

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 via the admissions website, www.csp.edu/apply (<https://www.csp.edu/apply/>).
2. Submission of a baccalaureate degree or higher for master's degree programs and a graduate degree or higher for a doctoral degree program, with an accreditor that is recognized by the U.S. Department of Education or a comparable degree from outside the U.S.
3. Verification of an overall GPA of 3.0 on a 4.0 scale for graduate programs and a GPA of 3.25 on a 4.0 scale for doctoral programs
4. For applicants applying to one of our master's degree programs, a personal statement is required describing the applicant's employment history, long-term academic and professional goals, and personal/professional experience that positively influenced your potential to succeed in a graduate program. The statement should also address:
 - 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
5. Demonstration of English Proficiency

Additional requirements for doctoral applicants and specific master's programs may be required; please consult appropriate degree information.

Students enrolling in a graduate program must have access to a computer that meets Concordia University's technology requirements (https://concordia.csp.edu/helpdesk/help-desk/technology_requirements/).

International Students

International students applying to a graduate program should refer to CSP's International Admissions website (<https://www.csp.edu/admissions/international-admissions/>) for eligible programs to study at Concordia University, St. Paul.

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2. Submission of a baccalaureate degree or higher for master's degree programs and a graduate degree or higher for a doctoral degree program, with an accreditor that is recognized by the U.S. Department of Education or a comparable degree from outside the U.S.
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 (<https://www.naces.org/>)
4. Verification of an overall GPA of 3.0 on a 4.0 scale for graduate programs and a GPA of 3.25 on a 4.0 scale for doctoral programs
5. Demonstration of English Proficiency
6. Certification of Finances (<http://concordia.csp.edu/marketing/?gf-download=2018%2F07%2FCertification-of-Finances.pdf&form-id=7&field-id=33&hash=49e948eba61f953cce62d1c2d5ee728c7a03cc7c3ab4e6d7ff44d46>) indicating the financial source for the expense of attending Concordia University.
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 - 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.
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Demonstration of English Proficiency

Applicants whose primary language is not English must demonstrate that they are English proficient by completing one of CSP's testing or course/institutional options. A full list of testing and course/institution options can be found on the CSP English Language Proficiency webpage (<https://www.csp.edu/admissions/english-language-proficiency/>).

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 (<http://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 student's 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 Admission. No application fee is required.
2. Submit information concerning activities since last attending Concordia, send appropriate letters of recommendation and statement of educational objectives if required.
3. Request official transcript of credits earned at other institution(s) be sent to the registrar.