

# ADMISSION

## Admission Procedure

To apply online for graduate admission, visit our website at [www.ySU.edu/gradcollege](http://www.ySU.edu/gradcollege) (<http://www.ySU.edu/gradcollege/>). Students are required to pay the admission fee by credit card or electronic check (only if applicable) as part of the process.

While unofficial transcripts will be accepted for the purpose of making admission decisions, official transcripts are required for admission to the College Graduate Studies. Unofficial transcript must clearly state the name of the applicant, the name of the college/university and must be complete. Any transcripts that do not meet this criteria and/or appear to be tampered with will not be accepted. Registration beyond the initial term will not be permitted until official transcripts have been received.

An official transcript is required from each college or university attended, except YSU:

- where a degree was earned, or is expected to be earned
- where post-baccalaureate credit was earned
- where any graduate level courses were attempted, or completed

Official transcripts must be sent directly from the institution to the College of Graduate Studies. If your official transcripts have been sent to YSU previously, we will check our database during initial application processing. Personal opened or unofficial transcripts issued to the student or those delivered or sent by the applicant instead of the institution will not be accepted. Student issued official transcripts will only be accepted if they are still in the sealed envelope from the college or university.

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 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. *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.*

Applicants may be admitted as "Degree Pending" 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 indicating that the degree has been conferred by the end of their first term. Students will not be able to register for the following term until the proof of degree and final official transcripts have been received.

Study Abroad Credit and Transcripts-Original transcripts from the institution where study abroad courses were completed are not required unless the study abroad coursework falls into any of the following categories:

- where a degree was earned, or is expected to be earned
- where post-baccalaureate credit was earned
- where any graduate level courses were attempted, or completed

Official academic credentials and test scores should be sent to:

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

Applicants 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 application processing. International applicants should also see the International Student Admission section for additional requirements. As soon as possible after receipt of all application materials, students will be notified of the action taken on their application. Registration information will be provided upon admission to the College of Graduate Studies.

Once accepted for admission to the College of Graduate Studies, applicants may defer admission one time within one year at no cost. The one year will be from the term and year initially selected. Applicants will be provided instructions on how to defer after the request has been received by the College of Graduate Studies. Additional deferral of admission or deferral beyond one year will require applicants 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 by the end of their first term (if admitted). Unofficial transcripts uploaded to the application will be accepted for admissions purposes. Unofficial transcript must clearly state the name of the applicant, the name of the college/university and must be complete. Any transcripts that do not meet this criteria and/or appear to be tampered with will not be accepted
- Study Abroad Credit and Transcripts-Original transcripts from the institution where study abroad courses were completed are not required unless the study abroad coursework falls into any of the following categories:
  - where a degree was earned, or is expected to be earned
  - where post-baccalaureate credit was earned
  - where any graduate level courses were attempted, or completed
- Provisional Certificates will be accepted in lieu of Final Certificates for international applicants in South Asian, and African markets

## 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. ETS has also begun at home testing of the GRE; more information can be found at <https://www.ets.org/s/cv/gre/at-home/>. 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

## Additional Requirements for International Students

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.

## 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). The
- Duolingo English Test (DET) is also accepted. Recommended DET Master's score is 105. Recommended DET Doctoral score is 115
- 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.

## 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 their 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 that are not in a graduate certificate program must submit an application for every semester they plan on taking courses. 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](http://www.ysu.edu/sites/default/files/RequestforTransient_Status_1016.pdf)). **Additionally, the student will need to complete a Non-Degree application on our website at [www.ysu.edu/gradcollege](http://www.ysu.edu/gradcollege) (<http://www.ysu.edu/gradcollege>).** 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.

## Readmission

An applicant in good standing that is seeking readmission into the same program in the College of Graduate Studies shall not be required to submit new supplemental items (including standardized tests). New transcripts will only be required for schools not indicated on the previous application. If the student has not been enrolled in graduate study at YSU for 2 years or less, the student can be readmitted without departmental review. If the student has not been enrolled in graduate study for more than 2 years, the Program Director will be consulted and may decide to review the application and provide a readmission recommendation, or may request that the student be readmitted without department review.

A student in good standing that is seeking readmission into a different program than the one to which they were last admitted, will be required to submit all supplemental items required for admission to the new program. In cases where the GRE/MAT is a required application item, The GRE/MAT will be waived if the student has successfully completed 9sh of graduate study with a GPA of 3.0 or above from a regionally accredited institution – if such a waiver is requested by the Program Director.

Please note that a readmit is a student that has attended the YSU College of Graduate Studies in the past. Students that were accepted in the past, but never registered for courses are not considered to be a readmit.