

# ADMISSIONS PROCEDURES

Policies apply to all graduate students; on campus, at extended campus locations, and online.

## Admission to Graduate and Professional Studies

All graduate programs offered by Concordia University are administered by the specific academic departments under the general supervision of the Provost.

Students interested in enrolling in graduate and professional studies are encouraged to contact the Graduate Admission Office at 262.243.4300 for information on admission requirements and the process; or additionally information may be found online at the Concordia websites, [www.cuw.edu](http://www.cuw.edu) or [www.cuaa.edu](http://www.cuaa.edu).

## Admission Requirements - Professional Programs

Admission requirements are specific to professional programs including:

- Athletic Training
- Nursing
- Occupational Therapy
- Pharmacy
- Physician Assistant Studies
- Physical Therapy
- Speech Language Pathology

Admission requirements and admission process information is located on individual program pages of this catalog.

## Admission Requirements - Graduate Programs

General requirements for admission to Graduate Studies are:

- Minimum undergraduate GPA of 3.00 for full acceptance.
- Bachelor's degree from a regionally accredited institution.

In addition to these general admission requirements, each program may have other requirements. See individual program pages for additional requirements.

## The Admission Process - Graduate Programs

1. Application (Please Submit the Following):
  - Application form available at: [www.cuw.edu/apply](http://www.cuw.edu/apply) or [www.cuaa.edu/apply](http://www.cuaa.edu/apply).
  - One page essay describing your reason for obtaining a graduate degree.
  - Resumé of your education and employment experience.
  - Two professional recommendations.
  - All official transcripts leading to your bachelor's degree.
  - English: Students without demonstrated experience in an English medium academic or professional setting must present a minimum TOEFL score of 79 on the internet based test, an overall band score of 6.5 on the IELTS, an overall 61 on the PTE or an overall 100 on Duolingo for regular acceptance. Students may still be considered for conditional admission without providing an English test result.

Please note:

- Graduate entrance exams such as the GRE are not required
- If you have completed graduate level classes in the last seven years and wish to have them evaluated for possible transfer, please submit official transcripts.

1. Evaluation- When an applicant's file is complete, the file is forwarded to the Admission Committee. The Admission Committee will make one of three decisions:
  - The student is fully admitted to the program with no conditions
  - The student is admitted conditionally and continuation in the program is contingent upon meeting certain conditions that are stipulated in the acceptance correspondence.
  - The student is denied admission to Graduate Studies. A letter is sent to the applicant, giving the decision of the Admission Committee.\*

*\*If an applicant is denied and is eligible to appeal, they must write a letter to the program director stating their intentions and reasons for appealing the decision.*

## Application Deadlines

If there are application deadlines, they are specified on the individual program pages.

## Transfer Credit Policy

A student may be allowed credit for work completed at the graduate level prior to enrolling at Concordia University Wisconsin/Ann Arbor (CUWAA). In some cases, an articulation agreement may govern the transfer of credits. In the absence of an articulation agreement, the following requirements are established.

- College level courses taken at CUWAA, no matter the format, are considered 'residency' courses. Some pre-identified continuing education unit (CEU) credits taken through CUWAA Continuing Education Studies may be used for transfer credit. CEU credits cannot be used to fulfill residency requirements.
- Students must earn a minimum of 15 credits at CUWAA to be awarded a master's degree and a minimum of 30 credits at CUWAA for a doctoral degree.
- If there is no specified program policy, the university allows for transfer of up to 50% of the overall credit requirements for a degree program and up to 25% of the overall credits for a certificate program, provided credits are from another regionally accredited university.

### Before awarding transfer credits:

- The student must provide official transcripts documenting completion of graduate-level coursework and the grade(s) obtained for this work.
- Courses older than seven years will not be transferred unless an exception is granted by the program director and/or Dean.
- The number of graduate credits for a course taken at another institution must be equal to or greater than the number of credits for a comparable course at CUWAA (i.e. a two-credit course will not transfer in for a three-credit course).
- If there is no specified program policy, each course grade must meet the CUWAA graduate admission standard of a 3.0 (B) or better. Courses in which the student received lower than a 3.0 (B) will not be considered for transfer.

### Additional Information:

- Transfer credits are not used in calculating a student's grade point average (GPA).
- Students are required to be 'in residence' (i.e. complete at least one course) at CUWAA during the semester of graduation. It is recommended that students meet with their academic advisor or program director prior to the final semester to review their degree evaluation and make plans for completion of all remaining program requirements.
- Specific program policies related to maximum transfer credits, currency of coursework, or minimum grade requirements will be listed in the program's section of the catalog or in the department's handbook.

In case of special extenuating circumstances, the Provost's Office may approve exceptions to this policy.

### **Credit Sharing Between Concordia Programs**

A student completing multiple programs at CUWAA may be permitted to have shared credits count for both programs.

- An Undergraduate and Graduate Program: If graduate-level courses were approved to be taken as part of a student's undergraduate degree, up to 15 credits may be used toward the completion of a master's degree.
- Two Masters Programs: If there is no specified program policy, a student may share up to 15 credits between two master's programs. A minimum of 15 unique, non-overlapping credits is required in each program to award a degree.
- A Masters and Doctoral Program: If there is no specified program policy, a student may have up to 15 credits of doctoral work count toward a master's program. A minimum of 15 unique, non-overlapping credits at the master's level, and 30 unique, non-overlapping credits at the doctoral level, is required to award each degree.
- If there is no specified program policy, grades for graduate-level shared credits must meet the CUWAA admission standard of a 3.0 (B) or better to count for both programs.

### **Internal Transfer to Another Graduate Program**

If a student wishes to move from one program to another (e.g. from Education to Church Music), he or she must submit a new online application and at minimum a new essay explaining the reasons for the change. Program directors may request additional documents as well.

All admission procedures for the new program must be followed. Even though a student has been admitted to one graduate program, he or she is not guaranteed admission to or transfer to another graduate program.

### **Conditional Admission**

Conditional admission at the graduate level is defined as admission to the university for students who do not meet the graduate admission standards (refer to the program of interest). Upon review of a student's academic record, the Assistant Vice President of Admission, with the approval of the Admissions Committee, may grant applicants conditional admission to Concordia University.

Conditional admission requires the student to achieve good academic standing (GPA of a 3.0 or higher) within the first semester of enrollment. Students who are conditionally admitted may be required to fulfill stipulations specific to their program (students without demonstrated experience in an English medium academic or professional setting must present specific test scores to meet full admission criteria). Students who earn a semester GPA of 3.0 or higher within their first semester of

enrollment are removed from conditional admissions status. Failure to fulfill stipulations of the program and/or failure to maintain good academic standing during enrollment as a graduate student (GPA of 3.0 or higher) in the first semester will result in probationary status (see the Probation and Dismissal Policy).