

Graduate Admissions

Admissions Guidelines

(formerly in Policy 2004-02 *Admission to the University*, 6/28/2023)

Admission to a graduate program may be granted to those with U.S. equivalent bachelor or advanced degrees from regionally accredited institutions, or the international equivalent recognition, and whose credentials indicate the ability to successfully pursue graduate work. Some programs extend a limited number of offers of admission and only accept applications for specified terms of entry. Undergraduate degrees or their U.S. equivalent in the field from which students select their graduate work may be required. For specific program application requirements and terms of entry, consult the appropriate graduate application instructions and the Graduate Admissions website. Deans of the Colleges or Schools and program directors reserve the right to ask for additional documentation as warranted to make an informed decision.

The grade point average (GPA) for admission consideration into a graduate program or graduate certificate is based on cumulative coursework associated with the most recently completed bachelor's or graduate degree. If there was no earned graduate degree and/or if the cumulative GPA from the most recent bachelor's degree falls below the program minimum (usually a 3.00) but above a 2.25, the GPA from the last 90 quarter/60 semester credits earned at the graduate or undergraduate level may be substituted for admission purposes only. To be recognized, coursework must be completed at a regionally accredited institution (see Policy 79-01 *Unaccredited and Newly Accredited Colleges and Non-Traditional Programs*).

Applicants earning degrees from institutions that do not issue traditional grades may be required to submit the Graduate Management Admissions Test (GMAT), Graduate Records Exam (GRE) or other specified exams or materials as requested by the faculty program directors.

International Applicants

For applicants with non-US education, see *General International Graduate Admissions* below.

Graduate Transfer Credit

(formerly in *Transfer Credit Policy 77-01*, 6/27/23)

Regionally accredited colleges and universities in the United States which have been approved by regional accrediting associations are considered to have academic standards of sufficient quality to allow acceptance of their courses as transferable equivalents to Seattle University. Credits from all other U.S. schools are not accepted (see Policy 79-01 *Unaccredited and Newly Accredited Colleges and Non-Traditional Programs*). International school transfer credit evaluations are conducted in accordance with nationally established norms. Only course content and credit are accepted in transfer. The associated grades do not become a part of the Seattle University record.

Students admitted while still attending another institution must submit a final, official record to Graduate Admissions by the tenth day of the student's first term of enrollment. Admission is provisional and contingent upon successful completion of coursework in progress.

Enrollment at a Second Institution

Regularly matriculated Seattle University graduate students who wish to or are advised to attend another institution during a quarter when they are also enrolled at Seattle University either full- or part-time are required to obtain the written approval of their academic advisor and their dean in advance of registration at the second institution per the procedures outlined in Policy 75-6 *Dual Enrollment at Two Institutions*.

Petition required

Post-baccalaureate and graduate credits are used in admission evaluations but are not transferred until a request for consideration of the transfer credit is filed on a Petition for Exception to Policy form and approved by the student's Dean and department chair.

Transfer Credit Limit

A maximum of 10 credits toward the master's degree may be transferred from another institution if these are recent credits earned with a grade of A or B (3.00 minimum on a 4.0 US grading system scale) and approved by the department or Dean of that school/college. A maximum of 15 credits of post-master's graduate study may be transferred toward a doctoral program. Each course must have been taken for graduate credit, and the student must have had graduate standing at the time the course was taken. Exceptions to the ten-credit master's limit are fully explained in Policy 99-3 *Master of Business Administration Jesuit Institution Multilateral Agreement*.

Six-year Limit

All requirements for the master's and doctoral degree, including courses for which the candidate applies for transfer of credit, must be completed within six years after the graduate

degree coursework has begun. Once the six-year limit has been exceeded, additional courses will be required to replace the older credit.

Extension Courses

Graduate-level credit for extension courses is not normally allowed in graduate programs. Any exceptions are at the discretion of the Dean of the school to which the applicant is applying.

Correspondence Courses

Credits earned through correspondence are not accepted toward a graduate degree under any circumstances.

Readmission Requirements

(formerly in Policy 76-10 *Readmission Requirements*, 10/12/2015)

Graduate and non-matriculated students admitted through the Graduate Admissions Office will continue to receive registration materials and be able to register for two consecutive quarters (excluding summer or if absent in accordance with Policy 2014-01 *Student Leave-of-Absence*) after the last quarter of registration. After the census date in the second quarter of consecutive non-attendance, students will be withdrawn and will not receive registration materials or qualify to register for the subsequent quarter. Students wishing to return to the same academic program will need to apply for readmission. All students absent from the university for more than two consecutive quarters will be held to degree requirements and policies in effect at the time of reenrollment. A readmitted student may not earn a degree that is no longer active.

Applicants will be responsible for clearing all financial and administrative holds before registration is permitted. Readmitted students must still complete their graduate degree within 6 years of when the program of study originally began. If completion of the program is not possible within the 6-year period, an exception must be filed to be granted an extension.

Applying for Readmission

Graduate students who have been absent from Seattle University for more than two consecutive quarters (excluding summer or if absent in accordance with Policy 2014-01 *Student Leave-of-Absence*) must complete a readmission application and have official transcripts of any interim academic work sent to the Graduate Admissions Office, meeting the individual program's application deadline. Students seeking readmission are subject to review by Dean of the Colleges or Schools and/or program directors.

