

### Admissions Information

Applicants seeking to be officially accepted to graduate programs must meet the following requirements: 1. a Bachelor's degree from a regionally accredited institution; 2. a minimum undergraduate GPA of 2.5; 3. admission application, reservation form and non-refundable application fee; 4. official, sealed transcripts from all institutions attended; 5. one recommendation form; 6. plan of study form. Please note: recommendation must be obtained from individuals who are not family members or personal friends, or members of the Department of Education at University of Saint Joseph. Candidates must be officially accepted in order to start the program. Students must receive a grade of C or better in all graduate courses.

### Enrollment Policy

The cohort programs at University of Saint Joseph are designed with the expectation that students will remain continuously enrolled and move through the coursework in sequence with their cohort group. While reasonable accommodations can be made for course make-up, students are not permitted to sit out for a course without prior approval from their academic advisor. Permission to sit out for a course in a cohort will be reserved for special circumstances and is not granted automatically. Students seeking special permission to sit out of a class should contact the Director of Online Masters for Teachers.

### Immunization Policy

The proof of immunization requirement is designed to make sure all graduate students attending courses in-person with University of Saint Joseph have been vaccinated for Measles, Mumps, Rubella, and Varicella. Student health forms are all available online on the student health portal once you are registered for classes. Visit [usj.studenthealthportal.com](http://usj.studenthealthportal.com) and log in with your USJ credentials. Students pursuing fully online degree programs are exempt from this requirement. Please Note: Online Masters students will be reviewed for admission and can be registered for their initial semester of coursework without proof of immunizations on file; however, they will be required to be compliant before they can register for their second semester of coursework. Please contact Health Services with questions.

### Refund Policy

University of Saint Joseph refunds tuition and fees based on the University of Saint Joseph Institutional Policy. Adjustments made outside the institutional policy may be made by the Provost when extenuating circumstances, such as illness, exist. Refunds cannot be mailed until funds are received and checks have cleared. No refunds are given after the established drop/add date for standard courses as published in the Academic Calendar.

### Technology Requirements

Students will receive account information for details to set up their MyUSJ, student email and Blackboard accounts once they are registered for classes.

### Transferring Credits

A maximum of six credits may be transferred from another accredited graduate school into a University of Saint Joseph graduate program, provided the transferred course matches a course in the program plan of study and is completed prior to beginning coursework at University of Saint Joseph. To be eligible for transfer credit, a course to be transferred must carry a grade of B or higher. The coursework in transfer requests must have been completed within the last seven years. An official transcript of the credits and a completed Transfer Credit Request Form must be received in the Department of Education. A student will be asked to have a course description and syllabus sent with the official transcript. No transfer credit will be considered until the student has been officially accepted. Transfer of credits is not granted automatically. Approval is granted by the Director of Online Masters for Teachers. For information call (860) 231-5694. Transfer of credits may impact your eligibility for Financial Aid. Check with the Student Financial Services Office if you plan to transfer credits.

### Tuition & Fees

The reduced tuition rate for Fall 2026 in the Online Masters for Teachers cohort programs is \$728 per credit hour. The tuition rate is guaranteed for the entire program as long as a student stays continuously enrolled. Additional costs to complete the program include:

- Textbooks
- \$50 application fee
- \$125 graduation fee (paid when the application to graduate is submitted)

### Important Contacts

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|-----------------------------|-------------------|--------------|--|
| Graduate Information Office | Theresa Warmelink | 860-222-0682 | <a href="mailto:twarmelink@graduateprogram.org">twarmelink@graduateprogram.org</a> |
| Office of Admissions        |                   | 860-231-5216 | <a href="mailto:graduate@usj.edu">graduate@usj.edu</a>                             |
| Student Financial Services  |                   | 860-231-5223 | <a href="mailto:financialaid@usj.edu">financialaid@usj.edu</a>                     |
| Cashier's Office            |                   | 860-231-5266 | <a href="mailto:bursar@usj.edu">bursar@usj.edu</a>                                 |
| Health Services             |                   | 860-231-5530 | <a href="mailto:healthservices@usj.edu">healthservices@usj.edu</a>                 |