University Admission Policies

Admission to graduate study involves acceptance to the department or college in which the applicant expects to earn a degree. Final admission to the University is subject to approval by the Office of Admissions. While there are minimum admission requirements established by the Florida Board of Governors, the University can elect to exceed them.

In order to meet minimum University admission requirements, the applicant must have:

- A bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all work attempted while registered as an upper-division undergraduate student working toward a bachelor's degree, OR
- A graduate degree from a regionally accredited U.S. institution or a comparable degree from an international institution.
- Test scores from a nationally standardized graduate admissions test which is acceptable for the academic program to which the applicant is applying.

An applicant who is not in good standing (on probation or dismissal) at the last institution attended will not be admitted for graduate study.

Departments may impose more restrictive admission requirements than those stated above. Our office advises all applicants to contact the academic program directly for information on departmental admission requirements.

The Application Process

To complete the application process in the Office of Admissions, applicants must submit the following:

Transcripts

- One official transcript from each college or university attended. FSU transcripts or official transcripts already on file will be obtained by the Office of Admissions. Transfer credit posted on the records of other institutions is not accepted in lieu of transcripts from the original institutions. Transcripts are considered official when they bear an official seal and signature and are sent from the issuing college or university directly to FSU.
- Transcripts uploaded as supporting documents are NOT official. You may use the transcript(s) in your admission process but the applicant still must submit official transcripts to the Admissions Office.
- All transcripts arriving in the Admissions Office are scanned into NOLIJ – our document imaging system. If you do not have access to NOLIJ, email AR-NolijSupport@admin.fsu.edu to request access.
- Applicants are reminded on Part II of the application (checklist page) to mail one official transcript to the Office of Admissions from each institution attended.
**Test Scores**

- All applicants must submit test scores from a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), or an equivalent that is acceptable for the program to which the applicant is applying.
- Test scores are considered official when they are sent directly from the testing agency. The use of old test scores is at the discretion of the academic program, as long as official copies can be forwarded from the testing agency or verified by another official source (i.e., a former institution).
- International applicants whose first language is not English must take an English language proficiency exam, such as the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the Michigan English Language Assessment Battery (MELAB) or the Pearson Test of English (PTE). These scores are considered official only when they are sent directly to our office from the testing agency.

**Residency documentation, applicable for domestic students only**

- A completed residency affidavit is required for all students for each new admission. This would include an undergraduate who graduated in April and was coded as a Florida resident but now is applying as a graduate student for Fall. Residency status automatically defaults to non-Florida until a new affidavit is received and reviewed. The residency form can be completed and submitted online.
  - In some cases students who were initially classified as nonresident may become eligible for reclassification as a Florida resident for tuition purposes. Reclassification is determined by the Registrar’s Office.

**International applicants follow the same process as above with the addition of the following:**

- All academic records that are not in English must be accompanied by a certified English translation.
- Submit official English Proficiency test scores if their native language is not English.
- Submit the Certification of Financial Responsibility Form to the Center for Global Engagement (CGE).

Applicants must complete the application online. Upon submission of the application, the applicant receives an acknowledgement confirming that FSU has received the application. The acknowledgement includes information on where and how to pay the application fee and includes a special message if a judicial question was answered with a “yes”. Every two weeks, up to 3 times, the applicant will receive a fee reminder, if applicable.

The application cannot be processed without a fee payment and Admissions does not waive or defer the fee except for participants in designated sponsored programs such as McKnight and McNair.

The Online Status Check (OSC) allows applicants to check for the receipt of test scores and transcripts required by the Admissions Office, as well as checking the current status of the application. To access the Online Status Check, applicants will go to [https://admissions.fsu.edu/statuscheck](https://admissions.fsu.edu/statuscheck). They login with their FSUID and password.
Applicants who wish to submit another application (i.e., for a second degree program or for another term) must create a new application. **Admission is term specific and is not deferred.**

Academic departments enter close dates, change terms and locations, number and type of supporting documents, recommendations required, and additional descriptive text for each degree offered using the Department Information Editor Tool (DSR). The link to the DSR is found at [my.fsu.edu](http://my.fsu.edu).

