Office of Admissions

The mission of the Office of Admissions is to recruit, admit, and enroll students from throughout the United States and abroad who will contribute to the overall collegiate experience. Old Dominion University is open to all qualified students regardless of race, color, religion, gender (including pregnancy), age, national origin, veteran status, disability, political affiliation, sexual orientation, or genetic information.

General Requirements for Admission

An earned baccalaureate degree from institutions of higher education accredited by accrediting agencies recognized by the U.S. Department of Education for Title IV purposes (https://www2.ed.gov/admins/finaid/accred/accreditation_pg9.html) or international equivalent. An applicant must have earned at least a 2.80 cumulative grade point average (4.00 scale) for admission to a master’s program and at least a 3.00 cumulative grade point average for admission to a doctoral program. Additional requirements are imposed by individual graduate programs. For specific program requirements, prospective students should consult the appropriate section of this catalog and contact the appropriate graduate program directors.

Students who apply before completion of undergraduate work may be admitted on the condition that the bachelor’s degree is received before the beginning of actual graduate studies. Students whose backgrounds are judged to be deficient in any specific area of study or whose undergraduate grades or test scores are below the required average may be admitted provisionally and asked to make up the deficiency by taking one or more courses at the undergraduate level. Graduate credit will not be awarded for these courses.

Standardized Tests

The Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) are normally required for admission. Test scores are considered valid for five years. Students with test scores older than five years should contact the program director for guidance.

Required by some programs, the Miller Analogies Test (MAT) is administered by appointment through the University Testing Center. Applicants should contact that office to make arrangements for taking the MAT.

Some programs require that students take the Exit Examination of Writing Proficiency, administered by the University’s Writing Center, prior to completion of nine graduate hours of study. Graduate students in additional programs must take the Graduate Writing Proficiency Examination administered and evaluated by the College of Education.

Academic Testing

The University Testing Center is part of University College and is located in the Student Success Center. Personnel from the Testing Center administer University placement tests, College-Level Examination Program (CLEP) exams, DANTES, the Miller Analogies Test (MAT), and correspondence tests, and coordinate entrance and certification test administrations. For information on testing, please see the website at http://www.odu.edu/testing-center (http://www.odu.edu/testing-center/).

Submission of Transcripts

All transcripts and academic records uploaded to the online application system are considered unofficial.

If admitted, official transcripts from all colleges or universities from which a bachelor’s degree has been earned and official transcripts of all subsequent coursework must be submitted to the Office of Graduate Admissions. Official transcripts must be sent directly to the Office of Graduate Admissions from the institution at which the student took classes. Some programs may require additional official transcripts.
Graduate students who choose to satisfy English language proficiency requirements must demonstrate the financial ability to cover all expenses related to study and living in the U.S. Funding requirements include tuition, health insurance, living and personal expenses for the first year of study, in addition to a reasonable expectation of funding for the remaining years of study. Old Dominion University issues forms I-20 (F-1) or DS-2019 (J-1) for the nine-month academic year with the submission of Old Dominion University’s Financial Affidavit of Support, along with any corresponding original, bank issued financial statements or financial sponsorship guarantees.

### English Proficiency Requirements for Non-Native Speakers of English

Admission to the University is contingent upon successful completion of English language proficiency requirements. Non-native speakers of English can provide evidence of English language proficiency through a variety of options. Admission to the English Language Center (ELC) and subsequent enrollment in non-credit English language courses at the ELC does not imply admission to the University. Further information for non-native speakers of English is available from the Office of Admissions (permanent residents and naturalized citizens) and from the Office of International Admissions (all non-immigrants).

Graduate applicants who are non-native speakers of English must provide evidence of English language proficiency through fulfillment of one of the following:

1. Submission of one of the following English proficiency test scores: TOEFL iBT of 79 (550 paper based); IELTS overall band of 6.5; PTE score of 53; GRE Verbal Reasoning of 152, a GCSE or GCE score of “O” level pass in English; CPE grade of A, B, C.
2. Possession of a Bachelor’s or Master’s degree equivalent from an accredited institution located in a country where English is the native language.
3. Successful completion of two university- or college-level English courses at a regionally accredited U.S. institution. Successful completion is defined as obtaining a minimum grade of C (2.00) in each of these courses. These courses must be equivalent to the University’s English composition course(s) (see General Education Requirements, Lower-Division Written Communication section) and any other advanced composition or technical writing course. In addition, matriculated Old Dominion University / English Language Center students must receive prior approval from the Office of International Admissions to take English composition courses at another institution for the purpose of satisfying the English Proficiency Requirement.
4. Successful completion of the Old Dominion University’s English Language Center (ELC) Monarch English Transition Program (formerly the ELC Bridge Program). Successful completion is defined as satisfying the following two criteria: a.) Securing a minimum grade of B and demonstrating 85% attendance in each English Language Center class; and b.) Securing a minimum grade point average of 3.00 in academic courses taken during the Monarch English Transition Program.

Graduate students who choose to satisfy English language proficiency requirements through the on-campus English Language Center will be placed according to the following criteria:

1. Students with a TOEFL iBT score below 61 (below 500 paper-based) are automatically eligible to enroll in the ELC’s Intensive English Program (IEP). Conditional admission to most graduate programs is available.
2. Students with a TOEFL iBT score between 61 - 78 (500 - 550 paper-based) will be placed in the graduate level Monarch English Transition Program (formerly the ELC Bridge Program), which includes one graduate academic course and semi-intensive English Language Center course work.

### Distance Learning

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#### Admission

Students who are applying for a distance learning program are encouraged to apply online and include their essay and resume. Students may request letters of recommendation within the on-line application and the recommendation letters can either be mailed or sent electronically to the Office of Admissions. Additional requirements are imposed by individual graduate programs. For specific program requirements, prospective students should consult the appropriate section of this catalog and contact the appropriate graduate program directors. All graduate applications are processed according to the University policies and procedures contained in this catalog.

### Types of Admission Status

#### Degree Seeking Applicants

**Regular**

Students who have fully met the requirements for admission to a program.

**Provisional**

An applicant who does not fully meet the requirements for admission as a regular graduate student may, at the discretion of the graduate program director, be allowed to enroll in a graduate program as a provisional graduate student. This is a temporary status, which will be changed by the graduate program director to regular status when the student has fulfilled all the terms and conditions detailed in the offer of provisional admission. The change in status will take place after the completion of at least nine and no more than 18 hours of graduate course work in the intended program. Prerequisite course credits and/or previous non-degree credits outside the intended program are not counted toward the provisional requirement. Credits earned under provisional status that meet the intended program’s requirements will be applied toward the fulfillment of degree requirements. No student with less than a 3.00 grade point average will be converted to regular admission status. A student who does not fulfill all the terms and conditions detailed in the offer of provisional admission by the completion of 18 hours will be dismissed from the intended program.

The Graduate Continuance Policy applies to all students, including provisionally admitted students.

#### Deferred Enrollment

With approval of the graduate program director, enrollment into a graduate program can be deferred for no more than one calendar year beyond the start of the original semester for which admission was offered. For example, students offered admission for fall may request to defer their enrollment to
the next fall semester. The records of students who have not enrolled after 1 calendar year will be purged and students will have to reapply for admission.

**Nondegree Seeking Applicants**

**Nondegree Entry**

Nondegree entry is available to students who do not choose to apply for admission to a degree program at the time but wish to enroll in course work at the institution. Some reasons to enter as a nondegree student are:

- Visiting student – A student who takes course work at Old Dominion University and then transfers the course credit to the home (degree-granting) institution.
- Applying for a certificate program.
- Expanding academic background or teacher certification.
- Taking courses for personal and/or academic growth.
- Missed the application deadline, but intends to apply as a degree-seeking student for a successive term.
- Taking prerequisites (undergraduate, second degree, or graduate) for a degree-seeking program.

**Nondegree Entry Procedures**

Applicants for nondegree status are required to complete the online application form on the Admissions Office web page. For the student’s convenience, official credentials may not be required at the time of registration; however, unofficial records or a personal interview may be requested for admission purposes. It is understood that all student information stated on the application is truthful. Deliberate falsification of application information will result in immediate withdrawal and a potential forfeiture of credits. Students should be familiar with policies and procedures for nondegree enrollment listed on the application form.

**Directions for Certificate Program Registration**

Please contact the department offering the certificate program for specific registration information and procedures.

**Additional Information**

All students should seek the approval of the academic department before registering for course work as a nondegree student.

Financial aid is not available for nondegree students, except those in approved teacher certification programs.

Students under suspension from another college or university are not eligible to attend as nondegree.

Academic advising is not available to nondegree students, but students are strongly encouraged to contact their academic department before registering for courses.

All students, degree and nondegree alike, must meet the continuance requirements as stated in the current Graduate Catalog. Failure to meet these requirements will subject students to probation or suspension.

**Continuing Student Admission**

Continuing applicants are students who have previously attended Old Dominion University on a degree-seeking basis and left the University, but would like to return. A student who has left the University in good academic standing is required to complete a reactivation/readmission form. If the separation from the University was longer than five years, the applicant will be required to reapply and resubmit all official transcripts and necessary credentials.