Graduate Admission

Students are admitted into graduate study at Sacred Heart University using a portfolio approach. This allows the University to review an application using a variety of factors such as prior work experience and other nonacademic activities that may be relevant to the student’s planned area of study.

In addition to the admission requirements specified by each graduate program, all applicants must have a bachelor’s degree or equivalent from a higher education institution accredited by a regional association of colleges and schools recognized by the U.S. Secretary of Education and recognized as accredited by the Connecticut State Department of Education or a Connecticut higher education institution accredited by the Connecticut Board of Governors of Higher Education. Applicants are expected to have a cumulative undergraduate grade point average (GPA) of 3.0 (on a 4.0 scale) or higher. Applicants with an undergraduate cumulative GPA below 3.0 may be provisionally accepted to certain programs if they demonstrate those qualities needed to succeed in the University’s graduate programs. Certain programs may require above a 3.0 cumulative GPA and have additional requirements of a Prerequisite GPA or an interview. Individual requirements are listed online for each program, or you can contact the Office of Graduate Admissions.

Application Process

Applications and all supporting materials (test scores, letters of recommendation, writing samples, transcripts, etc.) should be sent directly to the Office of Graduate Admissions. Certain professional graduate programs will utilize a CAS application managed by Liaison International. These common national applications are often sponsored by the accrediting agency. Please refer to the specific program application page or contact an admissions counselor. For a listing of specific programs. If a CAS application is used, then all supporting materials will be sent to Liaison International for processing. Once compiled, completed and verified applications will be sent to the Office of Graduate Admissions. Students are responsible for the submission of all application materials. Once an application is received, the Office of Graduate Admissions will generate a file for the candidate. When a file is complete and verified by the Office of Graduate Admissions, it will be delivered to the program office for consideration. Candidates will be notified as soon as possible concerning any decision regarding their application. Submission of some materials, such as transcripts and test scores, may take several weeks to arrive. Early submission of these materials is advised.

APPLICATION DEADLINES

There is no formal University-wide deadline for applications for graduate study. However, several departments and programs have established their own deadlines. For more information on specific program deadlines, contact the Office of Graduate Admissions at 203-365-7619. For all other programs, it is recommended that all application materials be submitted as soon as the application is filed. International applicants should submit their official transcripts with proof of degree and supporting materials at least four months before the first day of class.

COMPLETION OF THE APPLICATION FILE

In order to complete an application for graduate study, the following materials must be received by the Office of Graduate Admissions.

APPLICATION

A completed application form and any supplemental forms must be received by the Office of Graduate Admissions. Incomplete or unsigned applications will be returned.
FEE
A nonrefundable fee must accompany the application. Applications without the fee or proof of payment will be returned.

TRANSCRIPTS
Official transcripts from all prior colleges and universities attended must be received by the Office of Graduate Admissions. Official transcripts are those sent by the registrar of a college directly to the Office of Graduate Admissions or Liaison International if applying through a national CAS application. Sacred Heart University students and alumni may authorize the Office of Graduate Admissions to obtain their official SHU transcripts on their behalf. Contact the Office of Graduate Admissions for an authorization form. Hand-carried transcripts will not be accepted. All transcripts from foreign institutions should be accompanied by an evaluation completed by a translation service. The Office of Graduate Admissions has several recommended agencies for prospective students to contact.

TEST SCORES
Any test scores required for admission must be forwarded by the testing service to Sacred Heart University. For more information, contact the Office of Graduate Admissions at 203-365-7619.

LETTERS OF RECOMMENDATION
Two or more letters of recommendation on behalf of the applicant must be received by the Office of Graduate Admissions. Certain programs have specific requirements for the recommendations. Contact the Office of Graduate Admissions for details at 203-365-7619.

RÉSUMÉ
A résumé highlighting career and academic accomplishments should be sent to the Office of Graduate Admissions.

INITIAL TEACHING CERTIFICATION APPLICANTS
Candidates applying for their initial teaching certificate must complete an essay stating their reason(s) for wanting to be a teacher and describing any experiences that may have influenced that decision. Applicants must also submit a passing score on the Reading, Writing and Mathematics sections of the Praxis I examination or obtain an official Praxis waiver from the Connecticut State Department of Education. Applicants who have an undergraduate cumulative GPA under 2.75 (on a 4.0 scale) must request a waiver of this requirement from the Office of Graduate Admissions in order to be considered for admission. Applications must provide evidence of having submitted a state and national criminal history background check prior to registering for their first class.

CERTIFIED AND LICENCED STUDENTS
Certified teachers or licensed health professionals who are applying for any graduate program must submit a copy of their current certification or licensure.

INTERNATIONAL APPLICATIONS
All admitted international graduate students must possess the equivalent of a four-year bachelor’s degree from an accredited college or university. In addition, international applicants should have achieved an excellent academic record that includes at least 16 years of primary, secondary and college-level education.

