



# Admission Requirements for Degree-, Licensure-, or Certificate-Seeking Graduate Students

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## SECTION I. PURPOSE

This policy specifies the admission requirements for degree-, licensure- or certificate-seeking graduate students at the University of St. Thomas.

## SECTION II. SCOPE AND APPLICABILITY

This policy governs all graduate programs offered in any school or college at St. Thomas. Its terms will apply in the absence of a more stringent policy at the school or college level. If a school or college does not maintain a more stringent policy for a graduate program, or if the school or college policy has omissions or gaps in terms that are covered by this policy, this policy will govern.

## SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. **Credit-bearing course** means a course that (i) is offered by St. Thomas for academic credit, (ii) is required as an accompaniment to a course offered by St. Thomas for academic credit (e.g., a laboratory section), or (iii) bears no academic credit but is required or counted by St. Thomas as part of a credit-bearing program, in each case regardless of the mode of course delivery.
- b. **Degree-, licensure- or certificate -seeking student** means a student who has been admitted by St. Thomas to enroll in credit-bearing courses with the intention of obtaining a degree, licensure, or certificate.
- c. **Transcript** means documentation of a student's permanent academic record at an institution, including all courses taken, all grades received, all honors received, and all degrees conferred.

## SECTION IV. ADMISSION REQUIREMENTS

### A. Minimum Degree

In order to be admitted as a degree-, licensure-, or certificate-seeking student in a graduate program, applicants must meet minimum degree requirements. St. Thomas will accept as the minimum degree credential a baccalaureate or higher degree from a United States institution that is accredited by one of the institutional (formerly "regional") accrediting organizations (e.g., Higher Learning Commission). If applicants have degrees solely from institutions outside the United States, St. Thomas will accept those degrees as the minimum degree credential if the applicant complies with applicable policies on international admissions which are established by and housed in each school or college at St. Thomas.

In exceptional circumstances, the dean may petition the executive vice president and provost for a waiver of this requirement. Copies of approved waivers are to be retained as part of the student's admissions file and must be on file prior to the student taking any academic course work.

**B. Official Transcript**

For every applicant admitted to a graduate program as a degree- or licensure-seeking student, an official transcript is required from each domestic and international degree-granting institution attended. Transcripts that record only PSEO credits, non-credit course and/or Study Abroad credits are not required.

For every applicant admitted to a graduate program as a certificate-seeking student (r) 1. 2011-2012 (a) 3a

- b. of a transcript for an institution that has coursework transferred to another institution from which we have an official transcript. Note, however, that if the applicant expects to apply for financial aid, the transcript(s) will be required.
- c. for evaluated transcripts, official transcripts or transcripts based on categories of applicants such as H1-B visa, permanent residents, alumni or current students at partner institutions.
- d. of an official transcript if an applicant is admitted with a waiver under Section IV.A of this policy.

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