

Graduate Admissions Overall Policy for APPM

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 Admissions Overall Policy for APPM**

Are you
Proposing:*

Activity Log

Jeannine Perry

N

- 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*

Purpose

The purpose of this policy is to establish a comprehensive graduate admissions policy.

Policy

The College of Graduate& Professional Studies receives and processes all applicants for admission to graduate programs. Graduate program directors and program faculty review applications and admit applicants they determine will most likely be successful in their graduate studies based on their qualifications.

Because each graduate program may require different preparation, this broad policy is used in conjunction with program-specific admissions requirements.

Procedure

Graduate Admissions: Applicants to graduate programs must graduate from a four-year regionally accredited college or university by the time of enrollment. In addition, qualifications and potential for success are determined by a review of at least two of the following, depending on program admissions requirements:

Overall undergraduate GPA

Standardized graduate test score

A personal essay

A résumé

Relevant work experience

Recommendation letter(s)

Appeals: An applicant denied admission may submit to the CGPS a written appeal with updated and/or additional information to be reviewed by the program director.

Fees: Each applicant for admission shall be assessed a non-refundable application fee or be granted a fee waiver.

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 criteria. Conditional admissions requires the approval of the graduate program director and will be monitored by the director of graduate admissions.

Hierarchy Owner*

Activity Log

**Jeannine Perry
Longwood University**

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 a review of the Policies and Procedures for Longwood University housed on the website under Strategic Operations, it was noted by David Shoenthal that there was a general admissions policy for undergraduates but not for graduates.

<http://solomon.longwood.edu/strategicoperations/policies--procedures/admissions.php>

SUMMARY

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

the policy follows the format used on the webpage for the undergraduate admissions policy. It was reviewed by David Shoenthal and approved by the Graduate Council on February 20, 2020 with one minor change to wording in the procedure section (reflected in the policy posted):

- remove the word 'have' and remove the 'd' from graduated so the sentence reads "Applicants to graduate program must graduate from a four-year,"

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*

Include a general admissions policy for graduate students. it is different from the undergraduate policy.