

Graduate Admission

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Admission Requirements

The School of Graduate Studies requirements for admission to a graduate degree program are as follows:

1. A bachelor's degree (or, for most doctoral programs, a master's degree) that will be completed *before* the student matriculates in the degree program.
2. A 3.0 or higher grade point average on the student's last 60 semester or 90 quarter credits.
3. A score or scores at or above the 40th percentile on the appropriate admissions test.
4. Satisfactory letters of recommendation.

Requirements *in addition* to those listed above may apply, as determined by the department into which the student desires to matriculate.

Application Procedures

Apply online at: <http://www.usu.edu/graduateschool/apply/>

Before the student's application will be considered complete and ready for review by the School of Graduate Studies, the following items must be received by the Graduate School:

1. A completed online **application** accompanied by the nonrefundable **\$55 application fee**, which is required for both international and domestic students.
2. An **official transcript from each previously attended college and/or university** (except USU), which must be sent directly from each institution to the USU School of Graduate Studies. Transcripts must be submitted for **all** coursework above the high-school level and **all** prior degrees. Transcripts accumulated on one record are not acceptable. Transcripts not in English must be accompanied by a notarized translation. Transcripts submitted as application credentials become the property of the School of Graduate Studies and will not be copied for or returned to the applicant. A bachelor's degree from an accredited college or university with a minimum 3.0 GPA for the last 90 quarter or 60 semester credits earned, is required.
3. **Score(s) on the appropriate admissions test(s)** sent directly to the School of Graduate Studies by the testing agency. Most departments require Graduate Record Examination (GRE) scores; however, the General Management Test (GMAT) or the Miller Analogy Test is acceptable for some master's degree programs. (For further details, see the *Admissions Tests* information shown on this page.)

4. **Three letters of recommendation**, each of which must address the applicant's potential for success in the proposed graduate degree program. If the applicant has been enrolled in school during the last five years, *at least two* of the letters must come from persons who are familiar with, and can make an authoritative assessment of, the applicant's recent academic progress and success. **Recommender names and e-mail addresses are required on the online application.** Once a prospective student has completed the online application with the fee paid, the School of Graduate Studies will notify the applicant's recommenders to send their letters electronically.

Application Processing

While many departments have specific application deadlines, other departments admit students throughout the year. The time it takes to process an application is primarily dependent on the speed with which the School of Graduate Studies receives letters of recommendation, transcripts, and test scores. For most students, this process may take six to eight weeks. Applicants should plan accordingly.

As soon as an application is complete, a recommendation is made by the appropriate department to the graduate dean, who must approve all admissions. **No notification of acceptance or rejection other than that from the graduate dean is official.**

Summer Semester Admission

The summer semester consists of two one-week preessions for workshops and short special programs, an eight-week semester of regular coursework, and a postsession of one week for workshops and seminars. Nonresident students pay *only* resident tuition for summer semester credits. All summer semester students are eligible to register the following fall semester. For information regarding deadlines, students should contact the department to which they plan to apply.

Admissions Tests

An admission test is required of all applicants. Scores at or above the 40th percentile are required by the School of Graduate Studies. Departments may set higher criteria. Most applicants must take the Graduate Record Examination (GRE) general test (minimum of 40th percentile on the verbal and quantitative tests). At this time, the School of Graduate Studies *does not require* the Analytical Writing Score. However, since some departments may require the Analytical Writing Score, students should abide by the requirements of the department to which they are applying. Some departments will accept the Miller Analogies Test (MAT) for master's degree applications. Applicants to the Master of Business Administration, the MS in Management Information Systems, and Master of Accounting programs are required to take the Graduate Management Admission Test (GMAT). Registration forms for the GRE and the GMAT are available at the School of Graduate Studies. Applicants should request that their test report be sent directly to the School of Graduate Studies. The official test report must be received before an application is considered complete.

Concurrent Degrees

If a student wishes to be considered for two degree programs, an application should be submitted for the first degree program. If admission is granted, the student may then apply for a second degree program after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program. This application process applies to both separate and concurrent degree programs (see *Concurrent Degrees*, pages 119-120).

Bachelor's Degree Requirement

A bachelor's degree from an accredited U.S. college or university or a similarly recognized international university is required for admission to a graduate program. Three-year bachelor's degrees from accredited or similarly recognized institutions are accepted with the endorsement of the academic department in which the student wishes to study.

International Applicants

International applicants from non-English-speaking countries must demonstrate competency in the English language. A minimum score on the Test of English as a Foreign Language (TOEFL) of 550 (paper based), 213 (computer based), or 79 (Internet based), or the equivalent score of 6.0 on the International English Language Testing System (IELTS) satisfies this requirement. Both tests are valid for only two years. If an international applicant has a degree from a university in an English-speaking country, the TOEFL is not required.

An applicant who is admitted with a TOEFL (or IELTS) score below the required minimum, and who has not obtained a degree in an English-speaking country, must take the English Language Placement Test given by the Intensive English Language Institute (IELI) at USU. The test must be taken before a student is allowed to register. The results of the exam are used to place students into one of three categories: (1) full-time study of English in the Intensive English Language Institute; (2) a combination of English-language study and academic study, if approved by the IELI director, the student's advisor, and the graduate dean; or (3) full-time academic studies. Students placed in the Intensive English Program must remain in the program until the required English proficiency is attained. Those in category (1) are not allowed to register for non-IELI classes.

International students must also submit an I-20 application form and a financial guarantee. Because of immigration regulations, international students cannot be admitted to provisional matriculation.

Program Continuity

A fee of \$20 is charged if a student begins a graduate program before or after the semester for which he or she was accepted. If a graduate student's attendance is postponed for more than one semester, the department or the School of Graduate Studies may require the student to reapply for admission.

Transfer and Nonmatriculated Credits

Provided USU residency requirements (see specific credit requirements under each degree) will be met, a student's supervisory committee may recommend transfer of graduate credits earned at another accredited institution, including credits with earned *P* grades. The credits must *not* have been used for another degree. Only 12 semester credits may be transferred into a graduate program at USU. Credits with *P* grades may be transferred *only* with committee approval. Transfer credits *cannot replace* required residency credits. Transfer credits are subject to approval of the supervisory committee and the dean of the School of Graduate Studies. Credits more than eight years old may not be acceptable (see *Time Limit* section, page 112). Transfer credits will be shown on official USU transcripts upon completion of the degree. These stipulations apply to nonmatriculated credits.

No more than 12 credits taken at USU or another institution *prior to matriculation at USU* may be used in a program of study.

Residency Requirement

At least 24 semester credits for a master's degree must be from a supervisory committee- and SGS-approved Program of Study from Utah State University. Furthermore, any allowed transfer credits cannot replace required residency credit.

For the PhD, a minimum of 33 USU credits from an approved Program of Study is required. At least three semesters, two of which must be consecutive, of full-time registration in residency at USU are required.

For the EdD, a minimum of 39 USU semester credits from an approved program of study is required. At least three semesters must be full-time registration in residence at USU; none of the semesters need to be consecutive, but two full-time semesters must be taken on campus prior to dissertation credit. Some departments also have language requirements.