

Admission to Graduate Studies

The decision to admit an applicant to graduate studies at Christopher Newport University is determined by the graduate faculty members in the appropriate academic department(s). Graduate Admissions collects the application materials and submits the complete application packet with all required documentation to the Office of Graduate Studies (OGS) for distribution to the appropriate Graduate Program Coordinator (GPC). The decision is made by the GPC and the graduate faculty members in his/her department and returned to the OGS. A letter is sent to the applicant.

Applicants must read the information regarding the master's degree program to which they are applying for specific admission and academic requirements. Students may be admitted to the University for full or part-time study beginning the fall or spring semesters or prior to any summer session. Applicants are encouraged to apply and submit all documents well in advance of the term in which they wish to attend.

ADMISSION REQUIREMENTS

Application and Fees

Applicants must submit a completed **Graduate Application** an **Application for Virginia In-State Tuition Rates** (if applying for in-state tuition rate eligibility), and the appropriate **non-refundable application fee**. . The online Graduate Application for those applying to the traditional program are submitted from the Graduate Studies web site: <http://www.cnu.edu/gradstudies/prospective/admissions.asp> Select the tab for Application Forms.

Those applying to the **5 Year Bachelor's to Master's Program** will download/ print the appropriate hard copy Graduate Application from at <http://www.cnu.edu/gradstudies/pdf/5yrGradApp.pdf>. Applicants to the 5 Year Program must complete the application, have it signed by the Graduate Program Coordinator and submit it with all supporting documents to the Office of Graduate Studies, McMurrin Hall Room 159F.

International students applying for admission will download / print the Application for International Students from: <http://www.cnu.edu/gradstudies/prospective/admissions.asp> Select the tab for Application Forms.

College Records

Applicants must submit an **official transcript of their baccalaureate degree from a regionally accredited college or university**. The transcript must indicate the date of the applicant's graduation, the degree received, and a complete list of courses taken and grades received.

Applicants also must submit **official transcripts of graduate work** taken at other institutions.

Grade Point Average

Degree-seeking and non-degree applicants must have a baccalaureate degree from a regionally accredited college or university **with a minimum grade point average (GPA) of 3.00 on a 4.00 scale**. Those applying to the Initial Licensure program apply in a non-degree status and must have a baccalaureate degree from a regionally accredited college or university with a minimum grade point average of 2.80 on a 4.00 scale.

Educational and Professional References

Degree-seeking applicants must provide **three letters of recommendation** written by persons qualified to judge the applicant's potential to complete the graduate program successfully. The Recommendation Form is available at: <http://www.cnu.edu/gradstudies/prospective/admissions.asp>. Select the tab for Application Forms and use the Recommendation Form which corresponds to the program to which you are applying. All recommendations in paper form must be received by CNU in sealed envelopes with the reference's signature across the envelope flap. Refer to the master's degree program section for any specific reference requirements.

Entrance Examinations

Examination scores are used as one of several indicators of the applicant's ability to succeed in graduate studies. The **Graduate Record Examination** and **PRAXIS I** are offered on an individually scheduled basis through the Prometric Testing Center: www.prometric.com. Refer to the master's degree program sec-

Application Deadlines

Degree-seeking Students

Deadlines for Application and All Supporting Documents/Materials

Fall Admission **August 15** for **M.S. APCS** and **M.S. ENVS** Applicants Only
There is no Fall admission for the MAT Program.

Spring Admission **October 15** for **MAT** Applicants
All supporting documents must be received by October 15 for MAT applicants to be considered for Spring graduate admission.
November 1 for **M.S. APCS** and **M.S. ENVS** Applicants

Summer Admission **January 15** for **MAT** Applicants
All supporting documents must be received by January 15 for MAT applicants to be considered for Summer graduate admission.
March 15 for **M.S. APCS, M.S. ENVS** Applicants

Applications are available from: <http://www.cnu.edu/admissions/gradadmit/gradapply/index.asp>

Applications cannot be processed until the application fee and all documents have been received.

