

# OFFICE OF GRADUATE AFFAIRS

Please contact the Office of Graduate Affairs by phone at (973) 275-2892 or via email at [shugrad@shu.edu](mailto:shugrad@shu.edu) for any additional questions.

Apply online at <https://www.shu.edu/graduate-affairs/apply.cfm>.

## Classification of Graduate Students

### Degree Students

Students who have been accepted as candidates for a graduate degree and have enrolled in their designated program.

### Non-matriculated Graduate Students

Students who usually fall into one of the following categories:

- those who are pursuing courses outside a degree program for continuing education purposes;
- those enrolled in non-degree certificate programs or licensing programs; and
- those intending to make formal application to a degree program after preliminary coursework (12-credit limit).

### Full-Time Graduate Student

Those registered for 9 or more credits in a given Fall or Spring semester.

### Part-Time Graduate Student

Those registered for fewer than 9 credits in a given Fall or Spring semester.

### Graduate Auditors

Those who are enrolled in specific courses taken on an audit (noncredit) basis. Students may be admitted to auditor status by proving to the department chair that they can profit from class discussion and by filing an audit declaration. Applicants seeking to audit a course through the Stillman School of Business may only do so if there are seats available in the classroom. Audit applicants are the last to register for any class.

## Qualifications for Admission

Among the minimum criteria that are generally applied in determining eligibility for admission to graduate studies are evidence of a baccalaureate degree from an accredited college or university; a satisfactory undergraduate scholastic average in appropriate coursework from an accredited college or university; satisfactory scores on any entrance examinations required by the department to which the candidate has applied; and interviews, appropriate references and any other assessment procedures when requested. All original and official transcripts pertaining to all previous study and/or academic credentials earned, including entrance examinations results, must be submitted to the University by the issuing agency or institution. Graduate students must meet the course and credit requirements of the department in which they intend to study.

No documents submitted as part of the application procedure will be returned, nor will any requests to duplicate documents be honored.

The completed application and all necessary documentation must be submitted and ready for review by the following dates:

### College of Arts and Sciences

- **July 1:** Fall Admission
- **November 1:** Spring Admission
- **May 1:** Summer Admission
- **Rolling Admission:** Public Administration Graduate Certificate Programs
- **March 15:** Master of Social Work, Fall Admission

### Stillman School of Business

- Rolling Admission (see School of Business section)

### College of Human Development, Culture, and Media

- Please refer to the College's website and specific program webpage for details as deadlines vary by program.

### School of Diplomacy and International Relations

- **October 1:** Preferred Deadline for Spring Admission
- **March 31:** Preferred Deadline for Fall Admission

Applications received after the aforementioned dates will be considered based on space availability.

### School of Health and Medical Sciences

- Master of Science in Athletic Training – early review deadline is January 15 for the following Summer Session; regular review deadline is March 15
- Master of Healthcare Administration (On-Campus) August 1 for Fall admission; December 1 for Spring admission
- Master of Healthcare Administration (Online) – July 1 for Fall admission
- Ph.D. in Health Sciences – November 1 for Spring admission and April 1 for Fall and Summer admission
- Master of Science in Occupational Therapy – December 1 for the following Fall class
- Doctor of Physical Therapy – Mid-October deadline for the following Fall class
- Master of Science in Physician Assistant – Applications for general admission are accepted from June 15 through a deadline of December 15.
- Master of Science in Speech-Language Pathology – January 15 for the following Fall class

Applications for degree programs in the School of Health and Medical Sciences received after the above deadlines will be reviewed on a space-available basis. Admissions will remain open until the classes are filled.

### College of Nursing

- **August 1:** Fall Admission (M.S.N., D.N.P. and Ph.D. programs)
- **December 15:** Spring Admission (M.S.N. and D.N.P. programs)
- **April 15:** Summer Admission (D.N.P. program)

Applicants for the Nursing Ph.D. and D.N.P. programs received on a space available basis.

### Immaculate Conception Seminary School of Theology

- **July 15:** Fall Admission
- **November 15:** Spring Admission
- **Rolling Admission:** Summer Admission

## **Advanced Standing (Transfer Students)**

Graduate credits earned recently at another accredited college or university, and not applied toward a prior degree, may be accepted in partial fulfillment of graduate degree credit requirements at Seton Hall. The courses taken should be similar to required or elective courses approved for the curriculum concerned. The grades earned must not be lower than a "B." In general, a total of 6 credits may be approved for master's degree programs and 30 credits for the doctoral program. Graduate students applying for transfer of credit should contact their adviser in the appropriate college/school, requesting advanced standing on the basis of official transcripts, and present the catalogue description(s) of the graduate course(s) for which transfer credit or advanced standing is requested. Stillman School of Business only accepts transfer credits from an AACSB accredited school.

Once enrolled, students may not register for graduate course work at another institution without prior written permission of the department chair or program director. Some departments will not authorize any transfer credits or may impose restrictions. Students should consult their adviser prior to any registration at another institution.