Kutztown University Policy ACA-037

Graduate Admissions

A. Purpose

The purpose of this policy is to define graduate admission standards.

B. Scope

This policy applies to all candidates for admission to graduate studies.

C. Key words and phrases:

GMAT: Graduate Management Admission Test
GRE: Graduate Record Examination
IELTS: International English Language Testing System
ETS: Subject Area Assessment
MAT: Miller Analogies Test
PTE: Pearson Test of English, Academic
TOEFL: Test of English as a Foreign Language

D. Policy & Procedure(s)

I. Minimum requirements for acceptance into a graduate program include:

- A baccalaureate degree from an institutionally accredited institution.

- Official transcripts from each academic institution attended regardless of whether credit was earned or desired. The Dean of Graduate Studies is authorized to act with discretion and/or upon recommendation from graduate department chairs or graduate program directors when evidence is presented for other considerations (e.g., international universities and other special considerations).

- Attain an appropriate test score (GRE, GMAT, MAT, or ETS) as determined by each graduate program. Departments have the authority to waive the test score at their discretion.

- Three (3) letters of recommendation from professors or immediate supervisors mailed directly to Kutztown University. Two (2) letters of recommendation are required for

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the MBA, Arts Administration, and Music Education programs. Departments have authority to waive letters of recommendation at their discretion.

- Additional requirements for acceptance into a graduate program vary by major and may include one or more of the following items:

    Essays
    Resume
    Teacher certification
    Statement of personal and career goals and objectives
    Personal interview
    Digital video recording
    Portfolio
    Clearances

Additional minimum requirements for acceptance into a graduate program for all <u>international</u> graduate students at Kutztown University are submission of one of the following test exam scores within the last two (2) years:

    TOEFL score of 79 on the Internet-based test (IBT) or 550 on the paper-based exam

    6.5 IELTS

    PTE overall score of 53

    Transcripts evaluated by WES: course-by-course analysis

II.   For accepted conditional admission, all Kutztown University students would:

1. Meet requirements as described in I. above.

2. Meet such individual academic requirements as may be prescribed by the Dean of Graduate Studies and/or the appropriate chair or program director at the time of the admissions decision by the appropriate academic department. In the case of graduate course requirements as a stated condition of conditional admission, this is limited to a maximum of nine (9) credits. This status may be extended by the Dean of Graduate Studies if special conditions warrant or upon recommendation by a department chair or graduate program director (e.g., in order to accommodate a two-semester course sequence). Students who are offered conditional admission are required to submit all remaining admissions materials within the first two (2) semesters of enrollment.

3. International students who need an F1 or J1 visa are not eligible for conditional admission.

III.   For accepted "Professional Credits"/"College Prep" admission, all students would:

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1. Complete application prior to the start of the semester.

2. Provide evidence of holding a bachelor's degree (follow Section I guidelines).

Note: An unlimited number of courses may be taken by a student in the Professional Credits category. However, if after taking courses for Professional Credits, a student decides to apply to a Master's program, only nine (9) credits may be applied to the student's degree at the discretion of the department.

E. Effective Date

1993
Fall 2016

F. Approved By

Graduate Council – July 10, 1992
University Senate – September 17, 1992
Endorsed by University Senate – March 3, 2016
Approved by University President – March 23, 2016

G. Last Reviewed

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