



# FAIRMONT STATE UNIVERSITY

## *Graduate Application for Admission*

### OFFICE OF GRADUATE STUDIES

1201 Locust Avenue • Fairmont, West Virginia 26554 • (800) 641-5678, ext. 2 • (304) 367-4098 • FAX (304) 367-4959

EMAIL [gradstudies@fairmontstate.edu](mailto:gradstudies@fairmontstate.edu) • [www.fairmontstate.edu/graduatestudies](http://www.fairmontstate.edu/graduatestudies)

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***The requirements for admission to Graduate Programs at Fairmont State University are listed in the Fairmont State University Graduate Bulletin and on the Fairmont State web page. You should not apply for admission to graduate study at the University unless you meet these requirements.***

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### GENERAL APPLICATION PROCEDURES

Please follow the steps listed below in completing this application form:

1. A completed application is required of all students seeking to pursue graduate study, regardless of whether or not the student intends to complete a graduate degree at FSU.
2. A nonrefundable application fee of \$40, made payable to Fairmont State University must accompany the application.
3. Students are eligible to register for courses once they have been admitted. Applications are considered complete when this form, the application fee, and all supporting materials are on file with the Office of Graduate Studies. Please feel free to contact the Office of Graduate Studies in order to make sure that your application is complete.
4. The Office of Graduate Studies will notify students of their admission status once a decision has been made on a complete application package.

### DEADLINES

Admission to graduate study at Fairmont State University is competitive. Applications are considered according to the following schedule.

#### Summer Term (May Admission) Timeline:

- Application package should be submitted by Feb 1 for full consideration and possible early admission
- March 15 - admission decisions are made and applicants notified
- May 1 - FINAL application deadline; applications received after this date will only be considered on a course space available basis

#### Fall Term (August Admission) Timeline:

- Application package should be submitted by May 1 for full consideration and possible early admission
- June 15 - admission decisions are made and applicants notified
- August 1 - FINAL application deadline; applications received after this date will only be considered on a course space available basis

#### Spring Term (January Admission) Timeline:

- Application package should be submitted by Oct 1 for full consideration and possible early admission
- November 15 - admission decisions are made and applicants notified
- January 1 FINAL application deadline; applications received after this date will only be considered on a course space available basis

### ADMISSION REQUIREMENTS

Applicants for admission to graduate study at Fairmont State University must have earned a baccalaureate degree from a regionally accredited institution of higher education with a minimum college grade point average of 2.75 on a 4.0 scale or 3.00 on the student's last 60 semester hours of baccalaureate degree courses. Official transcripts must be sent directly from the college or university that issued the baccalaureate degree to the Fairmont State University Office of Admissions.

In addition, students must submit their scores on a graduate entrance examination within their first nine hours of graduate coursework at Fairmont State University. Scores more than five years old are not accepted. Test scores alone may not determine admission to Graduate Studies. Letters of recommendation, statements of purpose, and personal interviews may also be used to assess a student's preparedness for and probability of success in graduate school. If any of these required, the applicant will be contacted by the appropriate Program Director.

Certain graduate programs may also have additional requirements. Applicants should contact the specific Program Director directly for more information.

### READMISSION

A returning graduate student who has not taken a graduate class at FSU for two or more consecutive academic years (summers included), must submit a new application and be readmitted by the Program Director and the Office of Graduate Studies. The application must show any intervening graduate work. The Office of Graduate Studies may require official transcripts of such intervening graduate work. The applicable standards are those in effect when the student applies for readmission. Graduate course work more than seven years old may not be counted toward a graduate degree.

### TRANSFER OF GRADUATE CREDIT

With the approval of the appropriate Graduate Program Director and the Dean of Graduate Studies, a student may transfer up to twelve graduate credit hours toward a completed degree at Fairmont State University. To request a transfer of credit, complete the Transfer of Credit Form and attach it to the application.

### RESIDENCY REQUIREMENT

Candidates for a Master's Degree, in general, complete thirty six(36) credit semester hours of Fairmont State University graduate courses within the Degree Plan. The last eighteen (18) hours of graduate credit must be earned at Fairmont State University.

Directory information may be released on admitted or enrolled students as provided under the Family Educational Rights Privacy Act unless the student requests in writing that this information be withheld. Requests to withhold information should be sent to the Office of Graduate Studies at Fairmont State University with this application form.

# Graduate Application for Admission

# FAIRMONT STATE UNIVERSITY

## PERSONAL INFORMATION

Please read the instructions and guidelines before completing and submitting this application. Please type or print. You must submit a nonrefundable \$40 application fee before your application can be processed. Please enclose a check or money order made payable to Fairmont State University with this application form.

