Policy ACA-037

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:

IELTS: International English Language Testing System
PTE: Pearson Test of English, Academic
TOEFL: Test of English as a Foreign Language
Duolingo: Duolingo English Test

D. Policy & Procedure(s)

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

- A baccalaureate degree from a regionally 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).

- Two (2) to three (3) letters of recommendation from professors or immediate supervisors or names and contact information of up to five (5) recommenders submitted directly through the application to Kutztown University. Departments have authority to waive letters of recommendation at their discretion.

- Additional requirements for acceptance into a graduate program vary by program 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

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> Portfolio
> Clearances
> Letter of support from school Principal

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)
>
> 6.5 IELTS
>
> PTE overall score of 53
>
> Duolingo score of 110
>
> Transcripts evaluated by any NACES.org partner: 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).

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 and supply all official transcripts from all institutions attended.

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
Spring 2025

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
Approved by Graduate Council – February 8, 2024
Approved by Academic Standards and Policies Committee – September 25, 2024
University Senate – November 7, 2024
University President – December 7, 2024

G. Last Reviewed

August, 2009
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