

3359-60-06.1 Graduate student admission requirements.

(A) Student responsibility. A student assumes full responsibility for knowing the regulations and pertinent procedures of the graduate school. Normally, the degree requirements in effect at the time a student is admitted to a program will apply through graduation. However, if existing programs are revised, the student has the option of pursuing the revised program as long as all requirements in the revised program are met. Additional information pertaining to programs can be obtained from the appropriate department head.

(B) Admission.

- (1) Every person who desires to enroll in or audit any graduate credit course must be first admitted to or approved by the graduate school.
- (2) Domestic applications for admission to the graduate school should be filed in the graduate school at least six weeks before registration. First-time applications must be accompanied by an application fee as approved by the board of trustees. This fee is not refundable under any circumstances.

International applications for admission to the graduate school should be filed in the graduate school at least six months before registration. First-time applications must be accompanied by an application fee as approved by the board of trustees. This fee is not refundable under any circumstances.

- (3) An official transcript from each college or university attended must also be received by the graduate school before the application will be processed. This applies to the complete academic record, both undergraduate and graduate. Transcripts should be sent from the institutions attended directly to the graduate school. The applicant is responsible for seeing that the above conditions are met by the deadlines for filing the application.
- (4) All records, including academic records from other institutions, become part of the official file and cannot be returned for any purpose.
- (5) An offer of admission may only be made to an applicant who meets all admission requirements. It must be recognized that staff, facilities and other resources are limited, so the number of students accepted will vary among departments and from term to term. An accepted applicant may begin graduate work in the fall, spring or summer semester. The offer of admission is void, however, if the applicant does not register for and attend courses within one year from the semester for which admission was granted. An individual whose offer of admission has lapsed must submit a

new application along with the approved re-application fee to be reconsidered.

- (6) The student is admitted only for the purpose or objective stated on the application for admission. A new request for admission must be filed when the original objective has been attained or when the student wishes to change objectives. The admitted status terminates when the time limits have been exceeded or other conditions for continued admitted status have not been met.
- (7) No student will be admitted without approval and acceptance by an academic department within the university, but admission to a department does not necessarily imply candidacy for any graduate degree program in that department. Admission for graduate study in any program can only be granted by the dean of graduate studies and the staff of that office.

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Certification: _____
Ted A. Mallo
Secretary
Board of Trustees

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