

ADMISSION TO GRADUATE STUDIES

www.wku.edu/graduate (<http://www.wku.edu/graduate/>)
graduate.school@wku.edu

1906 College Heights Blvd. #11010
Wetherby Administration Building 207
Bowling Green, KY 42101-1010
(270) 745-2446 Phone | (270) 745-6950 Fax

Students seeking a graduate degree, graduate certificate, or enrollment as a non-degree student must apply for admission by completing the online graduate application (<http://www.wku.edu/apply/>) and paying a non-refundable application fee. Graduate program application requirements and deadlines vary by program. Admission to or completion of a graduate certificate does not guarantee admission to a graduate degree program. Admission to Graduate Studies is based on a recommendation from the graduate program to the Executive Director of Graduate Studies. Final admission decisions are made by Graduate Studies. Applicants who meet minimum Graduate Studies admissions standards are not guaranteed admission. Offers of admission are not official until approved by the Executive Director of Graduate Studies. Official graduate admissions decisions are communicated to applicants by Graduate Studies.

Admission Requirements

1. Baccalaureate degree or higher, or equivalent international degree, from a regionally accredited institution of higher education.
2. Minimum cumulative grade point average (GPA) of 2.75 or greater on baccalaureate degree or equivalent international degree or minimum GPA of 3.0 on a degree higher than a baccalaureate or equivalent international degree.
3. Evidence of English proficiency (international students only)

Individual graduate programs may have more stringent and/or additional requirements. Applicants should consult individual graduate program pages in this catalog for specific admission requirements. Contact the program coordinator for applicable deadline information.

(Approved by Graduate Council 12/7/17)

Standardized Examinations

Graduate Studies does not require any standardized examination for admission to the University; however, standardized examinations (such as the GRE, GMAT, etc.) may be required for admission to specific degree or certificate programs. Applicants should review the requirements for each graduate program before submitting an application. If required, standardized test scores must be received by Graduate Studies as part of the application.

(Approved by Graduate Council 11/13/14)

Admission Decision

Graduate Studies will notify applicants of the admission decision which will include one of four types:

- Good standing - admitted
- Conditional - admitted with conditions
- Denied - not admitted
- Program full - not admitted due to program capacity

Conditional Admission

If a student does not meet all university and program admission requirements, and if the academic program's review of the student's record indicates the likelihood of success, the student may be granted conditional admission by the Executive Director of Graduate Studies upon the recommendation of the program.

The conditions of admission will be specified in the admission notification. All conditions of admission must be fulfilled upon the completion of twelve hours of coursework. Programs are responsible for monitoring the progress of students admitted conditionally and will notify Graduate Studies when conditions have been met. Students who do not meet conditions of admission upon earning twelve hours will be dismissed.

(Approved by Graduate Council 11/10/16)

Alternate Admission

Applicants who do not meet admission requirements may request alternate admission whereby background and experience are considered by the academic program and Graduate Studies. Academic departments may have more specific guidelines on alternate admission requirements.

(Approved by Graduate Council 11/13/14)

Application Process

1. Complete the online graduate application (<http://www.wku.edu/apply/>).
2. Submit transcripts reflecting all undergraduate and/or post-baccalaureate study. An *official* course-by-course transcript in English from educational institutions where any degree(s) were earned (both domestic or international) is required. Official transcripts will not be accepted from the student and must be sent directly from the issuing institution. *Unofficial* transcripts from institutions where credit (*but no degree*) was earned are acceptable and may be supplied by the student. WKU transcripts are on file and no submission is necessary.
3. Submit required admission documents as defined by the individual academic program.

Additional criteria required for International Student admission:

4. Submit an official degree certificate from each college or university from which a degree was received with English translation.
5. Non-native English speakers must submit evidence of English proficiency by one of the following:
 - a. official Test of English as a Foreign Language (TOEFL) minimum score of 79 (internet-based) or 550 (paper-based) taken within the past two years; or
 - b. official International English Language Testing System (IELTS) minimum score of 6.5 taken within the past two years; or
 - c. successful completion of the English Language Services Program at Level 112
 - d. successful completion of English as a Second Language International (ESLI)
 - e. evidence of English proficiency is *not* required for graduates of an accredited United States undergraduate or graduate institution or other institutions approved by the Executive Director of Graduate Studies.

NOTE: Graduate admission is independent of the immigration process. For further information regarding immigration please contact the International Student Office (<https://www.wku.edu/international/>).

Application Fee Waiver

Occasionally WKU academic programs will provide application fee waiver codes to applicants. These codes will serve as payment for the application fee at the conclusion of the online application process and can only be used once. Applicants should select "Use a Fee Waiver Code" when asked for payment and type the code into the space provided. Fee Waiver Codes are case sensitive.

Graduate Studies provides application fee waiver codes to the United States military personnel: Active Duty, Veterans, Spouses, and Dependents. Please contact Graduate Studies (graduate.school@wku.edu) to request a fee waiver code.

Admission Policies

Change of Program

Students who wish to change programs must complete a new graduate application (including any additional admission requirements). The advisor assigned at the time of admission to the new program will evaluate any prior coursework for applicability to the new program.

Concurrent Enrollment

Students who wish to enroll in two or more programs concurrently must apply for admission to each program individually. Doctoral students may not pursue more than one degree program at a time.

Readmission

A graduate application is active for one year. Students who do not enroll for three consecutive terms at any time after the initial admission term will be required to reapply.

Visiting Students

Students who wish to enroll at WKU as a visiting student must be enrolled in a degree program at another institution. They must complete the admission process at WKU. Applicants must submit an official final copy of their undergraduate transcript or a letter from the university registrar of the degree-granting institution verifying good standing status to Graduate Studies at WKU prior to enrollment.

Graduate Admission Appeal Procedure

An applicant whose admission has been denied may request reconsideration through an appeal process. Such admission appeals shall only be considered for applicants who have met minimum university and/or program admission requirements for Full Admission. An appeal must be made within thirty (30) days in writing of the denial and submitted to the Executive Director of Graduate Studies by citing reasons and providing appropriate justification.