

# THE GRADUATE SCHOOL

## Admission for Graduate Students

Formal application is required of all prospective students, including graduates of NMSU who seek admission to a graduate program. Current NMSU graduate students who are seeking to add a concurrent or secondary degree program such as a graduate certificate or master's degree on route to a doctoral degree must submit a new application. A student seeking admission to graduate school at NMSU must hold a minimum of a bachelor's degree or an advanced degree from an institutional accrediting entity. The academic program of the completed degree should be equivalent to a comparable NMSU degree's requirements.

### Application materials:

- Students must submit a complete Application for Admission (<https://apply.nmsu.edu/apply/>).
- Other supplemental documents required by the academic department, may include but are not limited to, unofficial college transcripts, test scores (i.e., TOEFL, IELTS, Duolingo, GRE, GMAT), statement of purpose, writing samples, and letters of recommendation.

Students must send official transcripts and official test scores from all prior colleges or universities previously attended directly to the Graduate School, if offered tentative admission.

No student is officially admitted into a graduate program until an official letter of admission has been issued by the Graduate School. The Graduate School considers the official letter of admission valid for a one-year period. Some academic departments may require re-application if the applicant does not enroll in the semester noted in the admission letter. A formal application is required for all admissions, including current graduate students who are seeking to add a concurrent or secondary degree program such as a graduate certificate or master's degree on route to a doctoral degree.

## Categories of Graduate Students

A student seeking admission to a graduate program is assigned one of the following categories based upon previous academic performance. All graduate students must matriculate within coursework and programs of study which satisfy the campus residency requirement ([https://catalogs.nmsu.edu/grants/regulations-policies/regulations-policies\\_programsofstudytext.pdf](https://catalogs.nmsu.edu/grants/regulations-policies/regulations-policies_programsofstudytext.pdf)). **Click here** for complete regulatory information within the different programs of study:

### Doctoral Regular

To be considered for admission to a doctoral program, an applicant must have a minimum grade-point average of 3.0 on a 4.0 scale. Some doctoral degree programs also require a master's degree or its equivalent. NMSU does not admit doctoral students on a provisional basis.

### Master's Regular

An applicant whose scholastic record is satisfactory will be admitted as a regular student. The classification for a Master's Regular student includes:

1. An applicant whose grade-point average is at least 3.0 on a 4.0 scale.
2. An international applicant whose grade-point average (or its equivalent) is greater than or equal to 3.0 on a 4.0 scale, from a four-year bachelor's degree or its equivalent.

3. A continuing graduate student whose grade-point average is greater than or equal to 3.0 on a 4.0 scale.
4. A student with prior graduate work at another institution whose minimum grade-point average is 3.0 on a 4.0 scale.

### Master's Provisional

An applicant whose scholastic record does not meet the Master's Regular standards can be admitted provisionally. Students admitted as a Master's Provisional include:

1. A transferring graduate student whose cumulative grade-point average is less than a 3.0 on a 4.0 scale.
2. Students whose grade-point average the last half of undergraduate work is less than a 3.0 but has a minimum grade-point average of 2.5 on a 4.0 scale.

A student admitted provisionally must complete their first three courses, a total of 9 credits of graduate work, with a minimum grade-point average of a 3.0. A provisional student who does not meet the 3.0 grade-point average after 9 graduate credits hours is subject to dismissal.

A student admitted on a provisional basis is prohibited from working as a Graduate Teaching Assistant or Graduate Assistant-Other. However, they may work as a Graduate Research Assistant or as a grader for one semester.

### Master's Undeclared

An applicant that has not decided on a specific graduate degree program and has an undergraduate minimum grade-point average of 2.5 on a 4.0 scale may be considered for admission as an undeclared master student. International students with an F-1 visa are not eligible for undeclared master status.

## Undeclared Student Enrollment Restrictions

- Undeclared students are restricted to enrolling in a maximum of 9 graduate credit hours. To continue enrollment the student must apply and be admitted into a degree-seeking program.
- Course restrictions placed by the graduate department may constrain enrollment by an undeclared student.
- An undeclared master's student is restricted to transferring 9 graduate credit hours to a degree program.
- Undeclared students are not eligible to receive any graduate assistantship position.

Only undeclared regular status students who meet all Title IV eligibility requirements are eligible to receive federal financial aid for one consecutive 12-month period beginning the first term of enrollment. For questions about financial aid, undeclared master's students should contact Financial Aid and Scholarship Services.

## Transfers from Master's Undeclared to a Degree Program

Students transferring from an undeclared master's to a degree program must submit a new Application for Admission.

- If the student has 9 completed graduate credit hours, the cumulative minimum grade-point average must be at least 3.0 on a 4.0 scale for the application to be considered.
- If the student transferring to a degree program has fewer than 9 completed graduate credit hours their admission is based on their

undergraduate GPA (between 2.5 to 2.9 is Master's provisional and 3.0 or greater is Master's regular).

## Graduate Certificate Program Students

Graduate certificate programs are designed to develop specific skill training and enhance a student's expertise to meet employment needs locally, regionally, nationally, and globally. A graduate certificate is a focused collection of courses, consisting of 12-18 credits, in a given discipline or a set of related disciplines.

