



# Graduate Admissions



Graduate Admissions and Records  
 B2 Sparks Hall  
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## Graduate Admission Standards

Although the student advising program at Murray State University is specifically designed to assist students as they progress through degree programs, **it is the responsibility of all students to be thoroughly familiar with rules, regulations, and requirements that apply to their programs of study.**

In addition to a baccalaureate degree from a regionally accredited institution, an applicant must satisfy the admission standards and prerequisites of the department and college/school in which the applicant plans to study. Prerequisites and requirements for specific degrees will be found in the appropriate departmental sections of this *Bulletin*. Applicants for doctorate degrees should also consult the specific program coordinator for admission details.

## Admission Processes

Requests for admission to master's or doctorate study at Murray State University should be addressed to Graduate Admissions and Records, Murray State University, Murray KY 42071. Applicants must submit an admission application and the \$40 nonrefundable application fee. **A graduate student may be required to submit a new application for admission if the level of program or their graduate program objective changes, or if the student does not enroll for a period of five or more consecutive semesters. Under the requirements of 12KAR2:045 as cited later in this chapter, review of residency for tuition purposes is a required part of the admission/readmission process. Documents to verify residency may be requested by Graduate Admissions for residents of AL, IL, IN, KY, MO, and TN, and must be provided before the beginning of the term for which the applicant seeks admission.**

Official transcripts reflecting **all** previous college credit should be forwarded to Graduate Admissions of Murray State University by the registrar(s) of the school(s) the applicant attended. In the event the student attended more than one college, an official transcript must be sent from **each** college. These credentials should be on file in Graduate Admissions and Records no later than one month prior to the date the applicant expects to register.

Following the receipt of all required credentials, materials will be forwarded for departmental approval. After departmental review, the applicant will be sent an official letter indicating admission status.

**The following standards represent minimum campus-wide requirements.** Higher minimum standards for grade point average (GPA) and Graduate Record Examination (GRE) may be set by individual departments or colleges. In lieu of the GRE, some units may select other nationally recognized tests that are more appropriate to their disciplines. Detailed information about any program-specific admission requirements beyond these campus-wide requirements is provided in the individual program listings.

## Unconditional Admission

Minimum university requirements for unconditional admission are an overall 2.75 grade point average (based on A equals 4.0). Some degree programs have additional requirements for unconditional admission. Refer to the program listings for additional information.

## Conditional Admission

Conditional admission may be granted to a student with an overall grade point average between 2.25 and 2.74. Conditional admission may also be granted to a student with an overall grade point average of 2.0 to 2.24 if the academic college/school's review of the student's record indicates the likelihood of success. Some degree programs have additional requirements for conditional admission. Refer to the appropriate chapter in this bulletin for requirements relating to specific degrees.

Upon the completion of nine hours of graduate work a student admitted conditionally must have a 3.0 grade point average, or the student may be dropped from the graduate program. A graduate student dropped for failure to meet this requirement may reapply after having been out of the graduate program for one semester.

Any exceptions to this policy must be approved in writing by the departmental graduate coordinator, the department chair, and the collegiate graduate coordinator.

## Unclassified Admission

An applicant holding a baccalaureate degree from a regionally accredited institution may be admitted as an unclassified graduate student if:

1. the student demonstrates promise but is not qualified for admission to a graduate program;
2. the student does not intend to complete a degree program at Murray State University;
3. the student has no degree objective; or
4. the student has files that are incomplete and cannot be processed for either conditional or unconditional admission.

## Regulations Governing Unclassified Admission

1. A student whose files are incomplete as specified in point 4 above would have one month from the date of enrollment to complete the files and change to a degree status.
2. Students with incomplete files will be restricted to one- term enrollment only.
3. Up to 12 hours earned as an unclassified graduate student may be applied to a degree if approved by the appropriate graduate advisor.
4. Unclassified graduate students will pay graduate fees for all courses.
5. An unclassified graduate student is allowed to take no more than *13 hours per semester*.

