

# Admission

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## Admission to Graduate Study

California Lutheran University seeks graduate students who possess qualities of intellect and character which will enable them to benefit from and contribute to a rigorous program of advanced studies. Each applicant is judged on individual merit without regard for race, creed, color, age, sex, gender, sexual orientation, national origin, religion, disability, medical condition, marital status, or veteran status. An otherwise qualified individual will not be excluded from admission solely by reason of differing physical ability.

California Lutheran University maintains a Graduate Admission Office staffed with admission counselors who are available to assist students with graduate admission planning. Prospective graduate students, including those seeking advanced credentials in education, should contact the Graduate Admission Office at (805) 493-3325 or (888) CLU-GRAD for an admission packet and enrollment information or go to [www.callutheran.edu/admission/graduate](http://www.callutheran.edu/admission/graduate).

The decision to admit a student to graduate study is made by the appropriate program director and the graduate admission committee. All persons seeking admission to graduate study will meet with an admission counselor and/or an adviser in the proposed major before a final admission decision is made.

Note: Admission decisions are based on the overall consideration of each application. The elective choices, academic major and relative difficulty of undergraduate work are considered.

## Regular Graduate Standing Admission Requirements

Applicants are admitted to regular graduate standing when the following requirements are met:

1. The applicant has completed the bachelor's (or higher) degree at a regionally accredited college or university. Normally, a minimum grade point average of 3.0 (on a 4.0 scale) is required.
2. The applicant has an acceptable score on the Graduate Record Examination or Graduate Management Admission Test, when required.
3. The applicant has completed all prerequisite courses required for the program in which the advanced degree is sought, and has completed all specific departmental or program admission requirements.
4. The applicant's completed admission portfolio has been reviewed and the applicant has been recommended for acceptance by the program adviser and/or the graduate admission committee.

## Provisional Acceptance

1. With the approval of an adviser during the interview/advisement process, an applicant may be permitted to enroll in graduate level courses on a provisional basis before all file materials have been received. The candidate must submit an application and application fee along with transcript information prior to enrollment. Students who are eligible for provisional admission must complete all the requirements for admission to regular graduate standing during the first semester of enrollment or upon the completion of six credits. Students will not be permitted to enroll for subsequent semesters if all admission requirements have not been completed.
2. Applicants that have not completed a bachelor's degree but have no more than 12 units remaining for degree completion may be provisionally admitted for one semester. A grade point of 3.0 must be earned in the bachelor's degree program.
3. Students who are provisionally admitted are not eligible for financial aid until they have been placed on regular standing.
4. Students may be admitted for graduate study on a conditional basis subject to special conditions which are determined by the program director. Students who successfully complete the special requirements will be placed on regular standing. Students not meeting these conditions will not be permitted to continue in the program.

## Provisional Acceptance - 4 + 1 Program

CLU Undergraduates that have not yet completed a bachelor's degree and are in the final year and have no more than 24-30 credits remaining toward the degree may be provisionally admitted. Students may complete a maximum of three courses or nine credits as graduate credit in provisional admission status. A cumulative grade point average of 3.0 must be earned in the bachelor's degree program. This policy applies to graduate courses taken as graduate credit only.

Students must enroll in a full-time course load of undergraduate course work while in provisional admission status. Traditional undergraduates are allowed to take graduate course work in the Fall and Spring semesters only.

## Special Status Admission Requirements

Special Status standing is intended for those students who wish to enroll in graduate level courses but are not seeking a CLU graduate degree or credential. For example, Special Status is available for students who wish to take courses for transfer to another institution. Students applying for Special Status should meet with an admission counselor and academic adviser and submit the following materials to the Graduate Admission Office:

1. Application for admission
2. Paper application fee of \$50 or online application fee of \$25
3. Official transcript verifying bachelor's degree (or higher) with an acceptable GPA

If a person who has been admitted to Special Status later decides to apply for Regular Graduate Standing, all admission requirements as described under regular graduate standing must be met. No more than 12 credits may be taken under Special Status and later applied to the master's degree. Grades lower than 'B' cannot be applied to the degree.

## Doctorate in Clinical Psychology Admission Requirements

PLEASE REFER TO THE DOCTORATE IN PSYCHOLOGY PAGE.

### General Application Procedures

International applicants should also refer to "Admission Procedures for International Applicants" (below) which describes additional requirements for applicants who are not citizens or permanent residents of the United States.

