



## Graduate Study at The College of New Jersey Frequently Asked Questions

### Application Process

1. When are the deadlines to apply for graduate admission at TCNJ?

Please consult the our website for Priority and Final deadline information at <http://graduate.tcnj.edu/apply/application-deadlines/>.

\* NOTE: There is not a “Non-Matriculation” status for the Master of Education in Educational Leadership: Instruction program, or for any of the Master of Arts in Teaching Secondary Education programs.

To attend TCNJ as a visiting summer student on campus, please visit the Office of Summer Programs at <http://summer.tcnj.edu/> or write to [summer@tcnj.edu](mailto:summer@tcnj.edu) for information.

To participate with TCNJ as global visiting student, please contact Off-site Programs at <https://offsitegrad.tcnj.edu/>.

2. Which graduate level programs are offered at TCNJ?

TCNJ offers more than twenty master level degree programs, one Educational Specialist degree, and several non-degree certification programs (post-baccalaureate and post-master). Visit <http://graduate.tcnj.edu/academic-programs/> for a full list of programs. For program specific information (admission, completion, and course requirements), please see the Graduate Bulletin at <http://graduate.tcnj.edu/resources/graduate-bulletin/>.

3. What documents are required for matriculation into a degree or non-degree program?

- Completed online application (available at <http://graduate.tcnj.edu/apply>)
- \$75 application fee (non-refundable) – *waived for TCNJ alumni*
- Essay (personal statement)
- 2 letters of recommendation (required evaluation forms are located at <http://graduate.tcnj.edu/apply>)
- Official transcripts from all undergraduate and graduate institutions\*
- Graduate Record Exam (GRE). For the current GRE waiver policy, please see <http://graduate.tcnj.edu/apply>

\* NOTE: Applicants to Initial Teacher Certification Programs (who do not already hold a CEAS or Standard Certificate) must provide proof of meeting the State of New Jersey Basic Skills Requirement, which may include the submission of GRE scores or proof

of certain scores on specific Praxis Basic Skills exams. Please see the Initial Teacher Certification Programs Note and GRE Waiver policy at <http://graduate.tcnj.edu/apply/>.

- TOEFL is required for non-native speakers
- Copy of Teacher Certification (if applying to a program for which it is required)
- Resume
- Field Setting Report (if applying to the Master of Education in Educational Leadership: Instruction program)
- Counselor Education Admissions Questionnaire Addendum (if applying to a Counselor Education program)
- Graduate Assistantship application and resume (optional, see <http://graduate.tcnj.edu/graduate-assistantships/>)

All above documentation should be sent to The Office of Graduate Studies at the following address:

The College of New Jersey  
Office of Graduate Studies  
Paul Loser Hall, Rm 109  
PO Box 7718  
2000 Pennington Road  
Ewing, NJ 08628  
USA

**Important: In order for an application to be considered complete, all required documents must be received by the deadline date published for that program. Incomplete applications cannot be reviewed. Incomplete applications will be held for one academic year prior to being purged.**

**It is the responsibility of the applicant to be sure that all required items are sent and received.**

\* Transcripts are accepted as official when they are received in their original sealed envelope. Transcripts stamped as "Issued to Student" cannot be accepted as official. If your school indicates that a transcript will be stamped as Issued to Student if mailed to you, then please have them send it directly to the Office of Graduate Studies at TCNJ. For the College's policy on acceptance of electronic transcripts, please see <http://recreg.pages.tcnj.edu/transcripts/>.

International students, please see below for information on transcript evaluation. International students planning to study in New Jersey should see below for additional required documents.

4. What if my undergraduate or graduate degree is from another country?  
Students who have attended college or university outside of the United States must have their transcripts officially translated and evaluated on a course-by-course basis by an accredited agency. A listing of accredited agencies can be found at <http://www.naces.org/members.htm>.

International students planning to study in New Jersey must also provide documentation necessary for completion of an I-20 form.

**A handbook with forms and information is available at**

**<http://iss.pages.tcnj.edu/students/matriculated-students-f-1/documents/>. Your completed handbook, along with all supporting documents, must be submitted to the Office of Graduate Studies. Please note that international applicants must apply early as additional time is needed to complete the visa process.** These items must be supplied with the application and include:

- Bank affidavit showing the ability to pay for the first year of study and living expenses
- Proof of \$50,000 insurance
- Copy of passport information

Questions concerning these documents and the I-20 process should be directed to Dr. Jon Stauff, Director of the Center for Global Engagement, at [stauffj@tcnj.edu](mailto:stauffj@tcnj.edu).

5. When and where do I take the GRE?

- The standardized test, if required, must be completed by the established application deadline date. GRE information may be obtained from ETS at [www.gre.org](http://www.gre.org) or 1-800-GRE-CALL. For the current GRE waiver policy, please see <http://graduate.tcnj.edu/apply/>.

