

## INDIANA UNIVERSITY SCHOOL OF EDUCATION AT IUPUI

### Request for Approval

#### Revised Graduate Admission Criteria

Discussions about the degree programs raised many questions about admission requirements. Faculty rewrote the requirements for the letters of recommendation and wrote new questions for the applicants' personal goal statements. They also added specific details about what should happen if a student is conditionally admitted or fails to maintain the required GPA for a graduate program.

In the policy document that follows, a box has been drawn around all of the additions or changes. All of these changes are in keeping with the *Bulletin*, and will be posted on the School of Education website to provide more clarity for faculty and students.

#### Graduate Admission Criteria

##### For Masters of Science in the following programs:

- *Elementary Education (including focus on Urban Education, Technology, or Early Childhood)*
- *Literacy, Culture, and Language Education (including focus on ESL or Reading)*
- *Secondary Education (including focus on Urban Education or Technology)*
- *Special Education*

#### 1. Baccalaureate degree

#### 2. Minimum GPA requirements:

- a. Masters programs

3.0/4.0 overall undergraduate or

2.5/4.0 overall undergraduate with GRE scores  
(Students under 3.0, if admitted, will be conditional.)

3.3/4.0 graduate coursework taken previously

- b. Licensure programs  
(certification)

2.50/4.0 undergraduate

3.0/4.0 graduate coursework taken previously

#### 3. Recommendation letters:

- a. Should document applicant's academic and/or professional qualifications for graduate study.
- b. Prefer letters from academic sources whenever possible.
- c. If working in a school, should include at least one letter from administrator.
- d. If applicant has been out of school for a number of years, professional references are also acceptable.
- e. Must be on official letterhead and include signature.

**4. GRE scores:**

- a. Waived if overall undergraduate GPA is 3.0 or higher.
- b. Required for all international applicants.
- c. Masters applicants should have a minimum combined verbal and quantitative score of 900 and at least 3.5 on analytical writing section.
- d. GRE scores are valid for 5 years.

**5. Personal goals statement:**

- a. Should address these questions:
  - i. What are your personal, academic, and career goals?
  - ii. How will this program help you meet your academic and career goals?
  - iii. What experiences have prepared you for this program?

**6. TOEFL for International Applicants:**

- a. All international applicants are required to meet the university minimum TOEFL score prior to admission review.
- b. We will not offer conditional admission for international applicants.

**7. Conditional Admission:**

- a. Must obtain at least a GPA of 3.3 in first 6 hours of graded graduate coursework.
- b. Satisfactory/fail courses cannot be counted in these 6 hours.
- c. If the condition is met, unconditional admission is granted.
- d. If the condition is not met, admission status may be terminated.

**8. Probation and Dismissal:**

- a. Students are expected to maintain a GPA of 3.3 (B+) or higher in their graduate coursework. Students are subject to probation if the GPA falls below 3.0.
- b. If placed on probation, a registration hold will be added to student's record.
- c. Before registering, student must meet with faculty advisor to create a documented plan to raise the GPA to at least 3.0.
- d. If the student does not meet the requirements in the period outlined in the plan, the student will be dismissed.

**Active Student Status:** Students who are admitted to a graduate degree or licensure program but fail to enroll in program course work for a period of two years are automatically terminated from the program.

**Incompletes:** As a general rule, **graduate students with 9 or more credit hours of I or R grades (excluding dissertation credits) will be disallowed further enrollment.**

**Transfer Coursework:** All course work transferred must be from an accredited college or university. **No transfer credit will be given for a course with a grade lower than B.** All transferred courses must be relevant to the student's program of studies and be approved by a program advisor. An official transcript is required for course work to be transferred. A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred. Master's degree students must complete a minimum of 27 credit hours of course work at Indiana University. Beyond this, graduate course work may be transferred from other universities.

Students must complete at least 15 credit hours on the campus awarding the degree.

When accepting transfer coursework, it must be noted on the official transcript as well as the advising form. Please give the official transcript to Dee Outlaw, Graduate Recorder, for her files and she will hold it until she processes the file for graduation. **Transfer coursework will not show up on the IUPUI transcript until the file is processed for graduation.**

**Graduation:** Students need to complete the online Intent to Graduate form at the beginning of their last semester. When Dee audits the file, she will need a completed advising form with the faculty advisor's signature in order to process the graduation.

**Link to the graduate bulletin:** [http://www.indiana.edu/~bulletin/iu/educ\\_grad/2008-2010/](http://www.indiana.edu/~bulletin/iu/educ_grad/2008-2010/)

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This policy was discussed by the Graduate Programs Committee at meetings in September and October, 2010. This document was approved by a vote of the entire membership of the Graduate Programs Committee on November 17, 2010.