A graduate certificate is not an official graduate degree of NMSU. A student that successfully completes a certificate program at the graduate level will receive a certificate of completion statement on their official transcript and a formal certificate from the Graduate School. A student has three years to complete a graduate certificate program and must file their application to receive the graduate certificate during their final semester in order for the graduate certificate to be conferred.

The graduate certificate program is offered to both currently enrolled, degree-seeking students and students who enroll solely to obtain a certificate. Students currently enrolled in degree programs must apply separately to the graduate certificate program. Students wishing to enroll only in a graduate certificate program must meet all admissions criteria. Successful completion of a certificate program does not guarantee admission into a graduate degree program. A student enrolled in a certificate program must apply and be accepted into a graduate degree program in order to continue matriculating as a graduate student. International students cannot be admitted *only* to a graduate certificate program.

A student enrolled in a graduate certificate program cannot transfer credits from another institution towards the completion of the certificate. However, transfer credits taken in a graduate certificate program may be applied towards an NMSU graduate degree program in the same focus area. The number of transfer credits will be determined by the program's degree audit. The time limit on transfer credits is 5 years after the completion of the certificate.

Students enrolled in a graduate certificate program *only* are not eligible for any type of graduate assistantship.

## Master's Accelerated Program (MAP)

Master's Accelerated Program (MAP) provide the opportunity for academically qualified undergraduate students to begin working on a master's degree during their junior and senior years of undergraduate study. A graduate program has the discretion to use up to 12 credits of NMSU coursework (450/4500 level or higher) towards the completion of a master's degree. To be eligible for MAP, NMSU students must have a minimum GPA of 2.75 (Departments can require a higher GPA). MAP students must complete 60 credit hours of undergraduate work of which 25 credit hours must be completed at NMSU. To receive graduate credit for the 12 credit hours, students must receive a grade of B or higher. You can find more details about the MAP Policy and application process [here](#).

## Application Dates and Deadlines

Contact the graduate degree program for published application deadlines. If the graduate program does not publish a deadline, the Graduate School encourages the applicant to apply by March 15th for fall enrollment and by October 15th for spring enrollment to be considered for financial support. The Graduate School will continue to accept

applications 30 days before the first day of classes. No application materials will be returned to the applicant.

## Transcripts

An applicant is required to have one official transcript from each institution attended sent directly to the Graduate School.

If the applicant's undergraduate coursework is not complete at the time of application, they must submit an official transcript showing the completion of the course work directly after the degree has been granted.

## Standardized Tests

Certain graduate programs may require standardized test scores for admission. An applicant may be required to take one or more of the following examinations as determined by the academic department: Graduate Record Examination, the Miller Analogies Test, or the Graduate Management Admission Test.

See academic department program description for required testing.

## Readmission

An NMSU student who has been out of school for more than two consecutive academic terms is required to submit a formal application for readmission to NMSU. The application will be reviewed by the Graduate School and academic department. The application should be submitted at least 30 days before the start of the semester.

A student who has attended other institutions during their absence is required to submit official transcripts to the Graduate School before the date of registration and be eligible to return to the college or university last attended. Students' readmission status and academic standing will be determined by previous NMSU academic standing, taking into consideration their academic performance at other institutions during the applicant's absence from NMSU.

## Renewal of Application for Admission

The admission credentials for an applicant who does not register for the semester admitted are retained at the Graduate School for a period of one calendar year from the date of application. At the end of this period, credentials are discarded. A student wishing to renew their application after the one-year lapse must submit a new application.

## Denied Admission

The Graduate School or the department may deny admission if the scholastic record or prior degree program is judged inadequate. If denied admission by a specific academic department, the applicant may be eligible to seek undeclared status as described in Categories of Graduate Students. If denied by the department, the student may wish to contact the department for additional information.

Admission may be denied to an otherwise qualified applicant when the desired program lacks resources to accommodate additional enrollment.

A student who is denied admission to one program and wishes to be considered for another program must complete a new application for the second program and pay applicable fees.

Application documents are retained by the Graduate School for one calendar year.

## Non-Degree Admission

Non-degree admission is designed to meet the needs of an applicant who does not wish to pursue a degree or who has not yet completed the application process to a specific department. No more than 9 graduate credits earned in non-degree status may be transferred to a graduate degree program. Academic advising for non-degree students is obtained from the academic department. NMSU only recognizes graduate credit transfers for non-degree work from the University of New Mexico (UNM). Transfer credit is restricted to 6 credits with the approval of the appropriate department, the college dean, and the graduate dean.

A student classified as non-degree is not eligible to receive financial aid, student employment, or institutional tuition waivers; to participate in student government or intercollegiate athletics; and to receive benefits from veterans' programs.

## Visiting Student

A visiting student is a student taking graduate credit to transfer to his or her home institution. An Application for Admission to the Graduate School must be submitted 30 days before registration. The student is required to submit unofficial transcripts. The academic department admits a visiting student. Visiting students are not eligible for undeclared status or for graduate assistantships.

## Out-of-State Students and Legal Jurisdiction

By applying for admission/enrollment, both the student and parents agree that New Mexico law prevails, and all litigation will be held in New Mexico federal court or state court in Dona Ana County, New Mexico.

## Contact Information

Graduate School, MSC 3-GS  
New Mexico State University  
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<http://gradschool.nmsu.edu/>