

**California State University, Long Beach**  
**College of Education**

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**Graduate Admissions Policy**

**Approved by the CED Graduate Programs Committee, December 6, 2017**

**General Principles**

The College of Education is a learning and teaching community that prepares professional educators and practitioners who promote equity and excellence in diverse urban settings through effective pedagogy, evidence-based practices, collaboration, leadership, innovation, scholarship, and advocacy.

The College of Education conducts admissions processes for graduate programs in accordance with federal and state law. The College's admissions processes also align with University policy, including the Graduate and Post-Baccalaureate Admission Requirements, the Non-discrimination Policy, the Policy Promoting Equal Employment and Educational Opportunity and the policy on Equal Access and Opportunity, Non-discrimination/Non-harassment (see the [University Catalog](#)); [Academic Senate Policy](#) 07-03 on Promoting Access and Opportunity and Prohibiting Discrimination, Harassment, and Retaliation; and specific admissions requirements established for each program (see the College of Education index in the [University Catalog](#)).

As established in the University Policy Promoting Equal Employment and Educational Opportunity and reflected in California State University system-wide policy:

“California State University, Long Beach affirms the equal worth of every individual and of distinctive groups of people, and fosters fair and equal treatment and access for all members of the university community. Therefore, the University is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of California State University, Long Beach to provide programs, services, and benefits, including employment, without regard to age, disability, gender (including gender identity, gender expression), genetic information, nationality, race or ethnicity, religion, sexual orientation, as well as Veteran Status (Executive Order 1097).

Reasonable accommodation to disability is considered a means of establishing equal opportunity.”

**Admissions Procedures**

It is the applicant's responsibility to ensure that all required application materials for both the Cal State Apply (including application fee) and the program application are received by the published program deadline. Late applications will not be considered for admission. Faculty admissions committees review each qualified applicant's file received by the program deadline using University and program-based criteria. See the [University Catalog](#) for current admissions criteria for the University and program.

Admissions processes are competitive. Some programs require an interview as part of the admissions process, as stated in the program application packet. Programs that require an in-person interview on a specific date provide a timeframe for interviews in their application packets and invited interviewees are provided a specific interview date/time in advance. Interview make-up dates may not be available and are at the program's discretion. Failure to participate in an interview on the date/time scheduled will adversely impact admission into the program.

Applicants requesting reasonable accommodations in the admissions process based on a disability should make their requests to the [Disabled Student Services](#) office in a timely manner.

International applicants planning to enroll on an J1 or F1 VISA are required to meet all University [admission criteria](#) for international graduate students, including the [English Language Demonstration Requirement](#) for

post-baccalaureate students at the time of the application and submission of all admissions documents by the established [Center for International Education \(CIE\) deadline](#).

### **Notification of Admission Status**

Enrollment Services will officially notify applicants of their admission status (admit or deny) via the email address submitted on the Cal State Apply application. Some applicants may remain in department review for the duration of the application cycle in the event that a space becomes available.

The admissions process is confidential. Programs provide general information on their admissions decisions; applicants who are not admitted will not receive specific reasons why they were not admitted. For programs that require interviews as part of the admissions process, no individualized feedback is provided to applicants regarding their performance during the interview process. Specific data on the number of applications received or number of applicants offered admission will not be provided for the current application cycle.

### **Graduate Program Right to Select Graduate Students**

Each graduate program in the College of Education reserves the right to admit or deny its applicants. At its sole discretion, the graduate program determines admissions based on (a) an applicant's suitability for graduate study, pursuant to the application materials submitted; (b) interviews conducted (if applicable); and (c) the applicant's compatibility with the College, department and program's mission, goals, resources, and faculty scholarship. Meeting minimum University or program requirements for admission does not ensure acceptance into a graduate program.

### **Expiration of Admissions Offer**

An offer of admission will automatically expire if an applicant who is accepted by a program does not enroll in the term of admission. Admissions offers cannot be deferred to a later semester. If an admission offer has expired, an applicant must reapply via Cal State Apply and pay a new application fee. Applicants who are reapplying may also be required to submit a new program application. Subsequent admission to the program is not guaranteed. An offer of admission may be withdrawn by the graduate program if the applicant has not indicated intent to enroll by the deadline established by the program. Should any conditions of admission not be met, students will be dismissed from the program and not be permitted to continue enrollment.

### **Information Security**

According to the [University's Information Security Policy](#):

"California State University, Long Beach (CSULB) recognizes its affirmative and continuing responsibility to protect the confidentiality, maintain the integrity, and ensure the availability of its information assets. Unauthorized modification, deletion, or disclosure of information assets can compromise the integrity of the mission of CSULB, violate individual privacy rights, and possibly constitute a criminal act. It is the policy of California State University, Long Beach to ensure:

- confidentiality of personally identifiable information;
- integrity of data stored on or processed by CSULB information systems;
- availability of information stored or processed by CSULB information systems;
- maintenance and currency of applications installed on CSULB information systems; and
- compliance with applicable laws, regulations, and CSU/CSULB policies, standards, and procedures governing information security and privacy protection."

### **Student Document Retention/Disclosure**

Application materials will not be returned to the applicant. All student records shall be retained and disclosed by the campus in accordance with the requirements of the [Family Educational Rights and Privacy Act \(FERPA\) of 1974, as amended](#). The University, college and program exercise the right to refuse access to the files of individuals who applied and were not admitted as students to the program and/or University.