

ADMISSION REQUIREMENTS

Individuals seeking admission to a graduate program must submit the following to

ASU Graduate School, Academic Building Room 192
504 College Drive
Albany, GA 31705

1. A completed official application form.
2. A \$20.00 non-refundable application fee.
3. Official transcripts from all colleges attended.
4. Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management Admission Test (GMAT) Scores.
5. Two current letters of reference. May not be required of non-degree students.
6. Pre-Entrance Medical Record and Certificate of Immunization.
7. All Nursing applicants must submit copies of their Malpractice Insurance and their License to Practice as a Nurse in the State of Georgia.
8. A Georgia Teaching Certificate is required for all Education majors except School Counseling.

The student is responsible for contacting all institutions attended for the purpose of requesting transcripts. Students who have attended Albany State University should fill out a Request for ASU Transcript Form available in Graduate Admissions. The Graduate School will secure such transcripts for the student free of charge. Students are responsible for contacting testing agencies for transmittal of test scores to Albany State University.

Categories of Admission

The admission status of applicants accepted into the Graduate School will be classified in one of the following categories.

Regular Admission

Applicants may be granted regular admission to the Graduate School if they have met the minimum degree program requirements of grade point average and standardized test scores [44 on the Miller Analogies Test (MAT), 800 on the Aptitude Test of the Graduate Record Examination (GRE) or 450 on the Graduate Management Admission Test (GMAT)] plus provided the aforementioned material and information. GPA, test scores, reference letters, previous graduate work, and interviews are used together to determine the candidate's overall likelihood of successful performance in the ASU graduate program and eligibility for regular admission. Individuals must achieve regular admission status before they can graduate. Only those with this status are eligible for graduate assistantships. (See individual program information for specific requirements.)

Provisional Admission

Applicants who do not fully meet the requirements for regular admission may be considered for provisional admission. The following criteria must be met:

1. An undergraduate degree from a regionally accredited college or university with an undergraduate major in or prerequisites for the planned field of study, where applicable,
2. An undergraduate grade point average of at least 2.2/4.0 and
3. A score on the MAT of no less than 27; a score on the Aptitude Test of the GRE of no less than 700; or an appropriate score on the GMAT in accordance with program criteria.

A student satisfying nine semester hours of coursework in provisional status with no grade of less than B may be admitted to regular admission. Otherwise, the student's enrollment is terminated. Individual programs of study may have high provisional admission standards.

Transient Admission

A full-time graduate student in good academic standing at another institution may enroll for one semester as a transient student. The regular institution must provide written authorization for the student to enroll under this status. Copies of transcripts and standardized test scores are not required.

Non-Degree Admission

Personal Enrichment: Applicants interested in study for personal enrichment or for job-related requirements are admitted under this status. While a student may enroll for an unlimited number of courses in the non-degree status, he/she must be fully aware that a Master's degree is not awarded at the completion of any number of hours in this status. Only nine semester hours of coursework taken in this status may apply to a Master's degree at Albany State University.

Seniors: Albany State University undergraduate students with senior standing may be admitted to non-degree status in the Graduate School and register for graduate courses if each of the following conditions is met:

1. The student has an overall grade point average of 3.0 or better.
2. The Vice President for Academic Affairs approves the academic department's recommendations for the student to apply to the Graduate School
3. The student applies and is accepted as a non-degree student in the Graduate School.
4. The student follows the same regulations for all non-degree students in the Graduate School.
5. As with all non-degree students, only nine (9) semester hours taken in non-degree status by ASU seniors may be applied towards a Master's degree at the University.
6. Seniors who have been approved by the Vice President for Academic Affairs and accepted as non-degree students in the Graduate School are limited to a maximum of 12 semester hours of graduate courses per semester. Such students are allowed a maximum of 15 semester hours of courses (combined graduate and undergraduate) per semester.

Change in Status

A student admitted to the Graduate School remains in the original academic status until notified in writing by the Dean of the Graduate School of the approval of a change in status.

Appeals of Admission Status

Decisions regarding the student's admission acceptance status may be appealed. Information regarding appeal procedures may be secured from the Graduate School Office. Such appeals and their associated documentation are referred to the Appeals Committee of the Graduate Council for consideration. The student has the right of further appeal to the Vice President for Academic Affairs and then to the President of the University who will make the final institutional decision.

Change of Degree Program

Before an enrolled student can transfer from one degree program to another, the student must apply in writing for admission to the new degree program and must satisfy

all of the original conditions of admission to the new degree program. Applicants must be submitted in accordance with the admission policies as stated in the catalogue.

Questions regarding transfer of credits and residency status to the new degree program will be resolved according to the existing academic standards of the new program.

Admission Application Deadlines for Regular, Provisional, Transient, and Non-Degree Admissions

In order to ensure sufficient processing time, applicants have a greater likelihood of being accepted for the term in which they wish to enroll when the following deadlines are met:*

Fall Semester:	July 15	last day to complete an application file
Spring Semester:	November 15	last day to complete an application file
Summer Semester:	April 1	last day to complete an application file

*International students must complete an application file at least two months prior to the term applicant wishes to begin study. See section below on "Admission of International Students."