International graduate students essentially follow the same procedure and use the same application form as all other graduate students applying to Sacred Heart University, however, the following additional documentation must also be submitted:

- Certified official copies of all university/college academic transcripts
- Proof of a bachelor’s degree completion from an accredited university or college including semester-by-semester mark sheets, academic transcripts, grade
reports, final examination results, diplomas and degree certificates from every college or university attended showing dates attended, course titles, grades obtained, credit hours if any, and the conferral of a bachelor’s degree

- An explanation of your university/college grading system must be provided along with transcripts

- Official English language proficiency test results (acceptable exams include TOEFL, IELTS, Sacred Heart University’s English Language Institute (online placement exam, CaMLA EPT or MELAB), PTE, iTEP, ELS Level 112 English for Academic Purposes, the Cambridge Certificate In Advanced English or the Cambridge Certificate in Proficiency in English.

- For all university-level academic work done outside the United States an official course-by-course foreign credential evaluation is preferred with some graduate programs requiring submission. Please contact the Office of International Admissions for a list of approved evaluation companies.

- Identification page(s) of the student’s passport

- A certified bank statement or government financial guarantee with U.S. dollar figures verifying the student’s family and / or sponsor’s ability to pay the costs required to attend Sacred Heart University for one year of study dated within six (6) months of enrolling at Sacred Heart University. The bank statement or financial guarantee must be in English and signed by a bank or government official.

- Additional documentation as specified per graduate program

Upon acceptance to a graduate program, receipt of the student’s passport and proof of the student’s ability to afford the cost to attend Sacred Heart University for one year. The Office of Graduate Admissions, in conjunction with the Office of International Admissions, will work closely with the University's PDSO to issue the student’s I-20 for the purpose of obtaining an F-1 Visa. For more information on international admission, contact the Office of International Admissions at internationalenroll@sacredheart.edu.

NON-NATIVE ENGLISH SPEAKERS

Non-native English language speakers, applying for graduate study, must submit official test scores forwarded directly from the testing service to Sacred Heart University. The following examinations are accepted: TOEFL, IELTS, Sacred Heart University’s English Language Institute (online placement exam, CaMLA EPT or MELAB), PTE, iTEP, ELS Level 112 English for Academic Purposes, the Cambridge Certificate in Advanced English or the Cambridge Certificate in Proficiency in English.

For unconditional admission to an academic program, the following minimum scores are required:

- TOFEL score of 550 on paper-based test or 80 on the TOFEL iBT
- IELTS - 6.5
- SHU ELI online placement - 96
- SHU ELI CaMLA EPT - 70
- SHU ELI MELAB - 80 (proctored on-site at SHU)
- PTE - 62
- iTEP - 5
- Cambridge Certificate in Advanced English (CAE) - 5.5
- Cambridge Certificate in Proficiency in English (CPE) - 5.5
- Test scores must be forwarded directly from the testing service to Sacred Heart University
INCOMPLETE APPLICATIONS
The Office of Graduate Admissions will keep incomplete applications on file for one year. If an application has not been completed after one year, it will be considered withdrawn. Withdrawn incomplete applications are destroyed after two years.

INTERVIEWS AND ADVISEMENT SESSIONS
The University encourages prospective graduate students to meet with a representative from the Office of Graduate Admissions regarding their opportunities for graduate study. The University also suggests that prospective students meet with faculty advisors or program directors for academic advising. For more information on our various information sessions held throughout the year, call 203-365-7619.

Acceptance
Graduate students may be accepted under three categories: Fully Matriculated, Provisionally Accepted or Special Student. The application process must be completed in order to be considered a Fully Matriculated or Provisionally Accepted student. Special students must register through the Office of Graduate Admissions.

FULLY MATRICULATED STUDENTS
Those who have met all of the requirements for admission and have been accepted by the graduate program are considered Fully Matriculated Students.

PROVISIONALLY ACCEPTED STUDENTS
Applicants whose undergraduate cumulative GPA falls below the minimum standard for admission, those who require additional prerequisite course work or who may benefit from close academic supervision may be admitted as Provisionally Accepted Students. Provisionally Accepted Students must complete any requirements outlined in the letter of provisional acceptance sent by the Office of Graduate Admissions.

Upon completion of the requirements, the application file will be reviewed for consideration as a Fully Matriculated Student.

SPECIAL STUDENTS
Special Students are those who are taking courses and have not decided to matriculate into a graduate program. Special Students are considered non-matriculated students and may only complete a maximum of 6 to 9 credit hours at the University, per approval of the graduate program. Students who want to take courses beyond these initial credits must be admitted into a graduate program. This option is not available to all programs and it must be approved by the Office of Graduate Admissions.

Readmission
Graduate students who fail to maintain continuous enrollment in their graduate program must complete an Application for Readmission. Continuous enrollment is defined as attendance for one of any three terms (for the purposes of this policy Late Spring and Summer count as one term) per academic year. The Application for Readmission must be submitted to the Office of Graduate Admissions. Students who are readmitted must adhere to the guidelines set forth in the current catalog. Graduate students who fail to register for more than six consecutive terms will be considered withdrawn from the University and must reapply under the current admission standards stipulated by the graduate program.

Transfer Credits and Residency Requirements
Graduate credits may be transferred to the University graduate degree programs provided that these credits were taken within the past six years at the graduate level from a regionally accredited college or university. A minimum grade of B is required for the
courses to be transferred. All courses are transferred at the discretion of the program director. Graduate credits taken at the University toward another graduate degree program can be applied using the same criteria as those applied to transfer credits.