



# California University of Pennsylvania

## Graduate School POLICY: Admission Decisions to the Graduate School

### A. Purpose & Scope

To describe the graduate school admission decision categories and international applicant processes

### B. Definition(s)

### C. Policy

#### Decision Categories

The following admission categories, which are for any applicant to any graduate program, are granted by the Office of Graduate Admissions in consultation with the graduate program coordinator, where applicable.

Regular Admission: For applicants who meet or exceed all admission standards for the programs as listed in the graduate catalog.

Conditional Admission: For applicants who meet all admission standards but are required to demonstrate the ability to be successful in a graduate program. The admission letter will specify the conditions. Provisional

Admission: For applicants who have provided unofficial documentation of test scores, pre-requisite courses, or transcripts or lack letter(s) or recommendation. This policy also applies to undergraduate students who apply for graduate admission pending bachelor degree completion. Upon receipt of all official documents, a student will be changed from Provisional Admission to either Regular Admission or Conditional Admission. Provisional Admission students may take classes for one term but will not be eligible for Federal Financial Aid.

Denied Admission: For applicants who do not meet one or all admission standards or did not rank high enough to be included in the incoming class or waitlist.

Wait Listed: For applicants who meet the criteria of Regular Admission or Conditional Admission, but did not rank high enough to be included in the initial pool of accepted candidates. If space becomes available, the offer of admission may be extended to the next qualified candidate on the wait list.

Non-Degree Admission: For graduate applicants who will not be pursuing a degree, certificate or certification- only program. Non-degree admitted students are limited to earning 12 credits as non-degree seeking before having to apply as a degree-seeking student.

### D. Advanced Tuition Deposit

All students accepting an offer of admission into the Communication Disorders program or any Doctoral program are expected to pay an advanced tuition deposit of \$100.00

Additionally, all international applicants are required to pay the \$100 deposit. The advanced tuition deposit is non-refundable and will be applied toward the student's tuition. Advanced tuition deposits may be deferred for the following reasons:

- Military and Veterans
- Documented financial hardship
- Approval from the Dean of Admissions

Admitted domestic students in all other Graduate School programs are not required to pay an advanced tuition deposit. However, the student is required to accept an offer of admission and confirm his/her intended term start via the University's online admissions application portal.

#### **Deferred Start (Term Change)**

Students may defer their start no more than twice. Students requesting a deferred start for the third time will be required to reapply to the university and repay the Advanced Tuition Deposit.

#### **Admission for International Applicants**

For international applicants, transcripts in English are accepted. For non-English transcripts, an evaluation by an acceptable service agency, such as WES or Silney, must be submitted. For international applicants whose primary method of instruction was not English, TOEFL, IELTS, or ITEP test scores that exceed the university or program minimums must be submitted.

Agency transcript evaluations and language test scores may be waived if the primary language of instruction is English and on a 4.0 scale. Upon receipt of an official English transcript not on a 4.0 scale, admissions will calculate equivalency.

#### **D. Procedure(s)**

Individuals who are interested in applying for admission to the School of Graduate Studies and Research at California University of Pennsylvania should review the requirements for admission of the program of interest in the graduate catalog.

Application for admission may be made on the California University of Pennsylvania website.

All graduate students who are interested in securing financial aid of any type must adhere to policies relevant to the above graduate admissions categories. Review the Financial Aid Office website.

All graduate students must adhere to the Federal Satisfactory Academic Progress policy, which can be found on the Tuition & Financial Aid section of the website.

- E. Effective Date:** 2018-2019 Graduate Catalog  
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