6. What if I miss the application deadline?

Refer to #1 for next appropriate deadline. If you miss the deadlines to apply for matriculation, you may still apply as a non-matriculant for the fall or spring terms\*, or as a visiting student for the summer term. If you miss the non-matriculation deadlines, you will have to wait and apply for the next admission term. A student's status as a Non-matriculated or visiting student does not guarantee admission upon applying for matriculation.

\* NOTE: Please see exceptions under #1/Note.

7. Who is considered a Non-Matriculation student?

Qualified applicants who wish to pursue graduate studies for professional development or personal growth may apply for admission under the status of Non-Matriculation. Applicants must hold a bachelor's degree from a regionally accredited institution in the U.S. or proof of equivalent from a foreign university. Minimum GPA requirements are 2.75 cumulative or 3.0 GPA in undergraduate major field of study.

Priority Consideration Deadlines to apply for Non-Matriculation are as follows:

August 1 for Fall Non-Matriculation

December 1 for Spring Non-Matriculation

Applications for Non-Matriculation are available at <http://graduate.tcnj.edu/apply/>. Non-Matriculation applications should be accompanied by official transcripts from all undergraduate and graduate institutions, a student essay, resume, and an application fee. Application for non-matriculation is competitive and enrollment is on an as-available basis.

Non-Matriculation students have one year from the time of initial enrollment to matriculate into a degree or certificate program in order to utilize six non-matriculation credits toward the degree/certificate. Failure to matriculate in this timeframe will negate the use of these credits toward a degree or certificate at TCNJ. Students who wish to enroll in more than six credits must complete a waiver form.

As noted above, non-matriculation is not a category of admission available for students interested in the MEd Educational Leadership: Instruction program (offered in conjunction with the RTC) or the MAT Secondary Education program<sup>s</sup>.

8. Who is considered a visiting student?

A graduate visiting student is a non-matriculant who takes summer courses at our Ewing campus.. A graduate visiting student may take a maximum of 3 courses, but as with fall/spring non-matriculation, only a maximum of two courses (6 credits) can be used toward a degree or certificate program if you apply and become accepted for matriculation. A global visiting student is a non-matriculant who takes summer or academic year courses at one of our global sites. A global visiting student may take a maximum of 3 courses which can be used toward a degree or certificate program if you apply and become accepted for matriculation.

Students wishing to take summer courses in Ewing should contact the Office of Summer Programs at <http://summer.tcnj.edu> or 609-771-2369.

Students wishing to take courses at one of our global sites should contact The Office of Off-Site Graduate Programs at [osgp@tcnj.edu](mailto:osgp@tcnj.edu). Global students are encouraged to apply for matriculation as there is no guarantee that courses taken as a visiting student will count toward a degree. Information on our Global locations and programs can be found at <http://offsitegrad.tcnj.edu/programs/>.

9. When will I find out if I have been accepted?

All students will receive notification of the admission decision via U.S. mail approximately six weeks after the priority deadline, or if applying after the priority deadline, approximately six weeks after submission of a completed application. Applications that arrive prior to the priority deadline are not reviewed until the deadline passes. Only applications that are fully complete will be sent to program admission committees for consideration.

### **Graduate Assistantships**

10. How do I apply for a Graduate Assistantship, and when will I know if I receive one?

The Graduate Assistantship application becomes available online in January of each year and can be found at <http://graduate.tcnj.edu/graduate-assistantships/>. The submission of the application along with resume is due by April 15<sup>th</sup> of each year. Completed applications are filed with the Office of Graduate Studies and are reviewed as needed by faculty and staff from various campus departments and programs prior to the start of each semester. Supervisors from these departments contact candidates directly to arrange interviews. A minimum of a 3.0 cumulative undergraduate GPA is required. Positions are limited and not all those who apply will be hired.

\* For the 2015-20156 academic year, in exchange for service to TCNJ, Graduate Assistants will be awarded a tuition waiver of \$10,000.00 per academic year (\$5,000 per semester for fall and spring). Only those full-time (minimum 9 credits/semester), matriculated graduated students in good academic standing with a minimum 3.0 undergraduate cumulative GPA are eligible for selection as a Graduate Assistant. A graduate student may be hired on an annual basis as a Graduate Assistant for a maximum of two years.

\*Subject to change

For more information concerning remuneration, please visit <http://graduate.tcnj.edu/graduate-assistantships/>.

### **Registration, Course Transfer, and Tuition**

11. When are the course registration dates?

Course registration periods are posted on the Records and Registration Web site at <http://recreg.pages.tcnj.edu/>.

12. How do I know what courses are offered in a given semester?

Students should consult with their advisers to confirm course offerings. Graduate course offerings are available online through PAWS. Click on “TCNJ Course Catalog” at <http://tcnj.pages.tcnj.edu/about/>.

13. What is the cost of tuition? Are there other fees?

For the College’s tuition and associated fees tables, please see <http://studentaccounts.tcnj.edu/tuition-fees/>.

Accepted matriculants are required to submit a \$100.00 non-refundable enrollment deposit upon acceptance in order to secure their place in the incoming class.

Programs in the School of Education require payment of a LiveText Fee.

