

GRADUATE STUDIES

Dickinson State University (DSU) invites applications for admission to Graduate Studies from individuals holding baccalaureate degrees from a regionally accredited institution in the United States or with equivalent preparation acquired in another country. **Prospective students apply as non-degree-seeking students.**

GRADUATE STUDIES ADMISSION REQUIREMENTS (NON-DEGREE SEEKING)

Dickinson State University offers graduate course work in [Education](#) (five, 3-credit courses). Individuals desiring to take these graduate courses may be admitted as non-degree seeking students under the following conditions:

1. Admission to Graduate Studies at Dickinson State University requires a baccalaureate degree from a regionally accredited institution in the United States or its equivalent from a school in another country.
2. Admission to Graduate Studies requires a minimum 2.50 grade point average (GPA) on a 4.0 scale. The method of calculating an Admission GPA is based on the last 60+/- semester undergraduate credits (90+/- quarter credits), using complete semesters (quarters). In the case of those students who have not completed the baccalaureate degree, the grade point average will be calculated on the last 60 credits at the time of application. Applicants with a GPA below a 2.50 may be admitted based on documented potential.
3. Applicants must submit a Statement of Purpose describing their interest of study and any relevant education, research, commercial, government or teaching experience.
4. Applicants must complete and submit the DSU [Graduate Studies Application form](#).
5. Applicants must pay the non-refundable \$35.00 application processing fee. The fee may be paid in-person, by check, or money-order.
6. Typically, up to 9 credits earned as a non-degree seeking student may be applied to a degree-seeking graduate program of study.

THE APPLICATION PROCESS

A **complete** admission application includes:

1. The DSU Graduate Studies Application form;
2. **Official** transcripts from each institution attended;
3. Applicant's Statement of Purpose;
4. An application fee of \$35.00 (non-refundable application processing fee paid by check or money order).

The [Graduate Studies Application form](#) is available from the [Department of Teacher Education](#). The application form, application fee and statement of purpose should be mailed to the Department of Teacher Education. Transcripts should be sent directly from all colleges or universities attended to the Department of Teacher Education.

It is the applicant's responsibility to ensure that all admission documents are received by the Department of Teacher Education. Applications will be reviewed by the Department of Teacher Education Graduate Studies Committee.

APPLICATION DEADLINES

The priority deadline for application forms to be submitted is one month prior to the start of the semester or term.

NOTIFICATION OF ADMISSION

Applicants will receive a notification letter from the Department of Teacher Education regarding their admission status.

ADMISSION OF INTERNATIONAL STUDENTS

In addition to the admission requirements listed previously, international students must meet the following conditions:

1. Foreign credentials must be officially translated into English; and, all academic credentials must be either original records or certified copies of original recourse. **Non-certified photocopies will not be accepted.**
2. As a step toward obtaining a U.S. visa, international students must submit a financial statement verifying that they will be able to support themselves financially for a minimum of one year while attending Dickinson State University. This document must consist of a statement or letter from a bank indicating that funds are available and accessible. The amount of money available to the student must be listed on the financial statement.

DSU Graduate Studies Admission Requirements

3. International students who have not graduated from an accredited college or university in the United States and whose native language is not English, normally must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL) or on the International English Language Testing System (IELTS). Satisfactory TOEFL Graduate Studies admission requirements are: **(1) Internet-based test (iBT):** a total score of 80 with a score of at least 20 on each Section on the iBT; or **(2) Computer-based test:** a total score of 213 with a score of at least 21 on Section 1 (Listening Comprehension) on the computer test; or **(3) Paper-based test:** a total score of 550 with a score of at least 55 on Section 1 (Listening Comprehension) on the paper test. Information about the TOEFL, including test dates and locations in international countries, can be obtained from Educational Testing Service (ETS) at www.ets.org. Satisfactory IELTS performance for admission includes scoring 6.5 or higher on the total band score. Satisfactory English Language Service (ELS) Level 112 is considered equivalent to the TOEFL requirements noted above.
4. International students may not enter the United States for graduate studies without a U.S. Immigration (I-20) form. International students transferring from a school within the United States must be “IN STATUS” with Immigration and Naturalization Services to be issued an I-20 form from Dickinson State University. A transfer form will be sent after the application has been received, to be completed as verification of acceptable immigration status.

ADMISSION OF LAST-SEMESTER SENIORS

Seniors in residence at Dickinson State University may register for up to 3 graduate credits during the semester or summer session in which they will complete course work for a bachelor’s degree at Dickinson State University. This option is reserved for outstanding seniors. This registration must be approved by the course instructor, by the student’s advisor, and the department chairperson. The student’s total per semester course load, including both graduate and undergraduate credits, may not exceed 16 credits, or 9 credits in the case of summer school. A senior selecting this option must file the Graduate Studies Application form when he/she requests permission to take graduate level courses.

ADMISSION REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION STUDENTS - K-12 TEACHERS

Dickinson State University recognizes the need for K-12 teachers to improve their professional capabilities. In most cases, the courses are workshops or short courses that can be taken in a compressed time period. These types of courses are “advanced” with respect to the students who enroll, but are not courses that a particular discipline offers to a student with the goal of earning an advanced degree. Therefore, professional development/continuing education courses are offered through the DSU West River Teacher’s Center and are treated differently than Graduate Studies courses in the following respects:

DSU Graduate Studies Admission Requirements

1. Students may enroll in professional development/continuing education courses without the necessity of meeting all Graduate Study admission requirements. However, they must hold a baccalaureate degree from an accredited institution at the time they enter the class or receive special permission from the Dean of the College of Education, Business and Applied Sciences.
2. The credits earned will not count toward an advanced degree nor may they be petitioned to count at a later date.
3. There is no limit to the number of professional development/continuing education credits that a student may earn.
4. All instructors of professional development/continuing education courses must have an advanced degree.