

GRADUATE PROGRAMS

General Information

Candidates for graduate admission to Concordia University, Saint Paul, must be graduates of an accredited university and hold a bachelor's degree. Applicants must be persons of good moral character. Early application is encouraged to ensure priority consideration.

Academic Requirements and Procedures

1. Submission of Graduate Application for Admission
2. Submission of official transcripts from a regionally accredited college or university issuing the baccalaureate degree
3. Verification of an overall undergraduate
 - a. G.P.A. of 3.0 on a 4.0 scale for graduate programs
 - b. G.P.A of 3.25 on a 4.0 scale for doctoral programs
4. Personal statement covering employment history, long-term academic and professional goals, and personal/professional experience that positively influenced your potential to succeed in a graduate program
 - a. The statement falls between 400 and 1000 words.
 - b. Includes a beginning (introduction), middle (body), and end (summary/conclusion).
 - c. This statement is original (no plagiarism) and reflective of the applicant's experiences and traits. No outside work (citations and references) is allowed.
 - d. The submission is professional with no spelling, grammar, or sentence structure errors.

Additional requirements for specific programs may be required; please consult appropriate degree information.

A partial list of additional requirements includes:

- MA in Early Childhood - Applicants must be currently working or volunteering in the program "field"
- MA in Education licensure programs - Applicants must hold a current/valid MN teaching license
- MS in Nursing (MSN) - Applicants must hold an active, unencumbered MN nursing license and must be working in the field
- MS in Orthotics and Prosthetics - Applicants must have completed either Century College's Clinical Applications Diploma or hold ABC credential of Certified Prosthetic Orthotic Assistant. Applicants must also have completed required prerequisite courses (C or better must have been earned in prerequisite work)

International Students

1. Submission of Graduate Application for Admission
2. Submission of an official transcript from any regionally accredited institution stating the conferral of a Bachelor's degree or higher
3. Submission of official credential evaluation of degree(s) earned at any non-United States institution
 - a. Evaluations must be from approved members of the National Association of Credential Evaluations Services
4. Verification of an overall undergraduate G.P.A. of 3.0 on a 4.0 scale

5. Personal statement covering employment history, long-term academic and professional goals, and personal/professional experience that positively influenced your potential to succeed in a graduate program
 - a. The statement falls between 400 and 1000 words.
 - b. Includes a beginning (introduction), middle (body), and end (summary/conclusion).
 - c. This statement is original (no plagiarism) and reflective of the applicant's experiences and traits. No outside work (citations and references) is allowed.
 - d. The submission is professional with no spelling, grammar, or sentence structure errors.
6. Certification of Finances indicating the financial source for the expense of attending Concordia University.
7. Proof of English Proficiency

Proof of English Proficiency

One of the following must be completed to meet English proficiency.

1. Completion of Level 112 at an English Language School (ELS) or Accelerated Level at Global Language Institute (GLI)
2. Completion of Level 6 at an approved English school
3. TOEFL- iBT score of 78 or TOEFL PBT score of 547
4. An equated score of 80 or better on the Michigan Test
5. IELTS overall band score of 6 or higher (International English Language Testing System)
6. Completion of an undergraduate or graduate degree at an accredited college or university in the US, English-speaking Canada, the United Kingdom, Ireland, Australia, or New Zealand.
7. PTE result of 52 or higher
8. iTEP score of 3.7 or higher
9. Duolingo language test with a score of 55

Application Contacts

Persons seeking admission to graduate programs should direct all correspondence to:

Office of Graduate Admission
 Concordia University, Saint Paul
 1282 Concordia Avenue
 St. Paul, Minnesota 55104-5494

Students can submit an online application at www.csp.edu. Correspondence includes all matters and inquiries connected with admissions, such as application forms, letters of recommendation, transcripts, and fees. Remittances should be made payable to Concordia University, Saint Paul and sent to the Office of Graduate Admission.

Acceptance to Concordia University

All prospective students will be notified by email of the action taken on their application. Materials submitted should demonstrate that applicants satisfactorily meet the admission criteria set by the faculty of Concordia University. Exceptions are considered by the Adult Undergraduate and Graduate Admissions Committee. Appeals may be made to the Vice President for Academic Affairs.

Appeal of Policy and Procedure

Students not approved for graduate admission may appeal the admission decision. Steps for appeal include:

1. All appeals must be initiated within 30 calendar days after the contested judgment was made. All appeals must be processed within 60 calendar days after the initial appeal was filed
2. Students consult directly with the Director of Graduate Admission. The formal appeal process will be offered and explained in detail
3. Students submit a formal written appeal to be reviewed by the Degree Completion and Graduate Admissions Committee.
4. Appeals are reviewed within two weeks of submission
5. Communication of formal appeal provided in a written letter to the graduate applicant
6. Decisions of the Degree Completion and Graduate Admissions Committee may be made to the Vice President for Academic Affairs

Immunization Requirements for On-Campus Students

Minnesota State Law (statute 135A.14) requires that students must submit their immunization records to have on file at the university prior to attending their first semester. Students who do not submit these records will have a hold placed on their academic records until this requirement is met.

Concordia Admissions Department will inform students how to submit the immunization information. It may be done electronically or to the Admissions Department.

Required immunizations are:

1. Tdap (Tetanus-Diphtheria-Pertussis) must be given less than 10 years ago.
2. MMR (Measles, Mumps, Rubella)

Recommended immunizations are for:

1. Hepatitis B series
2. Meningitis
3. Varicella (chicken pox)
4. Hepatitis A series
5. Human Papilloma Virus series
6. Annual Flu shot

Students living and studying in close contact are more susceptible to some illnesses/infections/diseases so please consider that when deciding on immunizations.

Please check with your health care provider about receiving these immunizations and submit this information along with the required immunization information.

Exemptions

Minnesota Law provides these exemptions from immunizations:

1. Conscientious Objection based on held beliefs. This exemption must be received prior to the students' first term, signed by the student (or parent/guardian) and notarized.

2. A Medical Exemption may be issued because of a contraindication to an immunization based on some medical condition. Medical exemptions must be signed by a licensed medical provider.

If there is an outbreak of the disease of objection, the student will need to be immunized at that time or excluded from classes until the outbreak is over.

Unable to Locate Dates of Immunizations

If a student cannot locate immunization records the options are:

1. Get the required immunizations again and submit the date/s.
2. Have a blood test (titer) to determine the immune status and submit the information.

Re-Admission of Former Students of Concordia University

1. Apply for re-admission through the Office of Undergraduate Admission. No application fee is required.
2. Submit information concerning activities since last attending Concordia, send appropriate letters of recommendation if required, and include a statement of educational objectives.
3. Request official transcript of credits earned at other institution(s) be sent to the registrar.