

3341-3-77 Graduate Admissions – Application Requirements.

Applicability	All University Units – Graduate Students
Responsible Office	Office of the Provost
Responsible Administrator	Dean of Graduate College

## (A) Policy Statement and Purpose

This policy describes the application requirements for graduate admissions.

## (B) Policy

## (1) Degree Program Requirements

Applicants to graduate degree programs at the University must possess a bachelor's degree from a regionally accredited college or university and present evidence of broad and thorough undergraduate preparation that indicates probable success in graduate study. Applicants should consult the Admissions Categories and GPA policy for Graduate College information concerning grade point average minimums for regular and conditional admission. Academic programs may have higher admission criteria and standards upon which admissions decisions are made, and/or may require materials in addition to those listed below such as standardized test scores, writing samples, personal statements, letters of recommendation, a resume/curriculum vitae and/or other indicators of preparation. Prospective students should check with the academic programs to which they intend to apply for specific criteria.

An applicant to a degree program will be evaluated for admission when the following materials are submitted via the online application portal:

- (a) The application for admission;
- (b) A non-refundable application fee for each application submitted;
- (c) Standardized university-approved tests of English as a foreign language (e.g., Test of English as a Foreign Language

(TOEFL), Pearson English Language Test (PTE), International English Language Testing System (IELTS)) for all whose first language is not English (see Graduate Admissions – ESL Requirements Policy);

- (d) A copy of an unofficial transcript from each institution attended uploaded at the time of application. Applicants must include ALL institutions attended regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript. Bowling Green State University transcripts do not need to be submitted;
- (e) Upon admission, an official transcript forwarded directly to Graduate Admissions from every institution where a degree was earned. If the degree has not yet been conferred, final official transcripts (showing the date and degree earned) are required to be submitted to Graduate Admissions as a condition of admission. Personal copies of transcripts are not acceptable. Transcripts “Issued to Student” are acceptable only if in a sealed envelope with the registrar’s stamp.

Official final credentials must be submitted to Graduate Admissions prior to the start of the admit term. Students who fail to supply the required documents will have a registration hold placed on their accounts for any subsequent term of enrollment until they are received; and

- (f) Additional materials as required by the graduate program.

## (2) Graduate Non-Degree Requirements

A graduate non-degree student is defined as a student who has earned a bachelor’s degree and who wishes to enroll in graduate or undergraduate-level courses without pursuing another degree. Applicants seeking admission as a non-degree graduate student must submit:

- (a) A completed non-degree application for admission;
- (b) An unofficial transcript, showing highest degree earned. If no transcript is received with the application, verification of the highest degree earned will be undertaken by the Office of Registration and Records. Applications may be submitted to the Office of Registration and Records.

Graduate non-degree status applicants are not required to pay the application fee.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

