

ALCORN STATE UNIVERSITY

ADMISSIONS PROCESS

Authority: Issued by the Dean of Graduate Studies. Changes or exceptions to administrative policies issued by the Dean may only be made by the President.

Category: Graduate Studies

Applies to: ●Administrators ●Faculty ●Staff ●Students

History: Approved – February 24, 2009
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SCHOOL OF GRADUATE STUDIES ADMISSION PROCESS

Policy on Admissions

The School of Graduate Studies policy on the Admission Process contains the policies and regulations of the Alcorn State University School of Graduate Studies. This policy has been established by the School of Graduate Studies Graduate Council to ensure consistent standards across Graduate programs in admissions.

I. The Admission Process

A. School of Graduate Studies (SGS) will receive:

Application and Application Fee

Letters of Recommendation

Appropriate Standardized Test Scores

Official Transcript

Credential Evaluation (International Students)

TOEFL (International Students)

Financial Support Statement (International Students)

Copy of Educator License (M.S. in Education)

Statement of Purpose (Non-degree)

B. School of Graduate Studies will verify complete student file and assemble electronic student folder of completed credentials and transmit electronically to appropriate department.

C. Departmental Admissions Committee will review file and return decision within 5-7 days to School of Graduate Studies with recommended advisor.

D. School of Graduate Studies will send letter of acceptance or rejection to applicant with recommended advisor and copy department chair.

E. Official student record will be maintained by the School of Graduate Studies.

This revised process will give Departments an opportunity to be involved earlier in the admissions process. It will also give Departments the autonomy to select those applicants who best fit their program need for quality students.

Students are either admitted as Unconditional, Conditional, or Non-Degree based on their credentials at the time of application. (See ASU General Catalog 2008-2010, School of Graduate Studies Graduate Admissions, pp. 239-240)

II. Minimum Requirements for Admission

Admission to graduate study at Alcorn State University is open to applicants (1) who have earned a baccalaureate degree from an accredited institution with an adequate cumulative grade point average, and (2) who have achieved an adequate score on an appropriate standardized examination. Applicants to certain degree programs (i.e. MBA and Nursing) may be required to meet additional criteria, which are specified in the “Degree Requirements” section of the ASU General Catalog for School of Graduate Studies.

Alcorn State University admits all qualified applicants and offers equal educational opportunities regardless of race, color, sex, age, national origin, religion or disability. Applicants are admitted on the basis of the probability of their success in completing the requirements for graduation.

The minimum requirements for admission to the Alcorn State University School of Graduate Studies are:

- All applicants must have a U.S. bachelor's degree or its equivalent from an accredited institution.
- If a student's degree is from a non-U.S. college or university, the institution must be recognized and approved by the Ministry of Education or Commission responsible for higher education in the country where the degree is earned.

III. United States Degree Seeking Applicants Admission Requirements

1. Application: Each applicant must submit a completed application form. Applications for admission must be received by the specified deadline.
2. Official Transcripts: Applicants must submit official transcript(s) (sent directly to the School of Graduate Studies from the issuing institution) from all institutions attended for undergraduate or graduate work. **All applicants must have a baccalaureate degree from an accredited institution and the degree must be posted on the transcript.**
3. Standardized Test Scores: Each applicant must submit an official score on a standardized test (GMAT, GRE, MAT, PRAXIS, etc.), as appropriate to the discipline. An adequate score on an appropriate standardized test is required for admission to a graduate degree program.
4. Preparation: Applicants should have demonstrated adequate academic preparation in their proposed program of study. Those with deficiencies in academic preparation may be required to take additional work to strengthen their backgrounds or submit additional credentials requested by the admissions committee for the respective academic unit.

5. Application Fee: Non-Mississippi residents must submit a \$10.00 application fee.
6. Approval for Admission: Each applicant for admission to a degree program must have the approval of the academic unit. Although admission documents are submitted originally to the Graduate School, all credentials are reviewed by the individual academic unit admissions committee where the admission decision is made.
7. Letters of Recommendation: Each applicant must submit two letters of recommendation from individuals, professors, or colleagues who can attest to their academic potential as a prospective student.

IV. International Applicants Admission Requirements

1. Application: All international graduate applicants must complete an application form and send it with the appropriate non-refundable application fee (\$10.00) to the School of Graduate Studies, Alcorn State University, 1000 ASU Drive #689, Alcorn State, MS 39096.
2. Official Transcripts: Applicants must submit an official transcript of all course work completed on the collegiate level. All transcripts from international colleges and universities must be accompanied by verification that the degree is equivalent to a B.S., B.A., or M.S. degree from a college or university in the United States.
3. GPA: Verification that the student's grade point average is at least a 2.5 on a 4.0 scale must be submitted as part of the admissions process. Verification must be certified by a professional credential evaluation service. Applicants may select any National Association of Credential Evaluation Services (NACES) member to provide this service. (See NACES web site, www.naces.org, for a list of NACES members.)
4. Credential Evaluations: All credential evaluations must include each educational credential and its U.S. equivalent 1) grade average and 2) information regarding the accreditation status of the institution attended.
5. Test of English as a Foreign Language: All international graduate applicants must present an official TOEFL score to the School of Graduate Studies.
6. Standardized Test Scores: Each applicant must submit an official score on a standardized test (GMAT, GRE, MAT, PRAXIS, etc.), as appropriate to the discipline. An adequate score on an appropriate standardized test is required for admission to a graduate degree program.
7. Statement of Financial Support: Declaration and certification of finances on the financial institution's letterhead and notarized must be submitted.
8. Additional Requirements for admittance: The U.S. Immigration and Naturalization Service requires certification that **ALL** standards for admission have been met before the I 20 form is issued. International students are required to complete their admissions procedures at least 30 days prior to the term in which they expect to enter.

9. Letters of Recommendation: Each applicant must submit two letters of recommendation from individuals, professors, or colleagues who can attest to their academic potential as a prospective student.

VI. Disposition of Application Materials

Credentials or supporting materials submitted for admission to the School of Graduate Studies become the property of the University and are not returned. Copies will not be provided to a third party outside the University even at the applicant's request. Copies may be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant.