## Frequently Asked Questions

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### Before You Apply

#### Deadlines/Program Information

**When is the application deadline?**  
The application deadline for fall admission is February 15. At present, we do not allow spring admissions for any reason.

**Where can I find information about the graduate program?**  
You are encouraged to visit our [website](http://www.wcu.edu/8389.asp) for additional information about the program.

**Who can I contact for more information and/or to receive a tour of the facility?**

At WCU, we welcome visits from prospective students. Each semester, WCU holds Open House weekends at which a representative from the department will be present to answer questions and tour you through our facilities. If you are unable to visit then, please contact Darlene Stonesifer (stonesifer@email.wcu.edu) to schedule a brief visit with one of the members of the department at another time.

#### Letters of Recommendation

**What is the process for the letters of recommendation?**  
Letters of recommendation are completed electronically in ApplyYourself (AY). Recommendations may be sent by paper; however, this delays the process of entering documents into AY and increases the risk of materials being misplaced. We highly recommend that recommendations be completed and submitted electronically through AY.  
  
**How and when is the request sent to the recommenders?**  
In AY, you will provide the names and contact information for your selected recommenders. Each recommender will be notified by email of the request, and will be provided AY log-in information to complete the recommendation. Be sure the email address for each recommender is accurate.

#### Requirements

**What are the GPA and GRE requirements for admission into the program?**

Requirements can be found on the CSD [website](http://www.wcu.edu/8404.asp). However, students enrolled in the most recent cohort had an average GPA of 3.6 (4.0 scale), quantitative GRE score of 152, qualitative GRE score of 147, and writing GRE score of 4.0.

**I have completed a Bachelor’s degree in another field. Can I still be considered for admission?**  
Yes, but you will be applying as what we call a “leveler.” In addition to the standard course requirements for the degree, you will be required to complete six additional undergraduate courses as prerequisites. This program takes an additional two semesters (summer and fall) to complete.   
  
**How recent must my GRE scores be?**

GRE scores must be from within the last five years.

**Will the program accept GRE scores from the “old” format?**

In 2011, ETS changed the GRE test and scoring. We will continue to accept GRE scores from the "old" format as long as they are from within the last five years.

### Processing Your Application

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#### Admission Process

**What is the admission process?**  
The general admission process is as follows:

* + - After your application has been submitted and all required information has been uploaded by the Graduate School, the department admissions committee will begin reviewing applications.
    - Applicants are ranked after reviewing overall GPA, GRE scores, and letters of recommendation. More intensive review of applications continues with additional consideration being given to transcript(s) and letter of intent.
    - The admissions committee chair will make a decision regarding admissions and submit that to the Graduate School for review and final processing. The Graduate School will make the final decision regarding admission; it is to a large extent based on the recommendation of the department.
    - The admissions process consists of two rounds. The first round of offers will be sent around March 15th. Those applicants will be notified by email. Decisions to accept or decline the offer of admission are required by April 1, at which time the admissions committee will send a second round of offers to applicants. This will continue until the class is full, typically by May 1.
    - Updates will be made to the WCU CSD webpage throughout the process. Before contacting the department, we ask that you check your admission status in AY as well as our webpage for updates.

**How will I be notified of the admissions decision?**

All decisions are sent by email through AY. If your AY status says “Complete and Ready for Review,” rest assured that you are still in consideration for the program. If any change has been made regarding your admission status, it will be reflected in AY. If no change has been made, you asked to be patient as this is an ongoing process. Final decisions for all applications will be made by May 1.

**Whom should I contact if I have questions about the admissions process or my admission status?**

Before contacting anyone on the admissions committee, please be sure to check your admissions status in AY. Please also visit our webpage to find information about where we are in the admissions process. After you have done these two things, you may contact Dr. Leigh Odom ([KMOdom@email.wcu.edu](mailto:KMOdom@email.wcu.edu)) with questions. Please do not contact the Graduate School with questions regarding an admissions decision; the persons working there will only refer you back to the department.

**Will my application be reviewed if it is submitted late?**

No applications submitted after the February 15 deadline will be reviewed.

**Will my application be reviewed if it is incomplete?**

Incomplete applications will not be reviewed. It is your responsibility to begin the admissions process early to ensure time to correct any application errors prior to the February 15 deadline. You should log into AY to check the completeness of your application, and follow-up with the Graduate School with questions. Please allow three weeks from the date of request for the Graduate School to receive and process documents.

**How many students are admitted into each cohort?**

We will accept no more than 30 students per cohort.

**How many leveler students are admitted into each cohort?**

There is no limit or required number of leveler students admitted into each cohort.

#### Checking Your Application Status

**How do I check the status of my online application?**  
You should regularly check the status of your application by logging into AY.   
  
**Why does the online status check show that my application is incomplete?**  
The Graduate School is responsible for processing applications for all applicants in every program on our campus. They will be updating applications as quickly as possible even after the submission deadline. It is your responsibility to begin the application process with sufficient time for materials to be requested, received, and processed. If weeks have passed since you requested your materials be sent and nothing has been processed in AY, you may choose to follow-up with the sending institution first for confirmation that items have been sent, and then follow-up with the Graduate School to see if items are still being uploaded.

#### Transcripts

**Do I have to request transcripts from all colleges and universities that I have attended?**

Yes, you must submit official transcripts from all colleges and universities you have attended. This includes schools from which you have transferred credits.

### After You Are Admitted

**How do I accept/decline the admission to my program?**  
After receiving a letter offering admission to the program, you will have the opportunity to accept or deny admission in AY.

1. **If You Are Waitlisted or Denied Admission**

**What does it mean if I have received notification of being waitlisted?**

After the incoming class has been completed, the admissions committee will select 10-15 applicants to remain on the waitlist in case a seat becomes available prior to the start of the semester. It is not uncommon for one or two seats to become open, and we will revisit the waitlist to fill those seats.

**Who may I contact if I have questions about reapplying next year?**

If you are interested in reapplying for our program, you may choose to contact Laura Trivette (ltrivette@email.wcu.edu) for suggestions regarding improving your application. These will be mere suggestions and will not be a guarantee of admission or improved ranked standing.