



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, an official transcript is required from each degree-granting institution for all degrees previously conferred.

1. U.S. Institutions

A transcript is official if it is delivered to the St. Thomas admissions office in a secure manner (e.g., directly from the institution by mail, delivery service, or secure electronic document, or in an institution's envelope with a secure seal by the institution if delivered by the applicant). For applicants with a degree from St. Thomas, St. Thomas transcripts can be retrieved from the institutional system of record and are considered official. For any U.S. institution, transcripts received from contracted third party partners such as EDUCO or IDP are regarded as official.

If the primary baccalaureate degree was issued by an accredited institution located inside of the United States but contains more than 60 credits from an institution outside of the United States, a course-by-course transcript evaluation must be submitted for the coursework completed at the non-U.S. institution(s). If the transcript evaluation does not include a statement indicating that it was generated from original and/or authenticated documents, then an official transcript is required. If the transcript does not include a course-by-course analysis, then an official transcript with courses and grades written in English is required.

2. Non-U.S. Institutions

If the primary baccalaureate degree was awarded by an institution outside of the United States, a transcript evaluation must be submitted by a transcript evaluation service that is a current member of the National Association of Credential Evaluation Services (NACES). The transcript evaluation should provide the following information:

- A statement that the evaluation report was based on original and/or authenticated educational documents;
- A statement of U.S. equivalence of a baccalaureate degree from an institution that has institutional (formerly called "regional") academic accreditation; and
- A course-by-course analysis that includes grades and GPA.

The transcript evaluation is considered to be the official transcript for that institution.

3. Waivers or Exceptions

For transcript waivers or exceptions, the Dean's Office of each program may grant a waiver:

- a. of an official transcript if the program has a copy of the unofficial transcript with the understanding and requirement that the applicant will supply the official transcript by the end of the first semester of attendance.

- 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.

Under any of these circumstances, adequate documentation must be retained as part of the student's admissions file.