

SECTION 5: Student Policies

SUBJECT: Graduate Admission Standards

Background: This policy defines the standards and general procedures by which a student is admitted to graduate studies at LC State. Admissions requirements to specific programs will be published on the graduate studies and appropriate instructional divisions' web pages.

Point of Contact: Director of Admissions

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Registrar & Records, International Programs, Dean of Graduate Studies

Date of approval by LC State authority: August 19, 2022

Date of State Board Approval: N/A

Date of Most Recent Review: August 2022

Summary of Major Changes incorporated in this revision to the policy: This is a new policy for graduate studies admission standards.

1. Classified Status

- A. Graduates of regionally accredited institutions who have earned an overall 3.0 combined cumulative GPA or higher (on a 4.0 scale) from the last 60 credits taken at the undergraduate level will be admitted with Classified Status.
- B. Applicants seeking Classified Status must submit a Graduate Application, an application fee (the current rate is published on the Admissions website), and official transcripts from all colleges and universities previously attended.
- C. International applicants must have earned a bachelor's degree from a regionally accredited U.S. institution or equivalent degree from an international college/university. International applicants must demonstrate English proficiency. English proficiency and other requirements unique to international students are published on the International Programs web page.
- D. Applicants who do not meet the admission requirements for Classified Status may petition to the Dean of Graduate Studies to be considered for admission.
 - i. Admissions petitions will be reviewed by the Dean of Graduate Studies and other college personnel at the discretion of the Dean of Graduate Studies to determine the applicant's admission status.
 - ii. If admitted, the student will be Classified *with Performance Requirements (PR) Status* [hereinafter referred to as Classified (w/PR) Status].
- E. Applicants who were not in good standing at a prior institution due to disciplinary actions may be asked to submit additional information about the disciplinary issue prior to receiving an admission decision.
- F. In order to graduate from a graduate studies program, a student must have Classified Status.

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2. Classified (w/PR) Status

- A. The Dean of Graduate Studies and/or the division offering the student's intended graduate program may recommend admission for graduate students in a degree program with Classified (w/PR) Status.
- B. Classified (w/PR) Status is a transitional status and is not a valid status for a student to graduate. In order to graduate, a student must have Classified Status.

3. Change in Status

- A. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:
 - i. The student must be in good academic standing in their graduate studies at the end of each semester.
 - ii. The student must submit any missing official documents (e.g. final undergraduate transcripts) indicating eligibility for Classified Status.
- B. Upon completion of the above criteria, a student may petition the Dean of Graduate Studies to be changed to Classified Status.

4. Procedures/Processes Related to Graduate Admission

- A. Retention of Admission Records
 - i. If a student has submitted admission documents but not an application, the documents will be kept digitally for five years.
 - ii. If a student submits an application after the five-year timeframe, the student will be required to re-submit documents (e.g. transcripts).
- B. Official Transcripts
Official transcripts must arrive in a sealed envelope or in official electronic format directly from the issuing institution. Official transcripts must include full name, institution, grade points, credits, and grade point average. They must be marked official and include a key. Photocopies of transcripts are not considered official.
- C. Application Deadlines
Admission applications will be accepted and admission decisions will be made throughout the year on a rolling basis. The last date on which an application to Graduate Studies at LC State will be accepted for fall semester is July 1 and for spring semester is November 1.