Policy Name: Graduate Admission

Policy Number: 6.17

Is this policy new, being reviewed/revised, or deleted? New

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Details requirements and criteria for students applying for graduate studies.

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☑ Other, please explain: new policy

Please complete the appropriate section:

Specific rationale for new policy: Policy specifically addressing admissions for graduate studies

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Graduate Admission

Original Implementation: April 18, 2020

Admission Requirements

Stephen F. Austin State University (SFA) encourages qualified students to apply for admission to Graduate Studies by using the electronic version of the Texas Common Application, which is available at [www.applytexas.org](http://www.applytexas.org).

Evaluation of transcripts is done by the Office of Research and Graduate Studies and the departments. All new and returning graduate applicants for admission are required to submit a nonrefundable application fee. Applicants for clear admission to SFA will be required to meet or exceed an overall GPA of 2.5. Applicants must have proof of bachelor's degree from a recognized accredited college/university as indicated on an official transcript.

Admission to Graduate Studies is under the discretion of the Dean of Research and Graduate Studies and the programs. Admission to the university does not automatically guarantee admission to a particular college, school, or program. An applicant admitted to a graduate program must enroll within one year of admission. When a graduate student, new or returning, does not register for courses in one year, that student must re-apply to the program to continue studies.

Admission Criteria

All students seeking admission to a graduate program should consult criteria directly with the graduate program advisor of the department in which they wish to study for specific additional requirements. Each department has the authority to set admission standards higher than the general criteria set by the university. Some graduate programs have higher GPA standards and require additional documentation such as the Graduate Record Examination, the Graduate Management Admission Test, essays, and letters of recommendations or resumes.

Transfer Credits

The university accepts transfer credits from accredited institutions as determined appropriate by the major departments’ program. Any course accepted by transfer will carry credit but no grade-point value. Moreover, to transfer credit, the student must have earned a grade of B or better on the course.

Degree Plan

Following admission to a graduate degree program, a student must confer with the graduate advisor in the major department. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department. Hours earned in an SFA certificate program can be
considered for a graduate degree program.

**Resident Status**

The student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident. A non-resident teaching assistant employed at least half-time in a position which relates to her or his degree program shall be entitled to pay the tuition and fees of a resident student. A non-resident student holding a competitive scholarship of at least $1,000 for the academic year awarded by a scholarship committee of SFA qualifies for resident tuition and fees.

**Meningitis Vaccination**

State law requires all entering or re-entering students to provide evidence of vaccination against bacterial meningitis or the appropriate documentation for exemption. A student is exempt if she/he is 22 years old or older by the first day of the semester in which she/he intends to enroll or if she/he is enrolled in online or distance-education courses only.

**Cross Reference:** General Bulletin; Graduate Bulletin; Course Grades (5.5)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of Research and Graduate Studies

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs