ADMISSIONS – GRADUATE

Policy Id:
AD. 004 – Admissions – Graduate

Contact:
Office of Admissions

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GRADUATE ADMISSIONS:

Graduate Admission Status
There are three categories of graduate students – matriculated, matriculated-with-conditions, and non-matriculated.

Matriculated Student
Students who have fulfilled all general and special admissions requirements are admitted as matriculated students.

Matriculated-with-Condition
Students whose undergraduate training is deficient, but who have otherwise qualified for admission can be admitted as matriculated-with-condition students. Areas of deficiencies must be removed upon completion of not more than 15 credits or graduate work.

Non-Matriculated
Students may be accepted for one semester only on a non-matriculated basis, according to space availability and program director approval. Students in this category must apply for matriculation during their first semester of attendance based on the admissions procedure set forth in this document.

Matriculated Graduate Students without Prior Graduate College Credits
All applications for graduate admission to the College’s nine graduate programs are processed by the Admissions Office. Requirements for the programs vary as do the admissions deadlines. Admissions are processed on a rolling basis.

Matriculated Graduate Students without Prior Graduate College Credits Procedure
Students must complete the Graduate Admissions Application. A non-refundable fee of $125.00 in the form of a check or money order made payable to John Jay College must accompany your application for admission. There are no application fee waivers available. Applications received without a fee will be returned immediately.

Students should assemble all documentation before submitting an application to John Jay College. Forwarding materials separately may result in processing delays. Transcripts of all graduate and undergraduate work should be kept sealed and submitted with your application. However, colleges may prefer to issue an official transcript directly to the institution. In that event, all transcripts must be mailed to the Office of Admissions. Applicants having graduated with a bachelor’s degree from John Jay College are not required to submit a transcript with their application. The Forensic Science Program admits students only for the fall semester.

Your application for admission will be processed upon receipt of the following information:

- A completed application form (Link);
- Official transcripts of undergraduate and other graduate course work representing all institutions attended;
- Three letters of recommendation from professors, supervisors personally acquainted with the applicant’s proven or potential capacity for academic achievement;
- A personal statement of approximately 300 words giving reasons for wanting to pursue graduate study;
- Student data survey;
- A non-refundable fee of $125.00 (check or money order only) made payable to John Jay College;
• Where required, an official GRE General Test, GMAT, and the LSAT score, and
• TOEFL score for students who studied in non-English speaking countries.

**Matriculated Transfer Graduate Students**

Graduate students who are currently enrolled or have enrolled at another institution can apply as transfer graduate students to the College. Graduate transfer students can apply up to 12 transfer credits for prior graduate work at accredited colleges provided the courses were completed with a grade point average of 3.000 or higher on a 4.000 scale within an appropriate time preceding the time of application. Courses taken more than seven years preceding the time of graduate application for admission will be accepted only in exceptional circumstances. All transfer credits must be approved by the appropriate graduate program director and the Dean of Graduate Studies. Credits for courses taken on permit at other colleges within CUNY will be included in the 12 credits available for transfer. Students may receive transfer credits for courses used toward a completed master’s degree. Students who completed graduate course(s) as undergraduates may receive transfer credits if these course(s) were not utilized to fulfill baccalaureate degree requirements. A request for transfer of credit should be filed during the first semester a student is in attendance in the graduate program.

**Matriculated Transfer Graduate Students Procedure**

Transfer graduate students must complete the Graduate Admissions Application and supply official transcripts from all institutions attended in the graduate level.

**Admission Application Fraud Policy**

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

**Admissions Disclaimer**

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment will be based on an individualized determination taking into account any information the College has about the crime committed by the student and the particular circumstances of the College, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the College may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the College will consult with a counselor or representative from said program.