

ADMISSION

Admission Procedure

To apply online for graduate admission, visit our website at www.ysu.edu/gradcollege (<http://www.ysu.edu/gradcollege>). Students are required to pay the admission fee by credit card or electronic check as part of the process. Applicants must send one transcript from each college or university attended, except YSU, to the College of Graduate Studies. Official transcripts must be sent directly from the institution to the College of Graduate Studies. Personal or unofficial transcripts issued to the student or those delivered or sent by the applicant instead of the institution will not be accepted. Applicants may be conditionally admitted to the graduate college based on (7) seven semesters of undergraduate study. Admission is contingent on students finishing the undergraduate degree and providing official transcripts or proof of degree.

Applications for admission cannot be reviewed until official transcripts of all previous college or university work are received. The applicant must see that the transcripts reach the College of Graduate Studies at the earliest possible date.

The applicant should provide all the information requested in the first submission of materials. Omission of information on the application form will necessitate requests for additional information and therefore delay processing of the application. International applicants should also see the International Student Admission section for additional requirements. As soon as possible after receipt of all application materials, the student will be notified of the action taken on the application. Registration information will be provided once the student has been admitted to the College of Graduate Studies.

Once accepted for admission to the College of Graduate Studies, an applicant may defer admission one time within one year at no cost. The one year will be from the term and year initially selected. Additional deferral of admission or deferral beyond one year will require the applicant to apply for readmission and pay the current application fee.

*NON U.S. TRANSCRIPTS

- Any applicant (including U.S. citizens) who attended a non-U.S. educational institution must provide a sealed certified/attested official transcript to the College of Graduate Studies
- If a study abroad student, who earns 24 hours or less at a non-U.S. institution, provides an official transcript from a regionally accredited U.S. school of record that documents the study abroad courses (including credit hours and grades), no additional transcript is required.

Test Information

Some programs require submission of specific test results to the College of Graduate Studies as part of the admission procedure. The Graduate Record Examination is available at Sylvan Learning Center locations. The Graduate Management Admission Test is available at Pearson VUE test centers; see GMAT website (<http://www.mba.com/us>) for more information. Arrangements for taking the Miller Analogies Test on campus may be made directly with the Testing Office in 154 Maag Library, (330) 941-3175. Test scores are valid for five years. The YSU institutional code is 1975.

Admission Requirements

Minimum requirements for admission to the College of Graduate Studies are the following:

- A bachelor's degree from a college or university certified by a regional accrediting agency (e.g., Higher Learning Commission) approved by the U.S. Department of Education. (A bachelor's degree from non-regionally accredited institutions may be considered acceptable for admission. These are reviewed by the Admission and Appeals Committee.)
- A cumulative grade point average in undergraduate work at the degree granting institution of at least 2.7 (on a 4.0 scale). At the request of

applicant or program, the cumulative GPA can be calculated with the inclusion of the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor's degree.

- Satisfactory preparation for the graduate program in which the student wishes to enroll as specified by the department of the major
- A test of written/spoken English, which the University reserves the right to request, of any entering graduate student whose primary language is not English. Additional requirements apply for international student admission
- Students having a cumulative undergraduate GPA below 2.7 (At the request of applicant or program, the cumulative GPA can be calculated with the inclusion of the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor's degree), at the degree granting institution, must present a satisfactory score on the general test of the Graduate Record Exam, the Miller Analogies Test, or graduate-level subject specific exam as specified by the department of the major.
- Nine semester hours of graduate work at a 3.0 GPA from a regionally accredited institution may be substituted for the GRE/MAT requirement for regular admission status
- The applicant is reminded to check specific admission requirements of the program in which he or she wishes to enroll to determine if there are any additional requirements

Types of Admission

Regular

Regular admission will be granted to students who satisfy the admission requirements for the graduate program in which they wish to enroll. Other categories are available as noted.

Provisional

Upon recommendation of the program director or chair, and the college dean, and subject to the approval of the dean of Graduate Studies, a student may be accepted with provisional admission if his or her undergraduate record shows slight deficiencies compared to the admission requirements of the program to which the student seeks entrance. Students who are admitted with provisional status because of undergraduate course deficiencies will be required to make up the deficiencies by taking the appropriate undergraduate courses. Students admitted in provisional status may have no more than 9 s.h. of undergraduate course deficiencies. Students who are admitted with provisional status because of low test score(s) or low cumulative undergraduate grade point averages will be reviewed by the program director and/or chair when nine semester hours of degree-credit coursework are completed. The program director and/or chair will change the student's status from provisional to regular if the deficiencies have been met and/or the student's record justifies such a change. The advisor will report the change to the Dean of Graduate Studies on the Action on Provisional Status form.

Non-degree

Non-degree status provides an opportunity for individuals who hold a baccalaureate or higher degree to enroll in graduate classes for professional or personal development, personal enrichment, or to explore the possibility of entering a graduate degree program without completion of the regular graduate admission process. Departments may require prior approval for non-degree student registration in departmental courses. Students should contact the department for approval to register before submitting an application.

Non-degree applicants must meet all requirements for admission to the College of Graduate Studies (minimum cumulative GPA of 2.7 at the undergraduate level, baccalaureate degree, and submission of all academic transcripts). Status as a non-degree student is not an admission to a College of Graduate Studies degree or certificate program. Non-degree students, including those seeking a graduate certificate, must complete a non-degree application online. Non-degree students are required to pay the regular application fee. If non-degree students subsequently decide to seek admission

to a graduate program, no further application fees will be assessed, but all required credentials must be submitted.

Non-degree students are ineligible for many types of financial aid (including assistantships awarded by the College of Graduate Studies). Non-degree students may seek advisement from the chairperson or program director in the academic area in which they have been permitted to take courses.

