

ADMISSION PROCESS/ APPEAL PROCEDURE

Graduate Admission Requirements

1. A completed graduate application form, including a non-refundable application fee (unless waived)
1. Official transcripts from all previous U.S. colleges attended or official NACES#course-by- course evaluation of any foreign transcripts*
1. Official documentation of English Language Proficiency#(TOEFL/ IELTS), if applicable
1. While the University does not require an essay as a part of the initial application process, essays requirements may be imposed by program.

**Note: NJCU does not evaluate international transcripts. In lieu of a transcript, applicants with a non-U.S. degree need to submit a course-by-course evaluation from a NACES Accredited Member that includes U.S. bachelor's degree equivalency information for their coursework.*

***Note: A GPA of 2.75 may be considered.*

1. Applicants must demonstrate preparedness for graduate coursework by fulfilling one (1) of the following:
 1. Completion of a bachelor's degree in relevant major with minimum GPA of 3.0;#OR
 1. Submission of official GMAT scores of 560 or higher;
 1. Submission of Official GRE scores of 290 or higher;
 1. Submission of Official Miller Analogies Test score of 25th percentile or higher; OR
 1. Students who do not meet above may still be considered for admission but may be required to take gateway course or courses in the first semester, depending upon their individual program, and must attain a grade of B or better to continue on in the program; OR
1. Meet other evaluative measures defined by their department or program of study.

Test Waiver Request Policy: Should an individual program require a standardized test and minimum score; the appropriate standardized test may be waived if the candidate holds an advanced degree from an accredited institution of higher education in the United States or the evaluated equivalent of foreign academic credentials. Other test waivers may be offered.

General Admission Requirements for Certification Only Students:

1. A completed graduate application form, including a non-refundable application fee (unless waived)
1. Official transcripts from all previous U.S. colleges attended or official NACES#course-by- course evaluation of any foreign transcripts*
1. Completion of a bachelor's degree in relevant major with minimum GPA of 3.0**
1. Official documentation of English Language Proficiency#(TOEFL/ IELTS) if applicable

**Note: NJCU does not evaluate international transcripts. In lieu of a transcript, applicants with a non-U.S. degree need to submit a course-by-course evaluation from a NACES Accredited Member that includes U.S. bachelor's degree equivalency information for their coursework.*

***Note: A GPA of 2.75 may be considered.*

General Admission Requirements for Courses Only Students:

1. A completed graduate application form, including a non-refundable application fee (unless waived)
1. Official transcripts from all previous U.S. colleges attended or official NACES#course-by- course evaluation of any foreign transcripts*
1. Completion of a bachelor's degree in relevant major with minimum GPA of 3.0**
1. Official documentation of English Language Proficiency#(TOEFL/ IELTS) if applicable

**Note: NJCU does not evaluate international transcripts. In lieu of a transcript, applicants with a non-U.S. degree need to submit a course-by-course evaluation from a NACES Accredited Member that includes U.S. bachelor's degree equivalency information for their coursework.*

***Note: A GPA of 2.75 may be considered.*

Use of Artificial Intelligence (AI, GenAI) in the application process is considered unethical.

Unethical use#of GenAI in your application process would include:

1. Use of GenAI tools to outline, substantively draft, or write the content of your application essays, including copying and pasting language generated by GenAI tools.
1. Use of GenAI tools to generate prose or replace your unique voice and style as a sole author of your essays.
1. Use of GenAI tools to translate substantial portions of an essay written in another language into English.

There are several potential consequences for applicants who falsely attest that they have not used GenAI in unethical or inappropriate ways, including but not limited to:

1. Admission may be revoked if any part of the application contains falsifications, misrepresentations, or omissions. This includes falsely attesting that you have not used GenAI in unethical ways in your application.

Appeal Procedure

Applicants who are not approved for admission to graduate study at the University have the right to appeal the decision if they believe there are significant factors that may alter the decision. The appeal must be made in writing to the Department Chair/ Graduate Program Coordinator (as appropriate) which offers the program within two weeks of the notification of the decision. The letter of appeal must include strong evidence to support the basis for your appeal. The letter should consist of information beyond what was previously submitted in your admissions file and detail your ability to be successful in graduate studies. If you are admitted under non-matriculated status, your student record will be evaluated at a later date to determine eligibility for regular status. While studying under the non-matriculated status, you will only be able to register for the maximum number of credit hours allowable for non-degree-seeking students for that program, and you must maintain the GPA requirements set by your program of study to continue your studies each term. If your appeal is granted The Office of Graduate Admissions will notify you of your status.

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