DEGREE PROGRAM ADMISSIONS

Student Responsibility

It is the responsibility of the applicant to recognize and observe all program admissions policies and procedures.

Admission Requirements for Degree Students

1. An earned baccalaureate degree is required for admission into a master’s program. A baccalaureate and master's degree, if applicable, are required for admission to a doctoral program. All degrees must be awarded from a college or university that is regionally accredited in the United States or the equivalent from a foreign college or university prior to enrollment. A minimum 2.80 undergraduate GPA (on a 4.0 scale) is required. Please note that some programs may have higher GPA minimum requirements. Doctoral program GPA requirements are set by each program. Provisional acceptance may be possible, but is not guaranteed, under some circumstances for applicants who do not meet minimum requirements.

2. Applicants must submit scores from the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) if these are required for admission to the program in which the student wishes to enroll. Students applying to a program with any of the above requirements who have an earned, recognized, post-baccalaureate degree from an accredited college or university may have this requirement waived. A student with an earned graduate-level certificate from West Chester University (see policy concerning certificates) applying to a graduate program, may have the standardized test waived at the recommendation of the graduate coordinator.

3. The department offering the desired degree program must recommend acceptance. Before such recommendation is given, an interview with a faculty member may be required. The applicant also must meet any other additional requirements established for the degree program, including grade point averages that exceed the minimum graduate admission requirements.

4. The Dean of Graduate Studies must give official acceptance. Only written notice from the dean constitutes approval of admission, not correspondence with a department or an individual faculty member.

5. Space must be available in the program.

6. Requirements to resolve academic deficiencies are to be met prior to registering for graduate courses. Individual departments may have more rigorous requirements.

At the graduate level, West Chester University performs an individualized and holistic review of all applications for admission to the University. Graduate admission decisions are rendered using multiple criteria that include an evaluation of all college transcripts, letters of reference submitted independently by an evaluator, an applicant’s goal statement, and if required by the program, standardized test scores, and other similar program-specific requirements. Individuals who have questions about their admissibility are encouraged to contact the Office of Graduate Studies (gradstudy@wcupa.edu) or the appropriate graduate coordinator.

An applicant who has academic deficiencies may be granted provisional admission. The departmental graduate coordinator will specify course work which must be taken to remove such deficiencies and which might not be credited to degree requirements including, if necessary, undergraduate prerequisites. Admission to degree study does not constitute admission to degree candidacy. After a student has satisfactorily fulfilled certain course requirements specified in the degree program and has completed 12 to 15 semester hours of work, the student must apply for admission to degree candidacy.

The Application Procedure

Students who have earned or will successfully complete a bachelor’s or master’s degree prior to enrollment from an accredited college or university in the United States or the equivalent from another country are eligible to apply for admission to a graduate program.

Electronic applications are available on the Office of Graduate Studies website. Students must submit the completed application and supporting documentation, including the following:

1. One official copy of academic records (transcripts) from every college and university attended (except West Chester University).

2. Two professional recommendations (Please note: some programs may require additional recommendation letters or customized forms formatted by the department.)

3. A written statement of professional goals. Language candidates (French, German, and Spanish) must write the statement in the program language. (Please note that some programs have specific requirements regarding the personal statement. Specific program requirements will be listed as part of the application instructions.

4. Several programs require a recognized test of scholastic aptitude, e.g., Graduate Record Examination (General and/or Advanced), and/or the Graduate Management Admissions Test (GMAT). Upon the student's request, test scores are sent by the originating source, Educational Testing Service (ETS), PO Box 6004, Princeton, NJ. 08541, directly to West Chester University.

5. Additional requirements may include the following:
   • An audition (music applicants only)
   • Resume
   • Any supplemental information (e.g., forms, writing samples required by department)
   • A personal interview

6. Applicants should consult with the graduate coordinator of the primary interest area to assure compliance with admission requirements for a particular degree program.

The applicant is responsible for assuring that the Office of Graduate Studies receives all necessary materials by the recommended application deadlines.

All application materials become the property of West Chester University and may not be returned or forwarded to another institution.

Application Deadline

Most of the graduate programs allow for rolling admissions. However, some programs do have specific deadlines. Please refer to the department website for more information.

Some programs have established different recommended application deadlines. Please see application information under individual programs listed in this catalog.

The application and all supporting credentials should be submitted by the deadline. Late applications will be accepted; however, admission will be on a space-available basis for applicants who meet all other admission requirements. Applicants who have missed the deadline should consult with the graduate coordinator for that program to receive advice regarding the possibility of enrolling as a non-degree student for a maximum of nine credits while awaiting action on their application.

Students interested in receiving a graduate assistantship should indicate their interest in the area designated on the electronic admissions application.

Notification of Admission

All applications are reviewed by both the appropriate department or program and the Dean of Graduate Studies. Applicants will be notified of acceptance or rejection of their applications. If accepted, students must follow all program advising and scheduling policies and
Accepted students should meet immediately with their advisors to outline a program of study.

**Matriculation Deposit**

All newly accepted students are required to pay a $100 matriculation deposit as proof of intention to enroll. The PsyD program requires a $400 matriculation deposit. This is a nonrefundable tuition deposit that will be credited to the student’s account upon enrollment. The Office of Graduate Studies reserves the right to cancel a student’s admission if he/she fails to submit a deposit prior to enrollment.