Social Security Number \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
Street or PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_  
(if different than above) Street or PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

List any former names which may appear on application documents such as transcripts: \_\_\_\_\_

All students must provide documentation to affirm residence for tuition purposes and sign an oath of residency. If you have attended school or resided outside of WV, proof of residence in addition to that presented below may be required. *Military personnel or their dependents must submit proof of military assignment in WV at each enrollment. Non-U.S. citizens must provide proof of immigration status.*

Are you a citizen of the United States?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If not, then what type of visa or immigration status do you hold? \_\_\_\_\_

Have you resided in West Virginia (other than as a college student) for the past 12 months? \_\_\_\_\_ Upon whom do you base your claim of residency?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ How long have you resided in WV? years \_\_\_\_\_ and months \_\_\_\_\_ Self \_\_\_\_\_ Parent \_\_\_\_\_ Legal Guardian \_\_\_\_\_

If claim of residency is based on person other than yourself, please provide the name and address of the person upon whom the claim is based:  
 \_\_\_\_\_  
 \_\_\_\_\_

## ADDITIONAL PERSONAL INFORMATION

ALL REPOSSES to the Additional Personal Data questions are strictly optional and will in no way affect the admission decision. Fairmont State University requests that these questions be completed to assist the University in complying with its obligations under State and Federal law to attempt to collect this data and to periodically report the statistical totals in various reports.

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnic Heritage:  
 White, non-Hispanic \_\_\_\_\_ Native American/Alaskan \_\_\_\_\_ Black, non-Hispanic \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_

## ADMISSION INFORMATION

First Time Applicant \_\_\_\_\_  
 Readmit \_\_\_\_\_  
 (Indicate semester and year of last enrollment) \_\_\_\_\_

Intended Degree Program:  
 Criminal Justice \_\_\_\_\_  
 Master of Arts in Teaching \_\_\_\_\_  
 Concentration \_\_\_\_\_  
 Master of Education \_\_\_\_\_  
 Concentration \_\_\_\_\_  
 Master of Business Administration \_\_\_\_\_  
 Master of Human Services \_\_\_\_\_  
 Non-Degree \_\_\_\_\_

Current M. Ed. Concentrations: Special Education,  
 Online Learning, Professional Studies, Leadership  
 Studies, or Reading

Do you plan to attend:  
 Full time \_\_\_\_\_ Part time \_\_\_\_\_

Do you currently hold a WV Teaching License?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Admission Tests:  
 Graduate Record Examination (GRE) \_\_\_\_\_  
 Other \_\_\_\_\_

Date taken or will take \_\_\_\_\_  
 Date taken or will take \_\_\_\_\_

Observing the appropriate DEADLINE, please indicate the term to which you are applying:  
 Fall \_\_\_\_\_ (application deadline is June 15) Spring \_\_\_\_\_ (application deadline is November 15) Summer \_\_\_\_\_ (application deadline is March 15)

How did you first learn about graduate programs at Fairmont State?  
 Friends/Current Students \_\_\_\_\_ College Professor or Advisor \_\_\_\_\_ Website \_\_\_\_\_ Alumni \_\_\_\_\_ Family \_\_\_\_\_ Other (please specify): \_\_\_\_\_

## ACADEMIC INFORMATION

**Education:** Beginning with the most recent enrollment, list in chronological order ALL institutions of higher education attended, including Fairmont State University. Include part-time, non-degree, and summer studies. Applicants educated outside of the United States must indicate all secondary and post-secondary institutions. *Please have each institution forward an official transcript to the Fairmont State University Office of Admissions at the address below. NOTES: (1) You do not need to obtain a Fairmont State transcript, one will be obtained in house. (2) If you wish to have courses considered for transfer credit, you must include a transfer of credit form with your application.*

Name of Institution: \_\_\_\_\_ Location: (City, State or Country) \_\_\_\_\_

Dates Attended (mo/yr) \_\_\_\_\_ Major Program of Study \_\_\_\_\_

Degree \_\_\_\_\_ Date Received/Expected \_\_\_\_\_ GPA \_\_\_\_\_

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Name of Institution: \_\_\_\_\_ Location: (City, State or Country) \_\_\_\_\_

Dates Attended (mo/yr) \_\_\_\_\_ Major Program of Study \_\_\_\_\_

Degree \_\_\_\_\_ Date Received/Expected \_\_\_\_\_ GPA \_\_\_\_\_

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Dates Attended (mo/yr) \_\_\_\_\_ Major Program of Study \_\_\_\_\_

Degree \_\_\_\_\_ Date Received/Expected \_\_\_\_\_ GPA \_\_\_\_\_

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Name of Institution: \_\_\_\_\_ Location: (City, State or Country) \_\_\_\_\_

Dates Attended (mo/yr) \_\_\_\_\_ Major Program of Study \_\_\_\_\_

Degree \_\_\_\_\_ Date Received/Expected \_\_\_\_\_ GPA \_\_\_\_\_

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## PROFESSIONAL INFORMATION

List your recent work experience:

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

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## CERTIFICATION

I have read and understand the application instructions, and I certify that all statements in this application are complete and accurate. I hereby give Fairmont State University permission to use this information for statistical and reporting purposes. I understand that I shall not be considered for admission to Fairmont State University graduate studies until I have submitted all credentials specified. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of admission and/or dismissal from graduate study at Fairmont State University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Mail your completed application with the \$40.00 application fee to the address below.  
Transcripts, test scores, and any other admissions material should be mailed to the same address.

OFFICE OF ADMISSIONS  
FAIRMONT STATE UNIVERSITY  
1201 LOCUST AVENUE  
FAIRMONT, WV 26554-2470

Fairmont State University and Pierpont Community & Technical College are Equal Opportunity, Affirmative Action institutions. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the institutions provide equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 222 HB, telephone 367-4247.

Fairmont State neither affiliates knowingly with nor grants recognition to an individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.