International Students

Deadlines for Application and All Supporting Documents/Materials

Fall Admission **April 1**
Spring Admission **October 1**
Summer Admission **March 1**

Applications cannot be processed until the application fee and all documents have been received.

Five-year Program Students

Deadline for Application and All Supporting Documents/Materials

February 1 of the junior year is the application deadline for five-year applicants.

The *Application for Admission to the Five-Year Program* is available at <http://www.cnu.edu/gradstudies/pdf/5yrGradApp.pdf>. The application must be printed, completed by the applicant, signed by the Graduate Program Coordinator and submitted to the Office of Graduate Studies, McMurrin Room 159F.

Submission of Application Materials

All application materials are to be submitted to:

CNU Graduate Admissions
One University Place
McMurrin Hall Room Room 159E
Newport News, VA 23606-2998

- **To determine the status of your application package**, you may e-mail gradques@cnu.edu.
- **Applications cannot be processed until the application fee and all documents have been received.**
- **A decision letter** can be expected approximately three weeks after the complete application package is submitted to the appropriate Graduate Program Coordinator for evaluation.

Reactivated Applications

Students who were accepted as degree-seeking but did not enroll may reactivate their applications within a period of two semesters of the original application. After that period of time, the complete set of application materials must be re-submitted along with a new application fee.

ADMISSION STATUS

DEGREE-SEEKING STATUS

Applicants approved to participate in a graduate program leading to a master's degree will be admitted as degree-seeking students. Upon acceptance, a degree-seeking student will be assigned a graduate faculty advisor to assist the student in formulating his/her academic plan of study.

Students planning to use financial aid must be admitted in degree-seeking status.

Admission Requirements for Degree-seeking Status

- Completed online *Graduate Application*
- **\$50 Non-refundable Degree-seeking Application Fee**
- Completed *Application for Virginia In-State Tuition Rates* if applying for in-state tuition rate eligibility
- **Official baccalaureate transcript** from a regionally accredited college or university, indicating the successful completion of all degree requirements and listing all courses taken with grades received.
- **Minimum grade point average of 3.0 on a 4.0 scale**
- **Official transcripts for other graduate work** are required
- **Three letters of recommendation**
- **Graduate Record Examination or PRAXIS I scores**
- **Refer to the master's degree program section for specific or additional admission requirements**
- **Refer to the Checklist at <http://www.cnu.edu/gradstudies/pdf/checklist.pdf>**

NON-DEGREE STATUS

Applicants approved to take graduate courses apart from any program leading to a graduate degree may be admitted as non-degree students. Such students earn academic credit in the same manner as degree-seeking students, and prerequisites for individual courses must be met unless excused by the Graduate Program Coordinator. Credit received as a non-degree graduate student may be applied to a graduate degree if and when the student becomes a degree-seeking graduate student. A maximum of 12 credits may be earned while in non-degree status with the exception of those earning certificates within one of the graduate programs.

Admission Requirements for Non-degree Status

- Completed online *Graduate Application*
- **\$50 Non-refundable Application Fee**
- Completed *Application for Virginia In-State Tuition Rates* if applying for in-state tuition rate eligibility
- **Official baccalaureate transcript** from a regionally accredited college or university, indicating the successful completion of all degree requirements and listing all courses taken with grades received.
- **Minimum grade point average of 3.0 on a 4.0 scale**
- **Official transcripts for other graduate work** are required
- Letters of recommendation and examination scores are not required for the non-degree applicant.

Changing from Non-degree to Degree-seeking Status

In order to petition for the change in status a non-degree student must submit to Graduate Admissions the *Request for Status Change to Degree-seeking Status* form, and **all required documentation** for degree-seeking status within a specific master's degree program. In addition, the non-degree student must present his/her CNU transcript and meet the following criteria for the specific master's degree program:
MAT completion of 12 hours of MAT graduate courses with a cumulative 3.5 GPA or above
M.S. completion of 12 hours of CNU graduate credits with a minimum cumulative 3.0 GPA, a status of Good Academic Standing, and submission of passing scores from the Graduate Record Exam

The amount of credit received as a non-degree student which is applicable toward a graduate degree will be determined by the appropriate Graduate Program Coordinator at the time the student changes to degree-seeking status.

