

# Admissions Requirements and Procedures

Colorado State University's graduate admissions program is designed to foster excellence in scholarship and promote diversity within the student population while assuring equal opportunity to all applicants.

The ultimate criterion for admission is applicant potential for attaining an advanced degree at Colorado State. However, the resources of the University are limited and not all applicants who possess this potential can be admitted. Thus, selection is made taking into account a range of factors: past academic performance as indicated by transcripts of formal collegiate work, degrees completed, standardized examination scores (for example, the Graduate Record Examination or Graduate Management Admission Test), geographic residence, leadership qualities, recommendations from qualified references, economic status, ethnic origin, and racial background.

Colorado State does not set quotas for people possessing particular ethnic, gender, or racial characteristics. However, the vitality of the University and the quality of the educational experience to be enjoyed by all students depend in part on the existence of a diverse student population. Thus, Colorado State actively seeks applicants from many backgrounds and with diverse characteristics. The institution is committed to a truly heterogeneous University community.

## APPLICATION: AMERICAN CITIZENS

Applications may be made on-line by accessing the following website: [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu)

The on-line application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic departments. In addition to the on-line application, a \$50 non-refundable application fee must be electronically submitted.

The following must be sent directly to the department in which the applicant plans to study (see Directory of Departmental and Program Contact Persons for proper address).

1. Two official transcripts of all collegiate work completed. (Colorado State University transcripts are not required.)
2. Three letters of recommendation must be sent to the academic department to which you are applying. There is no standardized format unless specified by your department.
3. Any other information that individual departments may require of applicants to particular programs. Applicants are advised to contact the departments regarding additional application materials such as the GRE or GMAT.

General deadlines for the receipt of complete applications are as follows: Fall Semester, April 1; Spring Semester, September 1; Summer Term, January 1. Please submit the on-line application and all supporting documents by the appropriate date. **Note that individual departments may have earlier deadlines for certain programs.** Please consult appropriate sections of this *Bulletin* or a department contact person. Applications completed later than these published deadlines may be considered depending on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester or term. Except for Track III Admissions, applications cannot be accepted more than fifteen months in advance of the term in which study is to begin.

Students who wish to be considered for fellowships, assistantships, or other forms of merit- or competency-based financial support may be **subject to earlier deadlines.** See "Application for Financial Support."

The application fee is not refundable even if the application is withdrawn or admission denied, nor is it applied to tuition and fees if the applicant subsequently enrolls. The non-refundable application fee is \$50 and must be received by the Office of Admissions. Your application will not be processed until the fee is received (you may pay on-line after submitting the application or by mail).

Except for Track III Admissions, only persons with bachelor's degrees from colleges or universities accredited by one of the major regional accrediting agencies are eligible to apply. Degrees from schools which do not possess overall, institutional accreditation or which have only specialized accreditation cannot be accepted.

An undergraduate grade point average of 3.0 (A = 4.0) is required by University regulation for admission.

The various departments may have requirements in addition to or more stringent than those of the University. Higher undergraduate grade point averages may be required, specific GRE minimum scores may be specified, or GRE advanced tests may be required, for example. Once again, applicants are strongly urged to contact the department in which they intend to study.

The University may waive its 3.0 minimum undergraduate grade point average requirement under unusual circumstances or if the applicant is applying through Track II Admissions (see below). Applicants must present strong countervailing evidence that successful completion of a degree program is likely. Examples of the kinds of evidence that might be considered are high scores on the GRE aptitude test, high scores on the GRE advanced test, excellent letters of recommendation, relevant professional experience, and other indicators of exceptional motivation and performance. A positive recommendation by the department is required in such cases. Some departments may waive their specific requirements under similarly unusual and compelling circumstances. However, they are not required to do so and many cannot due to space and resource considerations.

Meeting the minimum University or department standards does not entitle an applicant to admission. Meeting such standards only insures consideration of the application. Since the University cannot accommodate all who meet the minimum standards, it reserves the right to select individuals for admission on the basis of merit in such a way as to promote the best interests of the University and the society as a whole and to maximize the potential for individual accomplishment.

Persons not seeking advanced degrees may be recommended for admission as nondegree students if space permits and if they meet the academic admission requirements. Advanced course work, research experience, teacher recertification, and specialized training are among the objectives of students requesting admission in this category.

Students who have not been admitted to graduate study but who take courses on some other basis have no assurance that such courses will be acceptable in a degree program. Credits taken prior to admission to Graduate School may be allowed, but acceptance of any courses in a graduate degree program is at the discretion of the student's graduate committee and the Graduate School and will not be calculated in the student's GPA.

