

Graduate Conditional Admissions Policy

General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin **

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic* Graduate Conditional Admissions Policy

- Are you Proposing:***
- New academic policy or regulations .
 - Change academic policy or regulations .
 - Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy* **This is a new policy. There is no language in the current catalog that this would replace:**
Conditional Admission

Applicants may be admitted to a graduate program on conditional status if their application is missing one required element and/or if they do not meet one admission criterion. Conditional admissions requires the approval of the graduate program director and will be monitored by the director of graduate admissions. Full time students must meet all conditions prior to the completion of their first term. Part-time students must meet all conditions prior to the completion of their first two terms. For this policy, terms include summer term, fall semester, and spring semester. All conditions will be specified in the admissions letter.

Conditionally admitted students who are unable to meet their conditions before the specified timeline will not be able to register for additional coursework. These students will be inactivated and would need to reapply for future enrollment. Such students would be ineligible for further conditional admission.

Hierarchy Owner*

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

In line with what we are learning about best practice in graduate admissions, we want to implement a more positive admissions process and provide graduate candidates with a sense of commitment earlier in the recruitment and admissions timeline. This change in policy formalizes processes we have been using in admissions for many years and improves the applicant experience. Our current process is to automatically reject any applicants with an undergraduate GPA below a 2.75 and send a rejection letter. However, we then give them the option to take courses as a graduate non-degree student and will 'reconsider' them for admission. In nearly all cases, if the candidate takes the coursework they achieve the required GPA and are admitted. Unfortunately, the rejection letter and need to be non-degree discourages others from trying and we lose potential students.

Similarly, if a student is missing an item from their application materials but needs to begin coursework, we ask them to take the course(s) as non-degree and then admit them the following term. Graduate students frequently make the decision to enter a graduate program with far less lead time than an undergraduate candidate. Students coming directly from an undergraduate degree to a graduate program often need to begin in summer but have not received items such as their teaching license, required for admission. Items like recommendation letters and official transcripts often take a long time to receive. Right now, the only option these students have is to wait or to take courses as non-degree. Non-degree standing does not allow the student to qualify for financial aid and does not elicit the same level of commitment that acceptance into a graduate program achieves.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

New graduate policy allowing a limited-time, conditional admissions status to give graduate students additional time needed to meet certain criteria but still have graduate student standing (rather than non-degree standing).

RATIONALE

Provide a brief statement as to why the new

Graduate Council approved this proposal in October, 2018 and requested a small revision in November, 2018. Through an oversight, it did not progress to

policy, the proposed changes, or the deletion is needed*

EPC to be entered into the catalog. The proposal was taken back to Graduate Council after discussion with the Associate Provost/Associate Vice President for Academic Affairs, additional graduate faculty, and the Director of Graduate Admissions and changes were approved on February 18, 2020.

Conditional admission allows the student to be considered for financial aid, which does not apply to non-degree students.

Graduate programs are sequential; missing a course may cause a student to experience a significant delay in their program of study.

Conditional admission will give program directors the flexibility to accept a student whom they believe will be successful, while providing the student with more time to meet admission requirements.

To remain competitive, we need to respond to potential graduate students positively and efficiently. We surveyed other Virginia public institutions and found that this proposed policy is in line with their admission procedures; many institutions offer some form of conditional admission. This will allow us to transition our graduate non-degree applicants into our degree programs and improve our retention.

Further explanation of policy:

The Graduate Admissions Office will set and monitor the requirements and timeframe of the condition in conjunction with the Program Director.

Conditions will be stated in the student's admission letter and tracked by the Graduate Admissions Office.

Students on conditional admission will have holds placed at the time of admission to prevent registration past the term(s) of their conditional admission offer.

Full time students (6 or more graduate credits) will only have one term to meet their conditions to ensure a limited number of credits can be earned before regular admission. Part time student (3 or less graduate credits) will have two semesters to meet their conditions. This allows us to maintain the practice of having students take 6 credits and earn a

Here are a few examples of using conditional admissions:

- Applicant missing initial licensure test score requirement: must submit passing test score
- Applicant missing essay and has a GPA below 2.75: must earn a 3.0 or better over 6 credits and submit essay
- Applicant with below a 2.75 GPA: must earn a 3.0 or higher over 6 credits