

Admission of Students

New full-time and part-time students may be admitted for the fall, spring, or summer terms. Each graduate program has specific application requirements and specific entry terms. Please contact the Center for Graduate and Adult Academic Services for the application requirements specific to your program of interest at gradstudy@hartford.edu or 860.768.4371.

Requirements for Admission

Students eligible for graduate study must have received the bachelor's degree from an accredited institution to be accepted by the graduate program of their interest. Students' background and preparation must be such in content and scope as to indicate their ability to complete successfully the curriculum requirements of their chosen field of study.

Credentials and Procedures

Candidates should send admission materials to
University of Hartford
Center for Graduate and Adult Academic
Services
Computer and Administration Building,
Room 231
200 Bloomfield Avenue
West Hartford, CT 06117
U.S.A.

This office assembles all graduate applications and sends the completed package to the graduate program director for an admission decision. The program requires:

1. a Graduate Application, which may be submitted online or downloaded, and a \$45 application fee
2. complete official transcripts of all undergraduate and graduate work. In order to be considered official, transcripts must be mailed directly from the issuing institution to the Center for Graduate and Adult Academic Services at the address above. Students who wish to transfer credits from another graduate program should consult with individual graduate program directors.
3. standardized test scores. Graduate programs vary in requirements. Refer to the program descriptions in this *Bulletin*.

4. letters of recommendation
5. letter of intent
6. supplemental materials. A few programs require specific information, such as a portfolio, audition tapes, etc. Refer to the program descriptions in this *Bulletin*.

International Applicants

Academically qualified international applicants are welcome to apply for admission to the University. An applicant must be able to show facility in spoken and written English. An applicant for admission whose native language is not English, or who does not hold a baccalaureate degree from a U.S. institution, is required to take the Test of English as a Foreign Language (TOEFL). The TOEFL is administered several times throughout the year and is now available through the Internet. Information on this test may be obtained by visiting the Educational Testing Service website at www.ets.org/toefl. The International English Language Testing System provides an alternative to the TOEFL. Information may be found at www.ielts.org.

An applicant whose TOEFL score indicates a need for intensive assistance in developing English-language skills may be placed in a special English-language program. The number of academic units that a student may be required to devote to English-language study will also depend on proficiency examination results. These course units yield no college credit.

A certified financial statement is required of international applicants, confirming that all college and personal expenses, including travel expenses, are covered for each academic year of proposed attendance at the University. Current required rates and a Guarantor's Financial Statement Form may be obtained from www.hartford.edu/graduate/int.

All international applicants must provide an official evaluation of all foreign academic credentials (examination and grade report) that correspond to a four-year baccalaureate degree or its U.S. equivalent. Transcript evaluation requests are performed by the World Education Services (WES) at www.wes.org. The \$45 application fee is waived for those applicants who use WES.

Intra-University Transfer

Students who wish to move from one University of Hartford graduate degree program to another within the University must go through the formal application procedure as described above.

In the transfer from one school to another within the University, all courses relevant to the new school's curriculum are transferred for the purpose of grade point average calculation regardless of grade. Courses not applicable are dropped from the calculation regardless of grade.

Nonapplicable courses carry the symbol *V* next to them on the permanent record. This indicates that the credits and grade points of the courses so indicated do not enter directly into general University summaries and grade point averages.

Admission to Multiple Programs

Except for the M.B.A./M.Eng. joint program (E²M), applicants may not simultaneously apply to more than one graduate program. Once registered and enrolled in one program, however, a student may apply to other programs.

Readmission

A previously registered, full-time matriculated student in the University, if not registered during the immediately preceding semester (summer term excluded) because of (1) dismissal, (2) voluntary withdrawal, or (3) voluntary leave of absence *without registering for active status*, may have to apply for readmission. The process of applying and the decision to readmit rests with the individual graduate program director.

The application fee is waived for applicants for readmission who were matriculated at the time of their last registration at the University of Hartford. Students may be charged an active status fee (see page 33) for the semesters during which they were not enrolled.

Visiting Students

Matriculated graduate students from other institutions who wish to study at the University of Hartford are required to complete the Graduate Application for Admission, and to provide one official transcript from their current institution

and one letter of reference from a faculty member in their program. The University of Hartford graduate program director will determine if and how long the visitor can be accommodated. It is the responsibility of visiting students to gain approval from their home institution to transfer credits earned at the University of Hartford before their arrival.

Nonmatriculated Students

With written permission from the graduate program director, a student may register and enroll in specified courses without completing the formal application process. Depending upon departmental policy, the graduate program director may accept up to 6 credits earned as a nonmatriculated student toward a degree.

Admission Decision

Once an application is completed, the decision to accept, defer, or deny admission is made at the graduate program level. Applicants are considered matriculated when they have been officially accepted as candidates for a degree, diploma, or professional certificate. Students who have not yet earned their baccalaureate degree may be conditionally accepted. Upon conferral of the undergraduate degree, students must present a final official transcript to their graduate program director, who will notify the Center for Graduate and Adult Academic Services that the student has met all admission requirements. **Graduate program directors may also set other conditions before official acceptance into the degree program.** Applicants may be accepted but admission **deferred until a later specified** start date. If deferred applicants do not register and enroll by the specified time, the graduate program director will determine if they need to begin the application process again. Applicants who are not accepted into the graduate program should discuss the decision with the graduate program director to determine **if and how their application and/or credentials can be strengthened.**