

Date: July 2, 2021

To: Graduate Advisers, Graduate Coordinators, Admissions Coordinators

From: Shannon Neuse, Director, Graduate and International Admission Center
Jim Cox, Associate Dean, Graduate School

Subject: Graduate Student Conditional Admission

As we gear up for the next admissions cycle, we wanted to remind you of the university's policies—as developed by the Graduate Assembly—for admitting a student who does not meet minimum GPA requirements. The process, referred to as conditional admission, requires Graduate School approval to admit an applicant with an upper-division GPA below a 3.0 (or a B average for international GPAs not calculated on a 4-point scale).

Requests to admit students who don't meet the GPA requirement should be rare and exceptional. The Graduate School monitors the number of conditional admit requests and will seek consultation with programs frequently requesting to admit students with low GPAs.

Please note that the minimum GPA requirement applies to all applicants, including:

- Non-degree seekers
- Applicants to stackable certificate programs
- Applicants "moving" with incoming faculty

Graduate School approval is not automatic. The program will be asked to provide justification for admission when entering the decision in EASI.

Programs should refrain from using templates or form responses for justifying admission. Petitions should be specific to the student, and should address in depth the strengths of each specific applicant. The petition is the program's opportunity to highlight other areas in which the applicant demonstrates academic preparedness. Applicants should not be asked to provide their own justification.

The Graduate School will review the applicant's materials, along with the program petition, and make a final determination. The Graduate School may deny admission, so applicants should not be informed of the program's intent to admit until a formal decision is rendered.

If the Graduate School approves admission for an applicant with a low GPA, the student will be required to meet certain conditions. Examples include no grade below B, no drops, and no incompletes through the first long semester. The program is responsible for notifying the applicant of all admission conditions **before** they accept admission. Students admitted conditionally are not eligible to be graduate student academic employees or receive Graduate School fellowships.

Upon enrollment, programs should ensure conditionally admitted students are provided the resources needed to succeed. Student progress should be monitored and programs should ensure issues are identified quickly. A student who fails to meet conditions will be dismissed at the end of the conditional period. Programs should only petition for continuation under rare and unusual circumstances.