Teachers in the Commonwealth of Virginia Applying for Graduate Non-degree Status

Any regular or provisionally licensed Virginia teacher who desires to enroll in a graduate course for **re-licensure** or **continued professional development** does so in a graduate non-degree status. This status allows a teacher to take any graduate (500 - 600 level) course at the University, as long as the prerequisites have been met. Graduate classes will be posted on a graduate transcript with the grades and associated graduate credit hours earned.

Admission Requirements for Virginia Teachers in Non-degree Graduate Status

- Completed online *Graduate Application*
- **\$50 Non-refundable Application Fee**
- Completed *Application for Virginia In-State Tuition Rates*
- A **transcript** must be submitted verifying the baccalaureate degree was completed with a cumulative GPA of 3.0 or higher. (A copy of the transcript is acceptable.)

* Transcripts may be presented to any of the following:

Lyn Sawyer, M.Ed., Associate Director of Graduate Admissions & Records, McMurrin Hall 159F

Dr. Marsha Sprague, MAT Graduate Program Coordinator, McMurrin Hall 253A

INTERNATIONAL STUDENTS

Students from other countries with adequate preparation for graduate study are invited to apply for admission to Christopher Newport University. The University is authorized by federal law to enroll non-immigrant alien students.

Deadlines for Application and All Supporting Documents/Materials

Fall Admission **April 1**

Spring Admission **October 1**

Summer Admission **March 1**

Applications cannot be processed until the application fee and all documents have been received.

Because the University is a state-supported institution, it cannot provide financial aid to international students.

Admission Requirements for International Students

An international student must apply as Degree-Seeking by submitting the specific master's degree program admissions documents. An international applicant who is not a U.S. citizen is required to:

1. Submit a ***Graduate Application for International Students*** with the required non-refundable **\$50 application fee**. International Students applying for admission will download / print the Application for International Students from: <http://www.cnu.edu/gradstudies/prospective/admissions.asp> Select the tab for Application Forms.
2. Submit all documents required for degree-seeking admission to the specific master's degree program. Refer to the master's degree program section in this catalog.
3. Submit an official transcript of his or her baccalaureate degree, translated into English and submit official transcripts of graduate work, translated into English.
4. Submit official transcripts translated into English to the World Education Services and submit the WES transcript evaluation to Graduate Admissions. See **Evaluation of International Credits** section below for contact information.
5. Submit a minimum score of 92 for the Internet-based TOEFL, or an equivalent score of 237 on the computer-based Test of English as a Foreign Language (TOEFL) or an equivalent score of 580 on the paper-based TOEFL.
6. Complete a financial resource statement and provide an official bank affidavit guaranteeing that adequate funds are available for university study prior to coming to the United States.
7. Interview may be required. English proficiency in reading, writing and speaking is expected.

Evaluation of International Credits

International students must submit official transcripts translated into English to **World Education Services (WES)** to have their education credentials evaluated. WES will prepare an objective, analytical report that describes the credentials and interprets them in terms of their U.S. equivalents. Access the Web site at <http://www.wes.org>, or e-mail info@wes.org, or call **1-800-937-3895**.

CONTACT INFORMATION

Office of Graduate Studies is located in **McMurrin Hall Room 159F** and may be contacted at gradstdy@cnu.edu or at **(757) 594-7544**.

Graduate Admissions is located in **McMurrin Hall Room 159E** and may be contacted at gradques@cnu.edu or at **(757) 594-7297**.

All application supporting documents/materials are to be submitted to:

CNU Graduate Admissions
One University Place
McMurrin Hall Room 159E
Newport News, VA 23606-2998

To determine the status of your application package, contact gradques@cnu.edu.

Applications cannot be processed until the application fee and all documents have been received. A decision letter can be expected approximately three weeks after the complete application package is submitted to the appropriate Graduate Program Coordinator for evaluation.