1. Application for Admission to Graduate Study  
Applicants must complete an application for admission and submit the nonrefundable \$50 application fee (or \$25 fee for online applications).
2. Transcripts  
An official transcript from the college or university granting the applicant's bachelor's degree is required. Official transcripts reflecting records of any graduate work previously undertaken or completed should also be sent.  
Only degrees granted by regionally accredited U.S. institutions will be considered for acceptance. Applicants who are U.S. citizens or permanent residents and hold non-U.S. degrees must have their transcripts evaluated for equivalency to a U.S. bachelor's degree by an equivalency evaluation agency. Equivalency evaluation agency referrals are available from the Graduate Admission Office.  
Students undertaking work for teaching credentials must also submit official transcripts, including transcripts which reflect all undergraduate course work taken at any college or university.
3. Letters of Recommendation  
Depending on the academic program, two letters of recommendation by associates who can attest to the candidate's suitability for graduate work are required.
4. Personal Statement  
Persons applying for admission to one California Lutheran University's graduate programs must submit an essay. This part of the application provides the candidate with the opportunity to demonstrate writing competency and communication skills that speak to individual departmental principles.
5. Test Scores  
Applicants with academic records which do not satisfy items listed below under "Waiver of Test Requirement" must submit appropriate test scores to demonstrate their potential to successfully complete a program of graduate study. Those seeking a program in Education, Psychology, or Computer Science should submit scores for the Graduate Record Examination (GRE). Applicants for the Master of Business Administration should submit scores for the Graduate Management Admission Test (GMAT). Applicants for the MSIST and MPPA programs may submit either GRE or GMAT scores. Applicants who are U.S. citizens or permanent residents who earned degrees from universities outside the U.S. may be required to take either the GMAT or GRE depending upon the requirements for the individual program to which they applied.
6. Waiver of Test Requirement  
The GRE or GMAT admission requirement **may** be waived for candidates who present an official transcript of previous college work from a regionally accredited college or university reflecting any one of the following criteria:
  - a. An undergraduate, upper division grade point average of 3.0 or higher (on a 4.0 scale); or
  - b. A combined grade point average of 3.0 or higher for the most recent 60 credits of study consisting of any of the following: graduate course work, upper division postbaccalaureate course work (exclusive of extension or continuing education work), and upper division undergraduate course work; or
  - c. A minimum of nine credits of graduate course work completed with a 3.5 grade point average; or
  - d. A previously earned master's degree.

Candidates who meet any of the above criteria and wish to have the test score requirement waived should complete and submit the "Petition to Waive the GRE or GMAT" form which is included with the application material.
7. Admission Interview  
Applicants must arrange to meet with an admission counselor and/or program adviser prior to registering for courses.
8. Specific Department or Program Requirements  
Some of the University's advanced degree programs and the Teacher Preparation Program have requirements for admission in addition to the general requirements for admission to graduate study which are listed here. Applicants should consult the section of this catalog which pertains to their program to determine if any additional admission requirements exist.
9. Notification of Admission Decision

Candidates are notified of the admission decision soon after their admission portfolio is complete and all of the requirements of the admission process are satisfied.

## Admission Procedures for International Applicants

International students seeking admission to graduate studies at CLU should submit the following:

1. A completed International Student Application along with the \$50 paper application fee or \$25 online application fee.
2. An English translation of official transcripts and degree or graduation certificates sent directly from the institution granting the bachelor's degree, as well as transcripts of any graduate work previously undertaken. Photocopies sent directly by the applicant are not acceptable. A detailed transcript evaluation is required. This can be done through a credentials evaluation agency. For further information, please contact the CLU Graduate Admission Office.
3. An official copy of the test results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). For the TOEFL, the minimum acceptable score is 570 for the paper-based test, 230 for the computer-based test and 88 for the internet-based test. For the IELTS 6.5 is required. Students may be required to enroll in English classes after arrival in the United States if it is deemed necessary. Students who are graduates of an accredited college or university in the United States, or who have a degree from a college or university outside the United States in which the language of instruction is English, may request that the TOEFL requirement be waived. Additionally, students who successfully complete the university's designated English language affiliate program may be eligible for an IELTS or TOEFL waiver.
4. Required admission tests appropriate to the degree program (GRE or GMAT). This requirement may be waived.
5. A current statement verifying that the applicant has sufficient financial resources to provide for academic and personal expenses while attending California Lutheran University.
6. A personal statement of no more than two typewritten pages, describing the reason for pursuing a graduate degree with California Lutheran University. This part of the application provides the candidate with the opportunity to demonstrate writing competency and communication skills, specify examples of leadership and discuss career goals. Applicants may also provide pertinent information that will assist program directors in selecting candidates who can most benefit from and contribute to the program.
7. Depending on the academic program two letters of recommendation.
8. A \$250 nonrefundable deposit toward the student's first semester tuition to be sent after notification of official acceptance. This must be received at least 60 days prior to the start of classes as confirmation of the student's intent to enroll. Once the deposit is received, the Form I-20 will be mailed to the student which will enable the student to secure a visa from the nearest United States embassy or consulate.