If the student has attended another institution during the interim period, the student is required to submit the transcripts from this institution as part of their application. All

cumulative grade point averages must meet program minimum requirements for admission (See paragraph two above).

If a student is seeking admission to a different Seattle University graduate program, their application is processed as a new admission to that program. Seattle University transcripts are considered part of the application if courses were taken as part of a previous program. Students may be asked to present additional documentation upon request of the new program.

International Student Readmission

Federal regulations stipulate that students on F-1 visas be enrolled as full-time students (6 credits for graduate students) and be making satisfactory academic progress toward a degree. Therefore, applicants who have not met this requirement and/or attended another institution with less than full-time enrollment (other than their approved vacation quarter) may not be eligible for readmission.

If a student/former student is no longer eligible to hold a US student visa, the student/former student is not eligible for readmission to Seattle University.

For readmission, in addition to required academic documents, international students must have on file an adequate financial statement dated within the last 6 months of their current application date. This document is to be no more than one year old at the time of enrollment. In some cases, a deposit of tuition may be required in addition to an acceptable financial statement.

If an international graduate student was originally required to provide sufficient English proficiency testing to be admitted but has not enrolled in Seattle University for eight consecutive quarters, a new English proficiency test may be required for readmission.

An international student who formally transfers to another institution by obtaining a new I-20 from the other school must apply for readmission when returning to Seattle University. This requirement is unrelated to the length of absence from Seattle University.

All international students on F-1 or J-1 visas are subject to the governmental regulations of their visa category and are expected to follow those regulations regarding full-time enrollment, enrollment in online classes, and vacation quarters. The International Student and Scholar Center (ISSC) will oversee compliance with F-1 and J-1 visa regulations.

General International Graduate Admissions

(formerly in Policy 76-06 *Admission International Students*, 9/29/14)

International applicants must meet the general admission requirements of Seattle University. Official academic records are required from all postsecondary institutions attended. Each college or university attended must be listed on the application for admission. Students for whom English is a second language must demonstrate English proficiency as noted in the English Proficiency Admission Policy 2008-01.

Demonstration of Bachelor's Degree or Equivalent

To be considered for graduate admission, applicants must have the equivalent of a four-year US bachelor's degree or satisfy the requirements for a three-year degree as referenced in Policy 2004-04 *Three-Year Baccalaureate Degree*. Each institution attended must be listed on the application for admission. Official transcripts from all institutions contributing toward prior degree(s) will be required for the credential evaluation in accordance with Policy 97-06. Official *Transcripts*. Proof of degree conferral will be required if the degree is not posted on the official academic record. Required postsecondary transcripts differ by level, see Policy 2004-04 *Admission 3 Year Baccalaureate Degree*. Graduate applicants must submit official transcripts for all coursework that contributed to bachelor's degree as well as any postbaccalaureate coursework.

All required official documents must be in the original language; when the language is not English, documents must be accompanied by a certified English translation. Individual exceptions may be granted by the Dean of Graduate Students or their designee. Seattle University maintains the right to require that certified copies of official academic records be issued directly by the granting institution as deemed necessary.

Seattle University international evaluators will assess degree comparability and institutional recognition, determine a US-equivalent grade point average for each institution attended, and ensure authenticity of academic records in accordance with industry standards and best practices. Evaluation reports from selected NACES- or AICE-accredited evaluation agencies can also be accepted in lieu of an SU evaluation. Students must minimally have earned the equivalent of the stated GPA minimum for their program of interest.

Demonstration of English Proficiency

Students for whom English is a second language must demonstrate English proficiency in compliance with Policy 2008-01 *English Proficiency Admission Policy*.

Because of curriculum design, some graduate programs cannot accommodate English Language and Culture Bridge (ELCB) students; such admitted students must complete ELCB prior to starting their graduate studies or attain sufficient scores for regular admission.

International Students Applying for Graduate Study

International applicants submit the Graduate Application for Admission to apply for any graduate degree program accompanied by any additional materials required by the specific graduate program. Follow the application deadline for the program of study or the international application deadline, whichever is earlier.

Applicants must demonstrate receipt of the equivalent of a four-year baccalaureate degree or satisfy the requirements for a three-year degree as referenced in Policy 2004-04 *Three Year Baccalaureate Degree*, as determined by the official evaluation of academic credentials, to be eligible for consideration. Students must minimally have earned the equivalent of the stated GPA minimum for their program of interest. A copy of the degree diploma will be required if the degree is not posted on the official transcript, record of examination results, or mark sheets.

Applicants requiring student visas to study in the United States must submit an affidavit of financial responsibility for the first year's expenses demonstrated in U.S. dollar equivalencies. International students not seeking an F-1 visa will not need to provide this documentation

International students on a student visa cannot be admitted on probation. While provisional admission is possible, I-20 documentation may not be issued until certain conditions of the admission have been met.

International Students Applying as Non-matriculating Students

International students cannot apply for non-matriculating status unless attending Seattle University during the session designated by their university as a vacation term. Seattle University immigration documents will not be issued to non-matriculating students.

International students can attend as non-matriculating student with the approval of the host university who issued the student's visa.