

ADMISSION

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Application Process

1. Inquire about programs.
2. Apply at www.applytexas.org (<http://www.shsu.edu/admissions/apply-texas.html>) .
3. Submit supporting application materials directly to the Office of Graduate Admissions.
4. Verify receipt of materials by Graduate Admission online via MySam (<https://mysam.shsu.edu>) .
5. Wait for admission decision.

Application Materials

Application materials include—at a minimum—an application, application fee, official transcript(s), and official entrance exam scores if applicable. Additional supporting materials vary by program. For the most current and program-specific information, please visit <http://graduate-catalog-2015-2016.shsu.edu/home/degrees-offered.html> . Application materials include:

- **Application for Admission and Application Fee**
An application for your desired program must be on file with the Office of Graduate Admissions, and a non-refundable application fee (\$45) must be on file for every application that you have on file. To provide adequate time to process application materials, it is recommended that all materials be submitted by August 1 for fall admission, December 1 for spring admission, and May 15 for summer admission. International students should allow at least 60 days prior to the start of the semester. Please note that some programs have earlier submission deadlines and require an additional program-specific application and fee. Please contact the program advisor for more details.
- **Official transcript of the baccalaureate degree-granting institution showing the date of the degree conferral**
Please note that some programs may require all transcripts showing any college-level work attempted. Contact your program advisor for more details. Students applying prior to completing their baccalaureate degree should submit the most up-to-date transcript during the admissions process. A final transcript MUST be submitted upon completing the baccalaureate program. SHSU students are not required to submit an SHSU transcript for admission purposes. However, some departments may require an official SHSU transcript for assistantships and/or other considerations.
- **Official scores of the entrance exam required by the respective college and/or department**
The Graduate Record Exam (GRE) general test is required for most graduate programs. Students seeking the MBA, the MS in Accounting, or the MS in Project Management should submit the Graduate Management Aptitude Test (GMAT). Some programs do not require an entrance exam.
- **Submit other program-specific admission materials.** Some programs require additional information such as letters of recommendation, essays, and documentation of experience.

Admission Examinations

The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), and International English Language Testing System (IELTS) are given at various centers throughout the United States and in other countries.

- **Graduate Record Examination (GRE).** This test is required for admission to most programs of graduate study at Sam Houston State University. Registration for the examination may be scheduled by calling 1-800-GRE-CALL or by visiting www.gre.org (<http://www.gre.org>) . The GRE institution code for SHSU is 6643.
- **Graduate Management Admissions Test (GMAT).** This test is required for admission to graduate study in the College of Business Administration at Sam Houston State University. Registration for the test may be arranged by calling 1-800-GMAT-NOW (1-800-462-8669) or by visiting www.gmat.com (<http://www.gmat.com>) . Sam Houston State University is a testing site for the GMAT.
- **Miller Analogies Test (MAT).** This test is accepted as an admission test by some programs of study at Sam Houston State University. The MAT is administered by the Testing Center, and individuals may call for an appointment, (936) 294-1025. There is a fee for administration and scoring services.

- **Test of English as a Foreign Language (TOEFL).** The TOEFL or IELTS is required of non-native speakers of English. The TOEFL is administered several times per year, and there is a fee for administration and scoring services. For further information, contact the English Language Institute, Sam Houston State University, Box 2030, Huntsville, Texas 77341; TOEFL, P.O. Box 6155, Princeton, NJ 0845-6155; or visit www.toefl.org (<http://www.toefl.org>).
- **International English Language Testing System (IELTS).** The TOEFL or IELTS is required of non-native speakers of English. The IELTS is internationally available, and there is a fee for administration and scoring services. Registration for the exam may be scheduled by visiting www.ielts.org (<http://www.ielts.org>).

International Students

Additional Application Requirements

- Original evaluation of foreign educational credentials
- Translation of official transcripts if original is printed in a language other than English
- Proof of financial support (Please visit www.shsu.edu/admissions/international/ (<http://www.shsu.edu/admissions/international/>) for further details.)
- Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). **All** applicants for admission from non-English-speaking countries must present a score of at least 79 (internet-based), 213 (computer-based), or 550 (paper-based) on the Test of English as a Foreign Language (TOEFL) or a score of 6.5 on the International English Language Testing System (IELTS).