**Calculating Grade Point Averages**

**U.S. GPA Calculations**

The admission standards established by FSU require the applicant to have a minimum 3.0 (on a 4.0 scale) grade point average on all work attempted while registered as an upper-division undergraduate student.

**Note:** For your convenience, a GPA computation worksheet is available for your use and/or for your applicants to use if you choose. The worksheet is available as a pdf document at [www.admissions.fsu.edu/images/pdf/gpacompworksheet.pdf](http://www.admissions.fsu.edu/images/pdf/gpacompworksheet.pdf).

The following is a list of general rules to be followed when computing a grade point average.

- **Computation of the GPA includes** the entire term in which the student earned his/her 60th semester hour, for all coursework (excluding community college work) from that term until completion of the bachelor’s degree. Calculate the GPA by dividing the total number of quality points earned by the total number of hours attempted.
  - Include all work toward a second bachelor’s degree (the second degree need not be completed.)
  - Non-degree student (special student) work and graduate work are not included in the undergraduate upper-division GPA calculation.
- **Round up a GPA of 2.95 through 2.99 to a 3.00.**
- **If the GPA calculation involves two institutions on different calendars** (one on the quarter system and the other on the semester system), divide the total number of quarter hours and the total number of quarter quality points by 1.5. This will yield a semester hour equivalent. (Alternatively, you may multiply semester hours and semester quality points by 1.5 to get a quarter hour equivalent).
- **If a student has earned a bachelor’s degree from a college or university that does not assign traditional grades,** a GPA for this student cannot be calculated and is assigned a GPA of 9.80. In this situation, the student must be Admitted By Exception.
- **If the transcript does not come with a grading scale,** check online for one. If a grading scale cannot be found, use the FSU scale.
- **When calculating a graduate GPA for a student who has two master’s degrees,** do not combine them. Use the higher GPA of the two.
International GPA Calculations

Credits awarded by foreign institutions are not necessarily equivalent to semester credits issued by U.S. schools. Unless a foreign transcript specifically lists the number of credits required for the degree you cannot use a credit count to determine where the upper-division work begins.

World Education Services (WES), an international education credential evaluation agency, provides a grade conversion scale for institutions to use. Go to http://www.wes.org/gradeconversionguide/index.asp to access this guide.

- Begin calculations using the 5th semester or 3rd year. If this is indeterminable, the entire transcript must be used to calculate the GPA.
- Transcripts from many countries (Japan, Taiwan, and Korea) are similar to U.S. transcripts. Make sure to use the grading scale on the individual transcript and to use the plus and minus grades listed but do not calculate A+ as = 4.5. An A+ is still = to 4.0.

China

- Most Chinese transcripts list a grading scale which can range from an “A” grade of 80-100, 85-100, or 90-100. Convert the upper-division numeric grades using the institution’s grading scale and multiply by credits or hours. If no credits or hours are listed, weigh each class equally. If there is no grading scale listed, default to the following scale provided by WES.

  85-100 (A); 75-84 (B); 60-74 (C); 0-59 (F)

India

- Indian transcripts vary widely in their appearance and in the grading scales used. Many transcripts have grades assigned but the most common grades or marks are expressed as percentages. Marks are generally awarded each semester but often the very first grading period is at the end of the first year.
  - Always start working the GPA at the beginning of the third year or at the 5th semester. For those institutions not listing credits for each course, weigh each class equally (1 credit for theory courses and ½ credit for lab courses). Use the following grading scale provided by WES.

