degree may be ineligible for admission.

(2) Eligibility requirements.

- (a) A student's three-year program must be equivalent to and meet the standards of regionally accredited four-year degree programs in the United States. Determination of equivalency will be made by the university center for international education and/or by the school of graduate studies.

- (b) A student with a three-year degree that is not equivalent to regionally accredited four-year degrees may be eligible for admission if the student has earned a master's degree prior to admission to Wright state university or the student has completed a minimum of forty-five hours of additional course work.

- (c) The forty-five hours of additional course work should consist of either general education courses or program specific courses, as determined by a graduate program or as determined by the school of graduate studies.

- (d) A student may be required to take a first-year English course as part of or in addition to the forty-five hours, if it is determined by a program or by the school of graduate studies that the student has

difficulty with the English language and/or has not met the requirements of freshman English. A student may be referred to the department of English language and literatures for diagnostic testing for English deficiencies.

- (F) International graduate student. An international graduate applicant is expected to meet the criteria as listed in paragraphs (F)(1) to (F)(7) of this rule for admission to the school of graduate studies:
- (1) An international graduate applicant must submit a completed application to the school of graduate studies three months prior to the quarter in which the applicant wishes to begin studies at Wright state university; applications for the fall quarter must be completed and submitted by the end of May.
 - (2) An international graduate applicant must have earned a baccalaureate degree or its equivalent similar or equal to a degree from a regionally accredited United States college, or university, or from a recognized college, university, or other institution of higher learning. Only an official transcript, translated into English, will be accepted as evidence of academic preparation. If the credentials of an applicant cannot be evaluated by the office of international admissions, ~~an~~ the applicant will be required to submit his/her credentials to an evaluation service and pay the cost of the evaluation.
 - (3) All international graduate applicants must demonstrate proficiency in English. If an applicant's native language is not English, a minimum score of five hundred fifty/two hundred thirteen on the test of English as a foreign language is required. Several university departments or programs have set higher requirements for English proficiency. In addition, an international student may be required by his/her academic advisor to take a university administered English writing placement test. A student failing the test may be required to take supplemental on-campus classes to strengthen his/her English skills. A student who has earned a degree from a regionally accredited United States college or university is exempted from the test of English as a foreign language requirement.

- (4) In addition to meeting the standard English requirements described in paragraph (F)(3) of this rule, a prospective international graduate teaching assistantship applicant is required to take the test of spoken English before he/she can be assigned to classroom, laboratory, or tutor duties. An international graduate teaching assistantship applicant will be asked to take the university oral proficiency test if his/her scores for the test of spoken English are older than one year.
- (a) If the prospective international graduate teaching assistantship applicant has a current test of spoken English score between fifty-five to sixty, or a score of two hundred fifty to three hundred on the oral proficiency test, he/she will be permitted to teach in the classroom, laboratory, or other instructional settings.
- (b) If the prospective international graduate teaching assistantship applicant has a current test of spoken English score between forty-five to fifty, or a score of two hundred ten to two hundred forty-nine on the oral proficiency test, he/she will be permitted to teach in the classroom, laboratory, or other instructional settings on the condition that the student enrolls concurrently in an appropriate English course.
- (c) An international graduate student who does not have a test of spoken English score prior to his/her arrival at Wright state university may take the oral proficiency test when the student applies for a graduate teaching assistantship.
- (5) Since the only type of internal financial assistance available to international graduate students is in the form of graduate assistantships and academic scholarships, Wright state university must be assured that all international applicants have adequate financial resources to attend the university.
- (a) A financial statement form must be accompanied by an affidavit of support and a bank statement provided by the sponsor of an applicant, indicating the amount of money available to the applicant for the purpose of studying at Wright state university.

- (b) An international graduate applicant financing his/her own education from personal funds also must submit an official bank statement together with the financial statement. Wright state university reserves the right to require prepayment equivalent to one year's expenses.
- (6) The international student advisor will issue form I-20 when an applicant has met the requirements listed in paragraph (F) of this rule and has been admitted to the university.
- (7) During their studies, all international students admitted to graduate programs are required to purchase and maintain student health insurance for themselves and for their dependents.

Replaces: 3353.3.03
Effective: 08/31/2001

CERTIFIED ELECTRONICALLY

Certification

03/11/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3352.03
Rule Amplifies: 3352.03
Prior Effective Dates: 3/6/78, 2/1/91, 8/31/97, 4/30/99, 8/31/01