## Non-Degree Graduate Admission

An applicant holding a baccalaureate degree from a regionally accredited institution may be admitted as a non-degree graduate student. An official transcript reflecting all previous college credit must be submitted to Graduate Admissions and Records at Murray State University by the registrar(s) of each school(s) the student attended. An undergraduate GPA of 2.75 is required for admission as a non-degree student.

## Graduates of Nonaccredited Institutions

An applicant with an undergraduate degree from an institution not regionally accredited may enter an MSU graduate program if the applicant meets the following requirements:

1. A score of 300 on the aptitude portion (V+Q) of the Graduate Record Examination (GRE).
2. Completion of 32 hours of undergraduate course credit at MSU or a regionally accredited institution which fulfill the following categories:
 

A. Communication and Basic Skills	(6 hrs)
B. Sciences and Mathematics	(8 hrs)
C. Humanities and Fine Arts	(6 hrs)
D. Social Sciences	(6 hrs)
E. Electives	(6 hrs)

with a GPA for the 32 hours of 2.5 or better.

3. Any additional requirements of the department in which the student will do graduate work.

An applicant with an undergraduate degree from an institution not regionally accredited, who has completed fewer than nine graduate hours at an accredited institution, must fulfill the requirements of this policy. After the student's admission to a graduate program at MSU, the graduate hours earned previously will be evaluated by the student's graduate department for transfer credit.

## Early Master's Admission for MSU Seniors

Seniors at Murray State University who are within nine hours of completing the baccalaureate degree, who have a cumulative grade point average (GPA) of at least 3.0, and are meeting all undergraduate GPA requirements, may be admitted to graduate study provided they meet departmental and general admission requirements. Seniors admitted on this basis are considered graduate students, and will be charged graduate tuition for all courses scheduled. **Note: This type of admission may cause problems with financial aid.**

**Students who fail to complete all undergraduate requirements during their first semester as graduate students will be denied graduate credit. All courses taken during that term will be permanently recorded as undergraduate, with no refund of graduate tuition. Early admission graduate students may apply for graduate assistantships.**

Seniors enrolled at institutions other than MSU who meet the requirements outlined above may petition Graduate Admissions and Records for early admission. However an official transcript with bachelor's degree posted will be required prior to registration.

## Visiting Students

Any student in good standing in a recognized graduate school may enroll for graduate study at Murray State University for either a summer session or one regular semester as a visiting student.

A visiting student is not required to submit an official transcript, but must secure a visiting student form from Graduate Admissions and Records of Murray State University. This form must be completed by the appropriate official of the student's home college/university and forwarded to MSU Graduate Admissions and Records. A visiting student who elects further graduate study at Murray State University must either fulfill all requirements for admission to graduate study or have a new visiting student form submitted by the student's "home" graduate school.

## Graduate Program

All candidates for the master's or doctorate degrees at Murray State University are required to follow a planned program of graduate study. **Although a student may be required to take prerequisite courses, only approved courses completed while enrolled as a graduate student may apply toward a graduate program.**

A graduate program form, bearing the name of the student's academic advisor, will be forwarded with the letter of acceptance to graduate study. The student's academic advisor should be consulted prior to registration for assistance in planning a program. **During the first nine weeks of the first term enrolled, the student should complete the graduate program form and submit it to the specified advisor, who will secure the required signatures and return the form to Graduate Admissions and Records. To be approved, a program must meet all requirements stipulated in the *Bulletin*.**

Any subsequent change in the program must be approved by the student's advisor and the collegiate/school graduate coordinator. The student and the collegiate graduate coordinator are responsible for notifying Graduate Admissions of the program changes on an **official substitution form**, available from [www.murraystate.edu/students/graduate/forms](http://www.murraystate.edu/students/graduate/forms).