  60-100 = A; 55-59 = B+; 50-54 = B; 43-49 = C+; 35-42 = C; 0-34 = F

- Study the marks sheets or transcripts to determine if a grade is based on a maximum possible score of 100 or something different. Be sure to calculate the percentage score based on the maximum possible, i.e., a grade of 131 out of 225 would be equal to 58% (B+), a grade of 50 out of 100 would be equal to 50% (B) and a grade of 50 out of 75 would be equal to 66% (A).
INTERNATIONAL APPLICANTS

Academic Documents General Guidelines
- Admissions is responsible for making the final certification of degree equivalency before processing the admission decision.
- Note: Three-year degrees from India: Bachelor of Commerce, Bachelor of Arts, and the Bachelor of Science DO NOT EQUATE to a U.S. bachelor’s degree.

English Language Proficiency Requirement
- Tests
  The Test of English as a Foreign Language (TOEFL) is required of all international students whose first language is not English. Other English Language proficiency exams acceptable to FSU are the International English Language Testing System (IELTS), the Michigan English Language Assessment Battery (MELAB), and the Pearson Test of English (PTE).

- Minimum required scores
  - 80 on the internet-based TOEFL (IBT)
  - 550 on the paper-based TOEFL (PBT)
  - 6.5 on the IELTS
  - 77 on the MELAB
  - 55 on the PTE
  - Students completing through level 8 at CIES (Center for Intensive English Studies) meet the proficiency requirement

- Waiver Requests
  A request to waive the minimum required test score must be sent to the Assistant Director for Graduate Admissions who will submit the request to the Waiver Committee. All appeals must be in writing with justification for the request.

  - A score of 75-79 on the IBT is required to be eligible for an appeal
  - A score of 537-549 on the PBT is required to be eligible for an appeal
  - A score of 6.0 on the IELTS is required to be eligible for an appeal

Countries Exempt from English Language Proficiency Requirement

<table>
<thead>
<tr>
<th>Anguilla</th>
<th>British Indian Ocean</th>
<th>Dominica</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antigua &amp; Barbuda</td>
<td>Territory</td>
<td>Falkland Islands</td>
</tr>
<tr>
<td>Australia</td>
<td>British Virgin Islands</td>
<td>Fiji</td>
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<tr>
<td>Barbados</td>
<td>Cameroon</td>
<td>Gambia</td>
</tr>
<tr>
<td>Bahamas</td>
<td>Canada (except Quebec)</td>
<td>Ghana</td>
</tr>
<tr>
<td>Belize</td>
<td>Cayman Islands</td>
<td>Gibraltar</td>
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<tr>
<td>Bermuda</td>
<td>Christmas Islands</td>
<td>Grenada</td>
</tr>
<tr>
<td>Botswana</td>
<td>Cocos (Keeling Island)</td>
<td>Guam</td>
</tr>
<tr>
<td></td>
<td>Cook Islands</td>
<td>Guernsey</td>
</tr>
</tbody>
</table>
Guyana
Ireland
Isle of Man
Jamaica
Jersey
Kenya
Kiribati
Lesotho
Liberia
Malawi
Malta
Marshall Islands
Micronesia
Montserrat
New Zealand
Nigeria
Norfolk Island
North Marianas
Philippines
St. Helena
St. Kitts and Nevis
St. Lucia
St. Vincent & the
Grenadines
Seychelles
Sierra Leone
Singapore
South Africa
Swaziland
Tanzania
Tobago & Trinidad
Turks & Caicos Islands
Uganda
United Kingdom
Zambia
Zimbabwe

Note: International applicants who have earned their degree (BA or higher) in one of the countries listed above (including the USA) are NOT required to submit an English language proficiency exam.

Email Notification for Accepted International Students

When an accept decision is process by Admissions, The Center for Global Engagement (CGE) collects the Certificate of Financial Responsibility Form (CFR) along with all financial documents, and verifies that the student has sufficient funding. When the I-20 is completed, CGE will request an acceptance letter from Admissions to be included in the packet of information sent by CGE to the student.
Types of Admission Decisions

Accept Decisions

There are three ways to admit students to a graduate program: regular, regular by exception, and provisional.