\* NOTE: For Global Programs tuition and associated fees tables, please see <http://offsitegrad.tcnj.edu/programs/costs/>.

14. How do I transfer credits from other institutions?

Upon departmental approval a maximum of 6 graduate credits may be transferred into degree programs with fewer than 45 credits and a maximum of 9 graduate credits may be transferred into degree programs with 45 credits or more.\*

Transfer courses must be applicable to the student’s current program of study and must have been completed at a regionally accredited graduate institution within the last six years with a grade of B or higher.

In order to transfer a course into a program, the student must complete a Course Authorization Form (available online at <http://graduate.tcnj.edu/resources/forms/>), obtain

the appropriate graduate coordinator approval(s), and submit the form to Ms. Esther Ball, Office of Records and Registration, Green Hall 112.

\*Transfer credits are not accepted into our MEd in Educational Leadership: Instruction in partnership with the Regional Training Center.

### **Miscellaneous**

15. What if I need to take a leave of absence, withdraw, or defer my acceptance?

See the following sites:

<http://policies.tcnj.edu/policies/digest.php?docId=8289>

<http://policies.tcnj.edu/policies/digest.php?docId=8280>

<http://studentaccounts.pages.tcnj.edu/billing/bill-payment-options/installment-payment-plan/tuition-refund-and-repayment/>

#### **Deferrals**

Matriculated students planning to defer after acceptance can do so for up to one academic year from the term of admission and must submit a request in writing to the Office of Graduate Studies via e-mail at [graduate@tcnj.edu](mailto:graduate@tcnj.edu). Non-matriculants cannot defer their application, but must reapply to the desired term.

16. What if my name or address changes?

Address and name changes are not automatically updated with the submission of an application for graduate school. If you name or address changes after submission of your application:

**Address Change** – You may update your address online through PAWS. Please note that this will not change or update your residency status if you are moving into or out of state or country; you must complete the Residence Analysis Form with the Office of Records and Registration, available at <http://recreg.pages.tcnj.edu/forms/>.

**Name Change** – You may go online to <http://recreg.pages.tcnj.edu/forms/>, print and complete the Change of Name form. You must attach a **photocopy** of a new Social Security card, **or** marriage license, **or** other legal document to the notarized document. You may present this information in-person, by fax, or by mail to the Office of Records and Registration, Green Hall 112. The photocopy of the document will not be returned.

17. What is RTC? What is PLS?

#### ***RTC***

The College has established a partnership with the Regional Training Center (RTC). RTC provides high-quality, graduate-level, professional development courses for teachers online and at satellite sites throughout New Jersey. All RTC courses carry TCNJ graduate credit in teacher education/instruction. A maximum of 6 credits may apply as elective credit for students matriculated into one of TCNJ's degree programs, pending approval by the graduate program coordinator. For more information on professional development opportunities for teachers, please visit [www.thertc.net](http://www.thertc.net).

TCNJ has also established a Master of Education in Educational Leadership: Instruction program in conjunction with the Regional Training Center. For more information on this joint program, please see the FAQ for the TCNJ/RTC Master of Education in Educational Leadership: Instruction at visit <http://graduate.tcnj.edu/academic-programs/regional-training-center/>.

*PLS*

The College has established a global partnership with Performance Learning Systems. PLS provides high-quality, online, graduate-level professional development courses for teachers within our Graduate Global Programs. For more information, please visit [www.plsweb.com](http://www.plsweb.com) or contact [osgp@tcnj.edu](mailto:osgp@tcnj.edu).

18. Do you offer graduate housing?

On-campus housing is only available for registered full-time graduate level students who are completing a dual degree at TCNJ (combined 5-year baccalaureate/master program). Graduate students who are not part of a 5-year program are not eligible for on-campus housing. Private rentals in the Ewing area, including apartments in Campus Town (opening Fall 2015) are available to all students. Students may visit the Residence Life Web site for information concerning off-campus housing <http://housingoptions.pages.tcnj.edu/> or <http://campustowntcnj.net/> for information on Campus Town rentals. The Housing Eligibility Policy can be found at <http://policies.tcnj.edu/policies/digest.php?docId=9138>.

19. How do I know whether I want to apply to a MEd or a MAT degree program?

Generally speaking, the MEd is an advanced degree for individuals who are already certified teachers. The MAT is the correct choice for students seeking an initial teaching certification. The exception is the MEd in Teaching English as a Second Language (TESL), which does lead to an initial teacher certification, when the certificate program is completed in advance of the MEd.

20. If accepted, is there an enrollment deposit?

Matriculated students (waived for RTC MEd and global students) will be required to submit a \$100.00 enrollment deposit upon acceptance to secure their seat. This enrollment deposit is non-refundable, but will be entered as a credit toward the student's tuition. Payment should be made online through the URL provided in the acceptance letter. A check or money order made payable to The College of New Jersey may be included with the acceptance form if you choose not to pay online. (Please print the applicant's name on the front of the check or money order.) **Do not send cash.**