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:

None

D. Policy & Procedure(s)

I. Minimum criteria for acceptance into graduate studies, not a full admission into an academic department, is that all Kutztown University graduate students would:

- Provide evidence of holding a baccalaureate degree from an accredited institution of higher learning, with the Dean of Graduate Studies 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, or Praxis) as determined by each graduate program.

- Provide graduate admissions with official transcripts.

- Provide graduate admissions with a minimum of three (3) letters of recommendation from professors or immediate supervisors mailed directly to Kutztown University. Two (2) letters of recommendation are required for the MBA program. Additional requirements for acceptance into graduate studies, not a full admission into a program or academic department, 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

Additional minimum requirements for acceptance into graduate studies, not a full admission into a program or academic department, for all international graduate students at KU are submission of one of the following test exam scores:

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

II. For accepted conditional admission all KU students would:

1. Meet requirements as described in I.
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 semester of enrollment.

III. For Accepted "Professional Studies" all students would:

1. Meet deadlines appropriate to this category.
2. Provide evidence of holding a bachelor’s degree.

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 credits may be applied to the student’s degree at the discretion of the department.

Policy 1994-107

E. Effective Date

1993

F. Approved By

Graduate Council - July 10, 1992
University Senate - September 17, 1992

G. Last Review

August, 2009
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