GRADUATE ADMISSION CATEGORIES

POLICY NUMBER: RESERVED FOR FUTURE USE
POLICY TYPE: GRADUATE COUNCIL
RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR GRADUATE EDUCATION, RESEARCH, & OUTREACH
RESPONSIBLE OFFICE: OFFICE OF GRADUATE EDUCATION
EFFECTIVE DATE:FALL 2017
NEXT REVIEW DATE: FALL 2021
SUPERSEDES POLICY DATED: CLICK HERE TO ENTER A DATE.
REQUIRES LEGAL/COMPLIANCE REVIEW:

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☐YES   ☒NO

REQUIRES I.T. POLICY COUNCIL REVIEW:

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☐YES   ☒NO

REQUIRES PROFESSIONAL CONCERNS COMMITTEE REVIEW:

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☐YES   ☒NO

   REQUIRES FACULTY SENATE APPROVAL:

   (PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☒YES   ☐NO

REQUIRES HUMAN RESOURCES REVIEW:

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☐YES   ☒NO

REQUIRES BOARD OF REGENTS APPROVAL:

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM) ☐YES   ☒NO

I. POLICY STATEMENT

Describe the policy's substance, core provisions, or requirements. A policy should be clear, concise, and written in plain language.

Updating language regarding graduate admission categories to be in line with federal financial aid eligibility guidelines. Through these updates, the new language will allow for the elimination of the conditional admission category while expanding the definition of provisional admission, thus opening up more graduate students for federal loan eligibility.
New Policy Text:

Admission Categories

Full or Regular Admission

Applicants are eligible for this category if they meet all admission requirements and have submitted all required documents prior to beginning graduate study.

Provisional Admission

Students who fail to meet one or more admission requirements may be granted provisional admission for one semester to demonstrate an ability to succeed in the program by receiving acceptable grades in program coursework, meet required pre-requisites and/or submit required admission documents. Admission documents are program specific; applicants should check their individual program's specifications. The missing documents may include, but are not limited to, official transcripts, official standardized test results, or letters of recommendation.

Provisional admission is valid for one semester only during which time the necessary conditions must be met or missing documents must be submitted. Students can be dismissed from the program if the conditions are not met or newly submitted documents do not meet the appropriate admission requirements. Provisional admission may not be available in all graduate programs. Applicants should consult the graduate program director for more information.

Students who are awarded provisional admission may receive a federal loan only during the first semester. The student must be fully admitted by October 1 for fall admission, March 1 for spring admission, or July 1 for summer admission.   Students who become fully admitted by the deadline dates remain eligible for financial aid for future semesters.   In some cases students admitted provisionally will not be eligible for federal aid for even one term. Check with the Office of Financial Assistance to determine specific eligibility.

II. ENTITIES AFFECTED

Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.

Faculty, staff, graduate students, Office of Graduate Education, individual graduate programs, Office of Financial Assistance.

III. AUTHORITY

If applicable, please provide citations to any sources of authority for the policy. Examples include state or federal laws, Governing regulations, Board of Regents minutes, or an external accreditation agency.

Federal Student Aid Handbook, Jun 2016; student eligibility: 34 CFR 668.32

IV. DEFINITIONS

Define any terms within the policy that would help in the understanding or interpretation of the policy.

Student – refers only to graduate students.

This policy defines graduate admission statuses.

V. RESPONSIBILITIES

Provide the position titles, departments, or divisions that are responsible for implementing the policy. Next to each entity, enumerate the responsibilities necessary to implement and enforce the policy.

Office of Graduate Education – policy adherence upon admission to NKU for students

Office of Financial Assistance – determine aid eligibility based on admission status

VI. TRAINING

List the positions, departments, offices, or divisions responsible for implementing training. Include the entities that should receive training (e.g. Staff, Faculty, Administrators, etc.) and the frequency at which training should be delivered (at-hire, annually, bi-annually, etc.)

Training on change to graduate admission status with staff in Office of Financial Assistance, Graduate Education, Undergraduate Admission Processing Staff, ISSS, graduate program directors and coordinators.

VII. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Link any forms or instructions needed to comply or implement this policy. If links are unavailable, attach forms to this policy as examples.

Click here to enter text.

RELATED POLICIES

Link any currently existing policies related to this policy. If unable to obtain a link, simply list the names of the related policies.

Click here to enter text.

REVISION HISTORY

Indicate any revisions to this policy using the table below. Include the type of revision and the month & year the revision was approved

REVISION TYPE	MONTH/YEAR APPROVED
Revision	Est. 07/2017
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

POLICY NAME

IT POLICY COUNCIL REVIEW

CHIEF INFORMATION OFFICER

Signature	Date
Printed Name	

HUMAN RESOURCES REVIEW

SENIOR DIRECTOR, HUMAN RESOURCES

Signature	Date
Printed Name	

LEGAL & COMPLIANCE REVIEW

VICE PRESIDENT FOR LEGAL AFFAIRS/GENERAL COUNSEL OR ASSISTANT GENERAL COUNSEL

Signature	Date
Printed Name	

COMPLIANCE OFFICER

Signature	Date
Printed Name	

ACADEMIC AFFAIRS COUNCIL (AAC) REVIEW

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature	Date
Sue Ott Rowlands	

ACADEMIC & ADMISSIONS POLICY COMMITTEE (AAPC) 1ST READING

VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
CO-CHAIR, AAPC

Signature	Date
Printed Name	

VICE PRESIDENT FOR ENROLLMENT AND DEGREE MANAGEMENT
CO-CHAIR, AAPC

Signature	Date
Printed Name	

PRE-COMMENT PERIOD EXECUTIVE TEAM REVIEW

SENIOR VICE PRESIDENT, ADMINISTATION & FINANCE

Signature	Date
Printed Name	

COMMENT PERIOD

POLICY COORDINATOR

Signature	Date
Printed Name	

PROFESSIONAL CONCERNS COMMITTEE REVIEW/APPROVAL

PROVOST/EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature	Date
Printed Name	

FACULTY SENATE REVIEW

PROVOST/EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature   Date

Printed Name

GRADUATE COUNCIL APPROVAL

VICE PROVOST FOR GRADUATE EDUCATION, RESEARCH, & OUTREACH

Signature   Date

Printed Name

FINAL EXECUTIVE TEAM REVIEW

1. ACADEMIC & HYBRID POLICIES

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature   Date

Sue Ott Rowlands

2. ALL POLICIES

SENIOR VICE PRESIDENT, ADMINISTRATION & FINANCE

Signature   Date

Sue Hodges Moore

PRESIDENTIAL APPROVAL

PRESIDENT

Signature   Date

Geoffrey S. Mearns

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

☐ This policy WAS NOT forwarded to the Board of Regents.

☐ This policy WAS forwarded to the Board of Regents.

    ☐ The Board of Regents approved this policy on _____/_____/_____.

    (Attach a copy of Board of Regents meeting minutes showing approval of policy.)

☐ The Board of Regents rejected this policy on _____/_____/_____.

    (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

POLICY COORDINATOR

Signature   Date

Printed Name