

# GRADUATE SCHOOL ADMISSION POLICIES

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Admission to graduate studies does not constitute admission to a particular graduate program. Admission to a particular degree program must be approved by the program director/coordinator upon review of the student's credentials.

## Graduate Status

### Regular Status

Regular status will be given to degree-seeking students who meet all of the published requirements of their selected graduate program department. The requirements include:

- A baccalaureate degree from an institution accredited by the regional accreditation agency (or equivalent). Admission to an approved joint degree (3+2) program at CSU Pueblo does not require a baccalaureate.
- The minimum undergraduate GPA established for all programs is 3.000.
- Submission of satisfactory scores from a standardized admissions test if required by the program department. International students whose native language is not English must also meet the English language proficiency standard set forth in the *Graduate Admissions Policies and Procedures* section.
- A completed admissions file.
- Any additional requirements for the selected program, including completion of leveling courses to correct undergraduate deficiencies. Programs may specify conditions which may include higher grade-point averages, required scores on entrance examinations, or undergraduate major or course requirements. Programs may also limit admissions based on capacity.

### Conditional Status

The University provides a conditional status for students who have not satisfied the minimum undergraduate grade-point average, or the minimum required test score(s), or who have other deficiencies in their preparation.

The Director of Admissions on recommendation of the program director/coordinator will admit the student under conditional status if the student's grade-point average is at least 2.500, but not high enough for regular admission; or if the student has not met a condition specified by the program department. Such special action may be taken if there are positive indicators of graduate success, e.g., high GRE or GMAT scores, solid upper-division academic performance, or outstanding professional achievement.

The program director/coordinator will notify the student of the specific conditions for moving to regular graduate status. Conditions of admission to regular status can include additional course work beyond the degree requirements; specified scores on standardized admissions tests; or other conditions required by the program director/coordinator. A written statement of the conditions and a plan for meeting them will be prepared by the program director/coordinator and filed with the Director of Admissions. The program director will provide a copy of the plan to the student.

If the conditions are met, the program director will notify the Director of Admissions and the student that the student has achieved regular degree-seeking status. If not successful, the student will be notified by the Director of Admissions that conditional status has been terminated and the student has been dismissed from the program. Students on conditional status may count toward the degree a maximum of 12 hours of graduate course work taken in the degree program.

### Non-Degree Seeking Students

A student who desires to take graduate-level courses (500+) for personal enrichment, for job advancement, or for transfer to another institution, may do so through either the Non-Degree Status option or through the Guest (for credit) option.

### Non-Degree Status

Students seeking non-degree status must complete a full graduate admission application. Non-degree status students are limited to enrolling in a total of twelve graduate hours unless approval is given by the Graduate Studies Board. The approval of the appropriate program director is required to enroll in graduate coursework that is part of the curriculum for a graduate program.

A maximum of twelve graduate hours (27 graduate hours for students in the School of Education) of CSU Pueblo credit earned as a non-degree seeking student may subsequently be applied toward a master's degree if approved by the degree-granting program.

### Guest (For Credit) Student Status

Guest (for credit) student status is reserved for applicants who wish to enroll in courses without seeking a degree and who meet the following criteria. Applicants who wish to register as a guest (for credit) student must be Colorado residents and are required to complete a short application with the Office of Admissions each term that they wish to enroll. Guest (for credit) students are NOT REQUIRED to submit official transcripts, test scores or an application fee; however, guest (for credit) students must obtain approval from the relevant graduate program director/coordinator and the instructor. Tuition and fees are based on the number of credits for which they register and students are INELIGIBLE to receive financial aid. The maximum limit on credit taken as a graduate guest (for credit) student before they need to apply for regular admission is 12 credits.

## Western Regional Graduate Program

CSU Pueblo participates in the Western Regional Graduate Program (<https://wiche.edu/wrgp/>), allowing graduate students from select states (<https://wiche.edu/states/>) to receive a discounted tuition rate equal to the in-state rate. Qualifying students must be residents of a WICHE state (<https://wiche.edu/states/>) for tuition purposes. No additional application is required.

## Same Degree/Same Program Policy Eligibility

In certain instances, applicants may wish to seek a second master's degree in the same program for which they already hold a master's degree in order to fulfill new career, professional, or specialization requirements. These applicants may seek a second master's degree for the same discipline if they:

1. Meet the University admission requirements; and
2. Meet the master's program admission requirements (individual master's programs may elect not to consider applicants who already hold a master's degree in the same discipline; applicants should consult with the graduate program coordinator of the prospective master's program).

## Requirements

The second master's degree must be based on:

1. A different option from the first master's degree (or in a different area of specialization in the case of a master's program without differentiated options); and
2. A curriculum distinct from the first master's degree containing a minimum of 30 semester hours of coursework different from those taken to earn the first master's degree, and
3. At least seventy percent of the coursework must be completed in residence and include a culminating experience.

## Graduate Fresh Start

Graduate students who discontinue one graduate program with a cumulative grade point average below 3.000 and are fully admitted to a different graduate program (not a different emphasis) are eligible to apply for a graduate fresh start. Students who take advantage of Graduate Fresh Start will not have grade point averages carried forward in the new graduate program. Courses previously completed with an earned grade of B or higher may count toward graduation only upon approval by the program director.