Students may only complete nine semester hours as non-degree seeking students. A maximum of nine semester hours taken as a non-degree student may be applied toward a degree program if accepted by the department in which the student wishes to earn a degree and if the department's recommendation is approved by the dean of Graduate Studies. This transfer limit may not be appealed. Any additional coursework beyond nine semester hours in non-degree status will not carry credit toward a graduate degree. However, all graduate courses taken as part of a graduate certificate may be counted toward a degree program, if the student is subsequently accepted into the program and the certificate courses are applicable.

Students enrolled in certificate programs may not deviate from the courses required for the certificate. If they do, the additional courses will not carry credit toward a graduate degree. Non-degree students who are enrolled in or who complete certificate programs and subsequently decide to enroll in a graduate degree program must meet all admission criteria for the program in which admission is sought.

NOTE: Students who need to take more than nine semester hours in non-degree status (for licensure, certification, or to earn a graduate certificate, etc.), may reapply to the College of Graduate Studies for up to an additional nine semester hours in non-degree status.

Transient

Transient admission may be granted to a degree-seeking student who attends any accredited graduate school and who submits a Graduate Transient Student form, signed by the dean of the student's home graduate school, showing that he or she is a graduate student in good standing. The form to be used in such cases may be downloaded from the YSU College of Graduate Studies website (http://www.ysu.edu/sites/default/files/RequestforTransient_Status_1016.pdf). Under some circumstances, transient admission may be renewed for a second semester, but the graduate deans of both universities must approve the renewal. If a transient student later wishes to become a regular graduate student, he or she must be admitted to a degree program by following the usual admission procedures. An admitted transient student must meet all prerequisite requirements for any course taken at Youngstown State University.

International Student Admission

International applicants must complete an online application for admission and provide all materials required at least four months prior to the semester they wish to be considered for admission. In addition to the regular admission requirements, the following must also be submitted:

- For F-1 or J-1 Visa certification: evidence of financial support and sponsorship during the period of study at YSU, including documents of verification.
- YSU enrolls students in accordance with the policy of the United States Bureau of Citizenship and Immigration Services.

Academic Credentials and Test Scores

Please arrange to have all colleges and universities attended send the following academic credentials:

- Official (or certified copies) of transcripts or mark sheets
- An official English translation of the transcript if the transcript is not in English

- Certified copy of your graduation certificate/degree stating the degree earned/proof of degree

Applicants may be conditionally admitted to the graduate college based on (7) seven semesters of undergraduate study. Admission is contingent on students finishing the undergraduate degree, and providing official transcripts, a provisional certificate or proof of degree.

Official academic credentials are required for admission to the College of Graduate Studies and should be sent whenever possible. However, for application review purposes, scanned copies of academic credentials from institutions outside of the United States will be accepted. Please scan and save all academic credentials as PDFs into one document for each institution attended. **Upload each document to the Unofficial Transcript items within the Supplemental Items listing on your application account page.** International applicants can be conditionally admitted to the College of Graduate Studies, based on scanned documents. Sealed originals will be required for regular admission. **Upon acceptance, the official documents must be sent to the College of Graduate Studies as soon as possible to avoid delay in your course registration.**

International students who have attended a U.S. college or university must submit official documents for admission purposes. Copies will not be accepted.

All test scores (GRE, GMAT, MAT, TOEFL, IELTS, etc.) required for admission to YSU and the program of interest must be sent directly to YSU from the testing agency. The YSU institution code is 1975. **Official test scores are required for admission.**

Official academic credentials and test scores should be sent to:

Youngstown State University
College of Graduate Studies
1 University Plaza
Youngstown, OH 44555

- Provisional Certificates will be accepted **in lieu of Final Certificates** for international applicants in South Asian, and African markets

English Language Proficiency

- **TOEFL score**—A minimum score of 550 on the paper-based test, 213 on the computer-based test, or 79-80 on the Internet-based (IBT) Test of English as a Foreign Language by graduates of foreign universities who are nonnative English speakers. (Scores over two years old by the beginning of the term applicants wish to enter are not acceptable.) Arrange with the Educational Testing Service to have your official TOEFL score sent to our office.
- The College of Graduate Studies will accept the academic version of the IELTS (**International English Language Testing System**) as an alternative to the TOEFL exam for international students (A score of 6.5 on the IELTS test equates to a 550 on the paper-based TOEFL).
- Proficiency may also be demonstrated by a letter of **certification from the Youngstown State University English Language Institute (ELI)** stating that the applicant has completed the program of study and is proficient in English at a level appropriate to pursue a graduate degree and present an English language thesis if one is necessary as a degree requirement.
- Prior to full admission to graduate study, students may be tested and placed in special English classes, if necessary, to ensure an adequate level of English proficiency. (Note: Evidence of proficiency is **waived** for applicants educated in **English-speaking countries** as defined in the YSU Undergraduate Catalog or for applicants holding U.S. Legal Permanent Residence for one year or for applicants who have successfully completed 24 semester hours of college-level coursework from an accredited English-medium college in the United States or another country where English is the official language.)
- **ELI Guaranteed Admission**—The application and supporting materials of an applicant whose language score is unknown, or less than that required

for admission will be reviewed for admission by the appropriate academic program. Upon recommendation of the program director, academic dean and approval of the graduate dean, an offer of admission to the English Language Institute and admission to a graduate degree program will be made. The offer of conditional admission will be effective for one year. When appropriate, the admission letter will indicate that in addition to being admitted to the ELI program, the applicant will be admitted to the graduate degree program and the College of Graduate Studies upon satisfactory completion of the English Language Institute at Youngstown State University.