Courses taken by Colorado State *undergraduates* may, under certain circumstances, be subsequently credited toward graduate degrees at Colorado State. *Undergraduates* who enroll in 500-level courses which are not applied toward the bachelor's degree may request that an exclusion statement be placed on their academic records. Students

cannot exclude any courses below the 500 level under this policy unless the students are Track III Admission students and the courses have received prior approval for graduate credit. *Courses at the 600 level are automatically excluded from use for an undergraduate degree. With the exception of Track III Admission students, no more than nine excluded semester hours may be credited toward a graduate degree.*

A written request for exclusion must be filed with the Degree and Transfer Evaluation Section of the Records Office, Enrollment Services, Room 100, Administration Annex, no later than the end of the schedule change period of the term in which the excluded course is taken, or for Track III Admission students, excluded courses must appear on the formal program of study (GS form 6) filed during the first semester after Graduate School admission.

Permission to exclude courses from the bachelor's degree does not assure acceptance of this credit toward a graduate degree program. Both departmental and Graduate School approval are required at the time of filing the formal program of study.

Those with bachelor's or advanced degrees who desire to complete requirements for certification as teacher, administrator, counselor, reading specialist or vocational certification must contact the School of Education. Individuals seeking professional certification in other areas must contact the departments concerned.

The submission of any false information or fraudulent documents in connection with the application process is grounds for rejection of the application or dismissal from the Graduate School regardless of the nature of other credentials.

### Track II Admissions

Track II admissions are available only to individuals who have at least five years of appropriate professional experience following the award of a baccalaureate degree and whose undergraduate GPA is below 3.0.

The on-line application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic departments. In addition to the on-line application and the \$50 non-refundable application fee that must be submitted, the following must be sent directly to the department in which the student plans to study (refer to the addresses in the Directory for Department and Program Contact Persons).

1. Two official transcripts of all collegiate work completed. (Colorado State University transcripts are not required.)
2. Three letters of recommendation written by individuals in at least two of the following categories:
  - a. Applicant's previous or current college/university instructors.
  - b. Applicant's previous or current, immediate professional supervisors.
  - c. Observers, other than supervisors, who can verify the specific impact of the applicant's professional or intellectual expertise. Letters from friends, relatives, or character witnesses will be considered only supplemental to the three required references.
3. A written "statement of purpose" that contains:
  - a. A summary of long-term professional or personal goals.
  - b. A statement regarding the applicant's educational goals.
  - c. A statement indicating how this learning will contribute to the applicant's long-term goals.
  - d. A list of factors that led the applicant to consider Colorado State for graduate study.

4. A completed resume that contains the following:
  - a. Record of all collegiate work, including names of institutions, periods of attendance, and degrees earned.
  - b. Record of all professional employment including dates of service (including military).
  - c. List of any special skills or competencies (including certifications or licensures).
  - d. List of publications, exhibitions, prizes, awards, or other recognitions.
  - e. List of service activities (including community and charitable).

### Track III Admissions

Undergraduates enrolled in a bachelor's degree program at Colorado State University and who have completed at least 75 credits of course work toward their degrees, including 15 credits in upper division courses required by their major, with a cumulative GPA of 3.0 or above, may apply for admission to a combined bachelor's/master's degree program. Such programs have been established to encourage students with strong scholarly and/or research interests to begin their graduate programs during their junior year and to provide flexibility in the scheduling and completion of upper division undergraduate requirements along with the graduate course requirements for the master's degree. The graduate degree will be awarded only after, or concurrently with, the award of a Baccalaureate. In addition to the on-line application and the \$50 application fee, students applying for admission to combined bachelor's/master's programs must send the following materials directly to the department in which they plan to study for the master's degree:

1. Three letters of recommendation written by individuals in each of the following categories:
  - a. Applicant's undergraduate adviser.
  - b. Applicant's instructor in at least one course within his/her major who is not his/her adviser.
  - c. Applicant's instructor in a course outside of his/her major field of study.
2. A written "statement of purpose" that contains:
  - a. A summary of long-term professional or personal goals.
  - b. A statement regarding the applicant's educational goals.
  - c. A statement indicating how participating in the combined degree program will contribute to the applicant's long-term goals.
3. A completed resume that contains the following:
  - a. Record of all professional employment including dates of service (including military).
  - b. List of any special skills or competencies (including certifications or licensures).
  - c. List of publications, exhibitions, prizes, awards, or other recognitions.
  - d. List of service activities (including community and charitable).

### Plan C

Applicants to Plan C master's programs should consult department requirements for submission of standardized test scores.

## APPLICATION: INTERNATIONAL STUDENTS

Application procedures are similar to those for American students. Refer to American Citizens application information for on-line World Wide Web instructions.

The following materials must be sent to the Admissions Office, Spruce Hall, Colorado State University, Fort Collins, CO 80523-1062 USA.