For additional admission requirements, international students should contact:

Office of International Programs

Sam Houston State University
Box 2150
Huntsville TX 77341-2150
(936) 294-3892
www.shsu.edu/oip (<http://www.shsu.edu/oip>)

Sam Houston State University has an English as a Second Language Program for non-English-speaking international students. Information about this program may be obtained by contacting:

English Language Institute

Sam Houston State University
Box 2030
Huntsville, Texas 77341
936.294.1028
E-mail: ESL@shsu.edu
Website: <http://www.shsu.edu/dept/international-programs/english-language-institute/>

Admission Standards

An undergraduate GPA from the baccalaureate-granting institution of 2.5 (on a 4.0 point scale) or an advanced hours GPA of at least 2.8 from courses taken at the baccalaureate degree-granting institution is the minimum GPA needed to be considered for admission at SHSU. The minimum GPA may be waived for programs utilizing a sliding scale for admission consideration incorporating both the graduating undergraduate GPA and the admission test score.

Admission to graduate studies at Sam Houston State University and any of its sponsored programs is open to qualified individuals without regard to race, color, national origin, religion, gender, disability, or age.

Admission Types

A student applying for admission to graduate studies at SHSU may be considered for six types of admission. Details of the possible admission types follow. **The final admission decision rests with the respective academic dean.**

Regular Admission

Regular admission may be granted to a degree-seeking student who meets all of the University and program-specific admission requirements. Meeting stated minimum admission requirements does not constitute automatic admission to a graduate program at Sam Houston State University. Any inquiries regarding program-specific admission requirements should be directed to the graduate adviser (access advisers at <http://www.shsu.edu/academics/degrees.html>) or the dean of the appropriate college in which the program is housed.

Conditional Admission

Conditional admission may be granted, at the discretion of the appropriate academic dean, to a degree-seeking student who has not yet submitted ALL of the required admission materials to allow an admission decision to be made but is being allowed to enroll in classes pending receipt of the missing material(s). Conditional admission is valid for **ONE SEMESTER ONLY**. A subsequent admission decision will be made upon receipt of the missing admission material. **Conditional admission does NOT guarantee regular admission upon receipt of the missing material**, regardless of the student's performance in classes taken during the one semester of conditional admission. Some programs do not grant conditional admission. At the discretion of the appropriate academic dean, a conditionally admitted student may be limited to fewer than the normal maximum semester load of 12 graduate credit hours. International students are not eligible for conditional admission.

Probationary Admission

Probationary admission may be granted, at the discretion of the appropriate academic dean, to a degree-seeking student who has submitted all of the required admission materials BUT does not qualify for regular admission. Probationary admission allows a student to enroll in courses to demonstrate ability to succeed at the graduate level. A student may complete a maximum of 12 graduate semester credit hours with probationary admission. A student with probationary status may be limited to fewer than 12 graduate credit hours by the appropriate academic dean. To petition for regular admission, a student must earn a grade of "B" or better in each course completed under probationary admission. A program may set a higher standard. The final decision rests with the appropriate academic dean. A maximum of 12 credit hours completed in probationary status may be applied to a graduate program, but the department concerned may choose not to accept some credit hours taken prior to regular admission. **Probationary admission does NOT guarantee regular admission upon completion of the requisite coursework**. International students are not eligible for probationary admission.

Preparatory Admission

Preparatory admission may be granted, at the discretion of the appropriate academic dean, to a degree-seeking student who has NOT qualified for regular admission AND needs to complete one or more prerequisite (stem) courses. A student granted preparatory admission may be limited to a specified number of credit hours and be subject to a stringent GPA requirement in the prerequisite (stem) courses. **Preparatory admission does NOT guarantee regular admission upon completion of the stem courses**, regardless of the student's performance in the preparatory (stem) courses taken. International students are not eligible for preparatory admission.

Non-Degree Admission

Non-degree admission may be granted to a student who holds a baccalaureate degree or higher from a regionally accredited institution and others recognized by THECB and does not intend to pursue a graduate degree at SHSU, but instead wishes to take courses for professional advancement, licensure, certification, or self-edification purposes. An applicant for non-degree admission must submit the following documents to the Office of Graduate Studies: the Graduate Studies Application for Admission, an application fee, and an official copy of the transcript from the school which awarded the baccalaureate degree. A non-degree student who later applies for regular admission to seek a graduate degree may apply a maximum of 12 credit hours of coursework taken in non-degree status toward a graduate program at the discretion of the appropriate academic dean. International students are not eligible for non-degree admission.

