

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **24-Mar-16** Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2016** Approved by EPC \_\_\_\_\_

Department **Graduate Studies**  
College \_\_\_\_\_  
Proposal **Revise Policy**  
Proposal Name **Graduate Admissions-Transcripts**

Description of proposal:

**The proposal seeks to revise the Required Application Materials for Admission policy in the catalog for graduate admissions. The current policy requires applicants to submit official transcripts from each college or university in which 8 or more semester credit hours were attempted. The proposed policy seeks to revise the current catalog language to require applicants to submit copies of official transcripts at the time of admission and submit official transcripts after an applicant has been offered admission to Kent State University.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**The proposed policy serves to: (1) expedite the application process for applicants, KSU admission staff and reviewers; (2) reduce the financial burden on applicants; (3) align admission policy with aspirant, peer and benchmark institutions**

Units consulted (other departments, programs or campuses affected by this proposal):

**The proposed policy was developed by the Graduate Studies Administrative Advisory Committee (GSAAC), with consultation from graduate coordinators within their respective colleges.**

---

### REQUIRED ENDORSEMENTS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Department Chair / School Director

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Campus Dean (for Regional Campuses proposals)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
College Dean (or designee)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Dean of Graduate Studies (for graduate proposals)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Senior Vice President for Academic Affairs and Provost (or designee)

## **Proposal Summary for a Policy Graduate Admission – Transcripts**

### **Subject Specification:**

This proposal seeks to revise graduate admission policy regarding the submission of official transcripts.

### **Background Information:**

Currently, under the Required Application Materials for Admission section in the Graduate Admission policy in the University Catalog, prospective graduate students must submit official transcripts from every college or university in which 8 or more semester hours were attempted as part of the application process. This proposal revises that requirement to allow applicants to submit unofficial transcripts (e.g., photocopy, scanned image) at the time of application. Upon admission, students will then be required to submit official transcripts.

Admitted students who have not yet submitted official transcripts will be given “Provisional Admission” status until receipt of official transcripts, at which time, their admission status changes to “Unconditional Admission” or “Conditional Admission,” as per admitting unit’s decision.

The proposed catalog language was drafted following a review of the policies at Kent State’s aspirant, peer, and benchmark institutions. Institutions that accept unofficial transcripts at the time of application include Ohio University, Miami University, Clemson University, Ohio State University, University of Houston, University of Cincinnati, University of South Florida and Virginia Commonwealth University.

### **Rationale:**

The graduate admission business process will change in academic year 2016-17 with the implementation of a new Customer Relations Management (CRM) software solution. Using the new CRM, Kent State applicants will have the ability to upload documents, including transcripts, directly to their applicant file. Consequently, applications will be forwarded to the admitting units for review and decision in a timelier manner.

Benefits of requiring an unofficial transcript at time of application in the new CRM:

- 1) Ensure applicant-uploaded transcripts are attached to correct applicant file in cases of name changes or misspellings in the application
- 2) Eliminate time waiting for awarding institution to forward transcripts
- 3) Reduce applicant’s financial burden by eliminating fees associated with ordering transcripts until applicant is assured of admission
- 4) Expedite completion of admission file to allow faster delivery to admitting units
- 5) Reduce the number of official transcripts that need to be processed manually by graduate admission staff, since only admitted students will submit official transcripts
- 6) Increase number of applicants by eliminating obstacles in the admission process

**Alternatives and Consequences:**

The alternative is to leave the current policy language in place. The consequence is continuing the undue financial and time burden on applicants by requiring the submission of official transcripts at the time of application. Additional time burdens are also placed on graduate admission staff to process official transcripts for each and every applicant, instead of only admitted students.

**Specific Recommendation and Justification:**

The specific recommendation is to revise the current catalog language on graduate admission, as outlined on the next page, to be published in the Fall 2016 University Catalog.

The rationale for revising the policy is to:

- 1) Relieve the undue financial and time burden on graduate applicants;
- 2) Align Kent State policies with peer/benchmark institutions to improve the university's competitive advantage; and
- 3) Improve the speed at which graduate applications are processed and submitted to the department for review.

**Timetable and Actions Required:**

EPC Approval, April 2016  
Faculty Senate Approval, May 2016  
Effective Date, Fall 2016

## Revisions to the University Catalog

### ADMISSION – GRADUATE

[www2.kent.edu/catalog/2015/info/policies?policy=ad-gr](http://www2.kent.edu/catalog/2015/info/policies?policy=ad-gr)

#### REQUIRED APPLICATION MATERIALS FOR ADMISSION

1. Online Application and non-refundable application fee.
- 2- Copy of official transcripts from each college or university attended in which 8 or more semester credit hours were attempted, regardless of whether or not a degree was earned. Submit transcripts for both graduate and undergraduate coursework, including undergraduate credits earned while in high school. Scanned copies of official transcripts may be uploaded as PDF files to the electronic admission application. Applicants need not submit transcripts of work completed at Kent State University.

**Note to applicants who have completed credits from Kent State University:** Applicants previously enrolled at Kent State University do not need to submit the Kent State transcript. The Division of Graduate Studies will obtain Kent State transcripts on your behalf, as long as Kent State is listed as a previous institution on the admission application. Applicants must still submit transcripts for all post-secondary work done elsewhere.

Students offered admission to Kent State University will be required to submit official transcripts from each college or university attended where academic credit was attempted. The offer of admission will be considered “Provisional” until all official transcripts are received by Kent State University. An “Unconditional” or “Conditional” offer of admission will be awarded upon receipt of official transcripts, per the admitting program’s recommendation.

The Division of Graduate Studies is responsible for monitoring receipt of official transcripts. If official transcripts are not received by the Division of Graduate Studies by the second week of the student’s first semester of attendance, a registration hold will be placed on the student’s record. The student will not be able to register or adjust their course schedule until all official transcripts have been received.

Any significant discrepancies found between student-provided unofficial transcripts and official transcripts **will be grounds for dismissal.**

3. Letters of recommendation. Most programs require three letters, although some programs require two. The letters should be completed by persons who are familiar with the applicant’s educational goals and professional and/or academic ability.
4. Proof of English proficiency. All applicants whose education has been primarily outside the United States must have objective evidence of proficiency in the English language. Exceptions may be granted for applicants who have completed their education in a primarily English speaking country/territory. Check with the [Office of Global Education](#) for a list of appropriate tests, minimum test score requirements and applicable exceptions.
5. Additional materials as required by the graduate program to which the individual is applying.

Once received, all application materials become the property of Kent State University and will not be returned. Application materials are kept for a period of one year from the date the completed online application form is submitted. After that time, materials will be destroyed. Applicants interested in admission after one year will need to reapply and submit a new application fee.