

DEGREE PROGRAM ADMISSIONS

Student Responsibility

It is the responsibility of the applicant to 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 (<http://catalog.wcupa.edu/general-information/admissions-enrollment/graduate-admissions/certificate-admissions/>)), 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 The Graduate School 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 ensure applicants have the requisite academic and/or professional preparation 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 includes 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 regarding admissions criteria are encouraged to contact The Graduate School (gradschool@wcupa.edu) or the appropriate graduate coordinator.

Provisional admission may be offered, but is not guaranteed, when admissions requirements are not met. The departmental graduate coordinator will specify course work which must be taken to ensure that applicants have adequate academic and/or professional preparation. This course work, including undergraduate prerequisites, may not be credited to graduate degree requirements.

Admission to degree study does not constitute admission to degree candidacy. After a student has satisfactorily fulfilled course requirements

specified in certain degree programs 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 Graduate School (<http://www.wcupa.edu/grad/>) 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 sent directly to West Chester University by the person writing the letter. (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 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 The Graduate School 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. 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 may 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 Graduate School. Applicants will be notified of acceptance or rejection of their applications. If accepted, students must follow all program advising and scheduling policies and procedures.

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 and the Physical Assistant program requires a \$1,000 matriculation deposit. This is a nonrefundable tuition deposit that will be credited to the student's account upon enrollment. The Graduate School reserves the right to cancel a student's admission if they fail to submit a deposit prior to specified deposit deadline.