## Readmission

A graduate student in good standing who has previously attended Murray State University but has had four semesters of non-attendance will be readmitted upon completion of the graduate application and the \$40 nonrefundable fee. All graduate applicants must apply through the Graduate Admissions and Records for an initial review of their application and transcripts. At that point, it may be determined that the application and transcripts will be forwarded to the appropriate academic department for approval. Before applying again or requesting new transcripts, the student should call Graduate Admissions and Records to see if previous transcripts are still on file. Graduate Admissions and Records will accept electronic transcripts from other accredited institutions. Students who applied for admission as a graduate student but did not enroll may need to complete a new application for admission. Before applying again or requesting new transcripts, the student should call Graduate Admissions and Records to see if the materials sent before are still on file. Verification of residency for tuition purposes may be required. **Submitting with the application a copy of the applicant's driver's licence and vehicle registration will assist with this process. The applicant will be notified if other documents are required.**

A student who has been enrolled at other institutions since last attending Murray State must request an official transcript be mailed directly to Graduate Admissions and Records from each college attended. Failure to furnish such official transcripts as required will delay admission and may affect the student's academic standing at Murray State. **A student who withholds or gives false information or documents can be denied admission or administratively withdrawn from school.** For further information, contact 270-809-3756.

## International Graduate Student Admission

In addition to meeting departmental, collegiate, and general graduate study requirements, an international student must submit the following to International Admissions before an admission decision can be made:

1. A completed application for admission, including the nonrefundable application fee of \$50 (US).
2. Official transcripts reflecting all previous college credit should be forwarded to International Admissions at Murray State University by the issuing officer (e.g. Registrar, Controller of Examinations) of each school the applicant attended. An official copy of the diploma or graduation certificate will also be required if a student received a degree and it is not indicated on the official transcript. Copies must be certified by the issuing institution. **Copies notarized by a third party will not be accepted.** Credentials will be evaluated to determine if the course of study completed is equivalent to a four-year degree.
3. An official translation of any document not originally in English, sent directly from the translator.
4. Proof of adequate funds to finance their entire course of study. A statement of financial responsibility should be sent directly from the person and/or organization providing financial support. In addition, the appropriate documentation to verify that funds are readily available to the student will be required.
5. Proof of English language competency by one of the following:
  - a. Official TOEFL score report with acceptable score,
  - b. Official International English Language Testing System (IELTS) score report with acceptable score,
  - c. Bachelor's degree from a recognized US or UK institution,
  - d. Successful completion of MSU's English as a Second Language (ESL) program.

Conditionally admitted students may be assigned to full-time language study in the English as a Second Language (ESL) program or entered into a graduate transition program and permitted to take classes on a conditional basis along with further designated language study, or admitted unconditionally to graduate study if the student meets all other specific program requirements.

A student who has successfully completed the advanced level of the MSU English as a Second Language (ESL) program, and has been certified in English competency by the designated ESL/College Graduate Program Assessment Committee, and met all other specific program requirements will be allowed to enroll in the designated graduate program. Performance in ESL classes, TOEFL scores, and written and oral proficiency in the specific area of graduate study will form the basis for language proficiency assessment.

**Notes: 1)** Academic departments may set standards for English proficiency requirements higher than the minimums listed above. Students must meet the specific language proficiency requirements listed in each respective department's admission requirements of this Bulletin.

**2)** Conditional Admission requires completion of MSU's English as a Second Language (ESL) program and achievement of the Institutional TOEFL score required by the applicant's desired program.

**3)** The Computer-Based TOEFL test is no longer available, however scores maintained by ETS will be honored.

### ADMISSION STATUS BASED ON LANGUAGE PROFICIENCY REQUIREMENTS Graduate Programs

TEST	FULLY ADMITTED WITHOUT CONDITION	FULLY ADMITTED WITH AEP CONDITION <sup>1</sup>	FULLY ADMITTED WITH ESL CONDITION <sup>2</sup>
Paper-Based TOEFL	527 or more	500-523	497 or below
Internet-Based TOEFL (iBT)	71 minimum on Academic Test with no band less than 16	61-70 on Academic Test or any band score of 13-15	60 or below on Academic Test or any band score of 12 or less
IELTS	6.0 minimum on Academic Test with no band less than 5.0	5.5 on Academic Test with any band score of 4.5 or 5.0  Departmental approval required.	5.0 or below on Academic Test or any band score below 4.5  No TOEFL or IELTS scores required.

<sup>1</sup>AEP - Academic English Program for Non-Native Speakers

<sup>2</sup>ESL - English as a Second Language Program