1. A \$50 application fee that may be submitted with the on-line application.
2. An official transcript of all collegiate work completed along with a certified translation into English.
3. Certified proof of financial support along with the GS Form 3F.
4. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Track III Admissions are not required to take either the TOEFL or the IELTS exam.
5. A statement of purpose.
6. Three letters of recommendation.

Departmental requirements for additional materials such as standardized tests (e.g. GRE or GMAT) are the same as for U.S. students. Regulations regarding deadlines and application fees are likewise the same as for U.S. students.

Information on application deadlines and application fees is contained in the American Citizens section.

The U.S. Bureau of Citizenship and Immigration Services requires the University to have proof of financial support (Item 3 above) before immigration documentation can be issued. Immigration documentation is needed to obtain a visa. All international students and their accompanying dependents are required to maintain adequate health insurance during their stay at the University.

Only persons with degrees equivalent to U.S. bachelor's degrees are qualified to apply for admission except for Track III applicants described above. Further, it is a University regulation that international applicants should be among the top students in their classes.

Colorado State University requires that proficiency in English language be demonstrated either by the TOEFL or IELTS tests prior to admissions. The minimum TOEFL score for admission without condition is 213 (computer-based), 550 (paper-based), or 80 (internet-based). The minimum IELTS score for admission without condition is 6.0. Official scores, taken within two years prior to admission, must be submitted directly from the testing agency. Conditional admission is possible for students with TOEFL scores between 133 and 212 (computer-based) or IELTS scores between 4.0 and 6.0 with the provision that they must achieve adequate proficiency in English (TOEFL score of 213 or IELTS of 6.0) before registering for courses or that they satisfactorily complete the University's Intensive English Program. Approval of both the department and the Vice Provost for Graduate Studies is necessary for such conditional admission.

Generally, however, applicants should achieve satisfactory TOEFL or IELTS scores before arriving on the Colorado State campus.

Students are exempted from the TOEFL or IELTS requirement if the official language of their country is English or if they have recently earned a degree at an American university.

The individual departments may have requirements or standards in addition to or more stringent than those of the University. **Students must contact the department in which they intend to study for additional information.** Consult the Department Head or Program Contact Persons for the proper addresses.

The paragraphs in the preceding section on American citizens on academic requirements, how students are selected for admission, nondegree study, previous undergraduate work at Colorado State, certification, and the consequences of presenting any materials that are not genuine, also apply to international students.

## APPLICATION DEADLINE DATES FOR GRADUATE SCHOOL AND FINANCIAL SUPPORT

TERM	Applying to Graduate School only	Applying to Graduate School and financial support
Fall	April 1	February 15
Spring	September 1	July 15
Summer	January 1	November 15

### PERSONAL IDENTIFIER/SOCIAL SECURITY NUMBER

The personal identifier for all CSU students is the CSUID. The CSUID is a nine-digit unique numeric identifier that begins with the digit 8 and is assigned by the ARIES student information system. The social security number (SSN) is no longer used at CSU as a personal identifier.

All students are requested to submit a social security number (SSN) at the time of admission or before initial enrollment at the University. The social security number is maintained as a secure data element in the student information system and is not accessible as directory information or to unauthorized persons. International students are encouraged to file for a social security number although they are not eligible for social security benefits. Students' disclosure of the social security number is required for financial aid purposes, employment, and state and federal reports required by law.

The social security number is released to agencies or individuals outside the University only at the request of the student or in accordance with federal and state requirements in regard to financial aid awards; Internal Revenue Service for student employee salary reporting and 1098T/1098E reporting; and State Controller's debt collection procedure. The University has strict policies protecting and prohibiting the use of SSN and uses every reasonable effort to hide and protect SSN.

### READMISSION

If there is an interruption in successive semester-to-semester on-campus resident instruction registration, enrollment will lapse and you will need to reapply. File GS Form 1B to apply for readmission at least two months prior to the term that you plan to return. A check or money order for \$150.00 must accompany the GS Form 1B.

Please note that registration through Continuing Education, Guest Registration, Alternate Site, or an off-campus instruction mode (including Distance Degree) does not constitute readmission.

The GS Form 1B is available on-line by accessing [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu)

## STUDENTS OF VETERINARY MEDICINE

A student in the College of Veterinary Medicine and Biomedical Sciences who holds a bachelor's degree and who meets the requirements for admission to the Graduate School may pursue work concurrently toward the degrees of doctor of veterinary medicine and master of science if approved in advance by the Dean of the College of Veterinary Medicine and Biomedical Sciences and the Vice Provost for Graduate Studies. Credits applied on one degree may not be used in meeting requirements for the other. See the Professional Veterinary Medical section of this Bulletin.