Graduate Transient Admission

Transient admission may be granted to a student who is accepted in good standing at a regionally accredited graduate school and who wishes to enroll for one semester at Sam Houston State University. An applicant requesting this status must submit the following to the Office of Graduate Admissions: the Graduate Studies Application for Admission, an application fee, and certification of graduate standing in a regionally accredited institution. Some departments may require additional information for transient admission; therefore, applicants should contact the appropriate academic department. A student admitted with this admission type who later wishes to seek a degree at Sam Houston State University must submit an application for graduate studies. A maximum of 12 credit hours taken as a graduate transient may be applied to a graduate degree program at the discretion of the appropriate academic dean.

Admission Classifications

A student admitted into a graduate or post-baccalaureate program at SHSU may be considered for three distinct classifications. Details of the possible classifications follow.

Post-Baccalaureate

Post-baccalaureate classification is assigned to a student possessing a baccalaureate degree who has not been regularly or conditionally admitted to a graduate program (master's or doctoral) at SHSU. A student who is classified as a post-baccalaureate is typically:

- taking undergraduate classes to raise an undergraduate GPA,
- seeking certification but not seeking a degree,
- taking prerequisite courses for a degree program and does not yet meet the admission requirements for the degree program, or
- taking courses for self-edification.

Master's

Master's classification is assigned to a degree-seeking student possessing a baccalaureate degree or the equivalent and who has been regularly or conditionally admitted to an approved master's degree program at SHSU. Master's classification is also granted to a degree-seeking student admitted to a doctoral program who has not yet earned the required master's degree or 30 hours toward the doctorate degree.

Doctoral

Doctoral classification is assigned to a degree-seeking student who has been regularly or conditionally admitted to an approved doctoral degree program at SHSU, and has completed a master's degree (recognized as the equivalent of one year's full-time work) toward the doctoral degree the student is seeking, or at least 30 graduate hours of work toward the proposed doctorate degree.

Subsequent Application

A new application for admission must be submitted if the student fails to attend during the semester of admission, fails to attend for one calendar year, or seeks admission into a different degree program.

For more information, please call the Office of Graduate Admission at (936) 294-1971 or visit www.shsu.edu/graduate (<http://www.shsu.edu/graduate>).

Dual Enrollment

An undergraduate student at SHSU may be enrolled in graduate coursework for graduate credit if the student

- is in the graduating semester; and
- has applied for graduation; and
- has submitted an application for graduate study for the semester following graduation; and
- meets the appropriate entrance requirements for regular admission; and
- averages at least a 3.0 GPA for the last three semesters of coursework.

The student must complete undergraduate work and obtain the baccalaureate degree during the first semester of dual enrollment. An undergraduate student may enroll in a graduate course for graduate credit only with the submission of the "Dual Enrollment Form." The form is accessed from the Office of Graduate Admissions website (<http://shsu.edu/graduate>) and is submitted to the academic department for approval and then to the Office of Graduate Admissions.

The combined undergraduate and graduate course load shall not exceed 15 semester credit hours in a fall or spring semester or 9 semester credit hours in a summer semester. Neither a graduate nor undergraduate course may simultaneously count toward a graduate and undergraduate degree.

Second Master's Degree

(Refer to Academic Policy Statement 801215 (<http://www.shsu.edu/dotAsset/14d26555-97ce-450d-9097-34a52e12d1cd.pdf>))

A student can only be enrolled, seeking one graduate degree at a time. If a student wishes to pursue more than one master's degree at Sam Houston State University, he or she must complete one degree before beginning another. A student may seek a second master's degree at Sam Houston State University, provided the field of concentration differs from the field of concentration for the first master's degree.

Upon the written recommendation of the appropriate departmental chair(s) and academic dean, the following maximum number of credit hours may be applied to the second master's degree:

Hours in Second Master's Degree Program	Maximum Semester Credit Hours Applied
30-35	6
36-44	9
45-59	12
60 or more	15

Personal Standards

The personal standards of conduct expected of students who enroll at Sam Houston State University are provided in the *Student Guidelines*. Additional standards for professional behavior are expected and assessed in some graduate programs. The University reserves the right to refuse acceptance to prospective or former students who have criminal records, including conviction of a felony, offenses involving moral turpitude, or other serious offenses.