- Regular Admission – University admissions standards are met.
- Regular Admission by Exception – University admissions standards have not been met.
- Provisional Admission – a one term conditional admission for domestic students only. This category may include, but not be limited to:
  - Students with incomplete files (i.e., test scores, recommendation letters).
  - Students who require further departmental review of performance before final decision can be made.
  - Students whose undergraduate degrees are from non-accredited institutions.

Notes on Provisional Admission

Provisional students are not eligible for graduate assistantships and international students cannot be admitted into the provisional category.

A provisional graduate student who does not meet minimum University requirements or who graduated from a non-accredited institution must take at least nine (9) semester hours of graduate-level coursework (excluding S/U courses) during the semester in provisional status and earn a 3.0 average on all graduate work. Upon regular admission, the student will be counted as an exception since he/she never met minimum admission requirements at the initial review.

Graduate work taken while in provisional status will automatically apply toward the student’s graduate program if the student is admitted directly from a provisional student classification to a regular student classification, unless the academic dean indicates otherwise.

Graduate work taken by a provisional graduate student who changes to non-degree student classification shall be considered as acquired while in non-degree student status.

After Department Decisions are entered in SC:

Admissions runs a BI report daily that lists the names of all applicants with decisions entered by the academic program since the report was run the previous day. The files are pulled and given to the Graduate Officer to review and process.

- Files are pulled and each application is reviewed for missing test scores and transcripts.
- Departmental decisions are processed and files are passed to Word Processing by end of day.
- Student is notified by email and told to login to the Online Status Check to view their decision.
The Decision Email sent from the Office of Admissions says:

The Admissions Committee for your degree program has notified the Office of Admissions of their decision on your application. You can learn of the decision by accessing the Online Status Check at https://admissions.fsu.edu/StatusCheck/.

If you have questions about this decision, please contact your academic program.

Academic programs should inform all accepted applicants that formal admission is subject to approval by the Office of Admissions. We ask that each academic program include the following in your notification of acceptance. We also ask that you enter your decision into Student Central BEFORE (or at least at the same time) you send out your notification emails/letters.

We suggest you add the following paragraph to your notification email/letter:

To view the official notification of your acceptance to the University, which includes any conditions of admission and important enrollment information, go to the Online Status Check at https://admissions.fsu.edu/statuscheck/.

Denied Decisions

Applicants to graduate programs who meet minimum University requirements for admission and who are denied admission/readmission to a graduate program may request reconsideration of their application. The following procedures shall apply for all applicants who seek review of an admission decision:

- Written requests for reconsideration must be received by the Graduate School within thirty (30) days of the date of the notification of denial.
- Instructions for the appeals procedure can be found in the Graduate General Bulletin.

Deadlines for Entering Decisions

Fall – University Deadline is July 1
- Academic Program Decision to Admissions Deadline is August 1
- Pending Applications Cancelled by Admissions on August 10

Spring – University Deadline is November 1
- Academic Program Decision to Admissions Deadline is December 1
- Pending Applications Cancelled by Admissions on December 10

Summer – University Deadline is April 1 (Sessions A & B) and June 1 (Session C)
- Academic Program Decision to Admissions Deadline is June 1
- Pending Applications Cancelled by Admissions on June 10

Any application still pending after the dates listed above will be cancelled by the Admissions Office. Students are notified by email that their applications have been cancelled and are told to contact their academic program if they have questions.
Dear <salutation> <last name>,

Thank you for submitting an application for admission to Florida State University. A review of your file indicated that an admission decision was not forwarded to us by the departmental admissions committee. Since the initial decision must come from the academic department, we were unable to act on your file; therefore, your application has been cancelled for the <<Term/Year>> term.

Should you wish to have your application reconsidered for a future term, please complete the online application for the new term at https://admissions.fsu.edu/gradapp/.

All applications and supporting documents, such as updated transcripts, must be received prior to the deadline of the future term you wish to enter.

