

MASTER OF ARTS TEACHING

Admission Requirements

Required Procedures for Degree Seeking Applicants

The following must be submitted by degree seeking applicant:

- a. Completed graduate application.
- b. Application fee check, money order, credit card or online payments for the exact amount of the \$35.00 application fee.
- c. Official transcripts from all institutions attended. One transcript must show the applicant was awarded a baccalaureate degree from a regionally accredited institution. Official transcripts (transcripts having an appropriate seal or stamp) of all previous undergraduate and graduate records must be received by the Admissions Office before the application is considered complete.
- d. A written statement of professional goals in light of applicant's philosophy including a description of applicant's preparation in the field of education.

Minimum Qualifications for Degree Seeking Admission Status

- a. A regionally accredited institution must grant the bachelor degree.
- b. Degree seeking applicants must have an overall undergraduate GPA of at least 3.0 on a 4.0 scale to attain full standing in the program. Applicants whose last degree completed is a graduate degree may be admitted in full standing if the final GPA of that degree is at least 3.0 or equivalent. If applicants have taken any graduate course, the graduate GPA must be at least 3.0.
- c. The applicant must have adequate preparation in the field relevant to the degree being sought and must show potential to undertake advanced study and research as evidenced by academic performance and experience.
- d. International students must meet the admission requirements for International Students listed below.

Required Procedures for Non-Degree Seeking Applicants

Non-degree seeking applicants must submit the following:

- a. Completed graduate application.
- b. Application fee check, money order, credit card or online payments for the exact amount of the \$35.00 application fee.

- c. No more than nine (9) credits taken under the non-degree status with a grade of B or higher can be transferred to any official program of study should there be, at any future date, a decision to change status to be a degree-seeking student.
- d. Non-Degree admission requires a minimum 2.50 grade point average (GPA) on a 4.00 scale. The method of calculating an Admission GPA is based on the last 60+/- semester undergraduate credits (90+/- quarter credits), using complete semesters (quarters). Applicants with a GPA below 2.50 may be admitted based on documented potential.

Minimum Qualifications for Non-Degree Seeking Admission Status

- a. Non-degree applicants must have a bachelor degree granted by a regionally accredited institution.
- b. Applicants must have adequate preparation in the field relevant to the degree being sought. In courses with limited enrollment, preference will be given to degree-seeking students.

International Student Admission

In addition to all other required admission materials, the following must also be completed:

- a. Official academic transcript certifying a four-year baccalaureate degree from an accredited college or university
 - All international credentials must be officially translated into English
 - All academic credentials must be either original records or certified copies of original records. Non-certified photocopies are not acceptable
 - DSU requires students seeking to have credits transfer use the Worldwide Education Services (WES) organization or Foreign Credentials Services of America (FCSA) to have the course descriptions evaluated. The Registrar's Office will then receive the information to better evaluate what credits will transfer
- b. Demonstrate Proficiency in the English Language by submitting one of the following:
 - (IBT) TOEFL score of 71 or higher (DSU accepts electronic versions of TOEFL directly from the company). Dickinson State University school code – 6477.
 - IELTS score of 6.0 or higher (Dickinson State University accepts electronic versions of IELTS directly from the company).

- Pearson Test of English (PTE-A) score of 50 or higher
- Michigan English Assessment Battery (MELAB) score of 55 or higher
- SAT Writing sub-score of 430 or higher if taken before February 2016 or sub-score of 25 on Writing and Language Test if taken after February 2016. The SAT format changed, nationally, in February 2016, which is why two different score are provided. For the 2016-2017 academic year, test scores from the old or new version of the SAT will be accepted.
- Or any other acceptable demonstration of English proficiency approved by the North Dakota University System Procedure 402.9.

If the international student has graduated from an accredited U.S. institution with a four-year baccalaureate degree, the Graduate Studies Coordinator, in partnership with the department, may waive the demonstration of proficiency in the English language as described above. Canadian students follow the Admission Requirements for resident degree seeking students and have an official transcript in English sent to DSU directly from the university attended.

Applicants denied admission may appeal by petition (see policy herein Due Process below).

Student Admission Categories

Process

The decision of admission to graduate student status at DSU is made by the Graduate Studies Coordinator in consultation with the program faculty. Application for admission should be made to the DSU Admissions Office. The denial appeal process is described in the undergraduate handbook for Teacher Education.

The student may be admitted under one of the following admission categories:

Full Admission

After the required official documents have been received, evaluated, and a determination that the applicant has met all admission requirements this status will be granted by the Office of the Graduate Studies.

Faculty make recommendations on all applications, and the final admission decision is the responsibility of the Graduate Studies Coordinator.

Full Admission may be granted only to degree seeking students.

Provisional Admission

- a. Students are admitted with provisional status when all requirements for admission are not met, or their GPA is below 3.0 but other materials show potential. Applicants with a GPA below 3.0 must submit scores from at least one examination such as the Graduate Record Examinations (GRE), the Miller Analogies Test (MAT), the Praxis II - Principles of Learning and Teaching, or National Teaching Board for Professional Standards. Scores will be used to assess students' previous educational achievement levels and/or to evaluate their potential for meeting the demands of coursework at the graduate level.
- b. The department faculty may make a recommendation to the Graduate Studies Coordinator for Provisional Admission. Accompanying for the recommendation must be specific standards of performance that must be satisfied for change to full graduate status. Students admitted under Provisional status may not earn more than nine (9) semester hours of graduate credit in this status.

Students with full admission will be assigned provisional status if their cumulative grade point average drops below 3.0 after completing nine (9) semester hours.

Deny

Applicants who do not meet the standards for full or provisional admission will receive a letter denial of admission letter. Denied applicants can appeal the decision. Appeals should be submitted to the office of admissions and include written rationale for the appeal and additional information not considered in the original application. The appeal will be considered by the academic department and a written response will be sent.

Non-Degree Admission

Individuals who desire to pursue study beyond the baccalaureate degree for professional growth and improvement of skills but not to work toward an advanced degree objective may be admitted as non-degree graduate students under the following conditions:

Non-degree seeking applicants must submit the following:

- a. The applicant must complete an application
- b. The applicant must hold a bachelor degree from a regionally accredited institution
- c. The applicant must pay for an application fee by check money order, credit card or online or exact amount of application fee
- d. Students must have the prerequisite courses or background/experience necessary for the course or courses in which they desire to enroll. This may require consultation and approval from course instructors
- e. The applicant must be approved by Graduate Studies Coordinator.