Thank you for your prompt attention to this matter. If you have any questions, please reply to this email message, leaving the subject line and original message intact.
Forms/Requests

- **Dual Enrollment Request Form**

  Initial admission to a graduate program at FSU must be to one program only. However, it is possible for a student to work on two degrees in two different departments at the same time. After the first semester the student may apply and be accepted to the second degree program. The Dual Enrollment Request Form is found on Blackboard. The form should be signed by both department heads and Deans and sent to the Dean of the Graduate School for approval. Once approved, the Office of the Registrar will be notified of the dual registration and a dual enrollment statement is posted to the permanent record.

- **Transfer Credit Form**

  The Evaluation and Posting Section in the Admissions Office handles posting of graduate transfer credit. All transfer credit must be evaluated and recommended as graduate work by the department chair and completed with grades of “B” or better. The completed form, along with the official transcript, must be submitted to the Evaluation and Posting Section in the Admissions Office. This form is available from the Admissions Office.

- **Major Change Form**

  An enrolled student must have approval of the chair of the department in which he/she proposes to transfer and of the academic dean of that College. The Major Change form can be found at [http://registrar.fsu.edu/services/formlist.htm](http://registrar.fsu.edu/services/formlist.htm).

- **Changing Degree Level**

  If a department wishes to change the degree level (i.e., master’s to doctoral or doctoral to master’s), they should contact their Dean’s Office who will make the change in Student Central.

- **Suspension of Majors and/or Degree Levels**

  Majors and degree programs currently available on the online application may be temporarily suspended or deleted. Departments should contact Dr. Jennifer Buchanan, Office of Faculty Development and Advancement, for more information. The *Major Status Change Request Form* can be found at [http://fda.fsu.edu/Academics](http://fda.fsu.edu/Academics).
### Resource Information

<table>
<thead>
<tr>
<th>Resource Information</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eORR Online Role Request</strong></td>
<td>For access to appropriate roles in Student Central.</td>
<td><a href="https://my.fsu.edu">https://my.fsu.edu</a></td>
</tr>
<tr>
<td><strong>Requesting Row Access</strong></td>
<td>To explain your graduate admissions-related role within your college/department.</td>
<td><a href="https://esinfo.fsu.edu/forms/RowLevelAccess/request.cfm">https://esinfo.fsu.edu/forms/RowLevelAccess/request.cfm</a></td>
</tr>
<tr>
<td><strong>ES-Info</strong></td>
<td>For questions regarding the creation, modification, or refreshing of BI reports involving Admissions or Enrolled Student data.</td>
<td><a href="mailto:ESInfo@admin.fsu.edu">ESInfo@admin.fsu.edu</a></td>
</tr>
<tr>
<td><strong>Admissions Webhelp</strong></td>
<td>For students with technical questions regarding the Graduate Application.</td>
<td><a href="mailto:webhelp_admissions@admin.fsu.edu">webhelp_admissions@admin.fsu.edu</a></td>
</tr>
<tr>
<td><strong>The MyFSU portal</strong></td>
<td>To access Student Central, your DSR, CRM, and BI data, review applicant information, and enter admission decisions.</td>
<td><a href="https://my.fsu.edu">https://my.fsu.edu</a></td>
</tr>
<tr>
<td><strong>CRM</strong></td>
<td>For graduate coordinators with questions, comments, or suggestions regarding the CRM, the tool used to review your graduate applications.</td>
<td><a href="mailto:gradcrm@fsu.edu">gradcrm@fsu.edu</a></td>
</tr>
</tbody>
</table>

### Graduate Admissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jermaine Williams</td>
<td>Assistant Director</td>
<td>850.644.7145</td>
<td><a href="mailto:jawilliams@fsu.edu">jawilliams@fsu.edu</a></td>
</tr>
<tr>
<td>Mindy Schaefer</td>
<td>Admissions Officer</td>
<td>850.644.1333</td>
<td><a href="mailto:mwschaefer@admin.fsu.edu">mwschaefer@admin.fsu.edu</a></td>
</tr>
</tbody>
</table>

Admissions Email for students with questions about admission process or documents required by the Admissions Office.
graduateadmissions@admin.fsu.edu