

Department of Public Policy And Administration



Graduate Program Admission Requirements

Department of Public Policy and Administration
Boise State University
1910 University Drive
Boise, ID 83725-1935

Graduate Admissions Office
Boise State University
1910 University Drive
Boise, ID 83725

Location:

Public Affairs and Art West Building, Room 127
208-426-1476

Location:

Math/Geology Bldg, Room 141
208-426-3903

To be recommended for regular graduate status by the Graduate Program Admissions Committee, an applicant should meet the following requirements. (Applicants who do not meet these requirements may be recommended for *provisional* graduate status.)

1. Possess a baccalaureate degree from an accredited institution.
2. Demonstrate satisfactory academic competency by: (a) having an overall grade point average of at least 3.00 in undergraduate course work, and (b) passing the Graduate Record Exam (GRE) verbal and quantitative sections with a minimum combined score of 1000.
3. Submit a graduate application. It can be submitted online at:
<http://www.boisestate.edu/gradcoll/0001.html>
A form is also available in the current Graduate Catalog or from the Graduate Admissions office. With the application, the applicant must pay a nonrefundable \$55 application fee.
4. Have official transcripts submitted from all previous academic institutions directly to the Graduate Admissions Office.
5. Have three letters of reference evaluating the applicant's academic potential submitted to the Department of Public Policy and Administration at the address above.
6. Submit to the Department a statement of approximately 500 words explaining the applicant's career goals and reasons for entering the Graduate Program.
7. Be accepted by the Graduate College of Boise State University. To ensure that all requirements specified by the Graduate College are met, review the Web site at:
<http://www.boisestate.edu/gradcoll/0001.html>
or consult the appropriate pages in the current Boise State graduate catalog.

Admission Process

1. An applicant should take the following steps to complete the Graduate Program admissions process:
 - a. Meet with an advisor in the Department of Public Policy and Administration to discuss the admission process, career interests, and reasons for entering the Graduate Program.
 - b. Get GRE information from ETS (<http://www.ets.org/gre/>) or from the Graduate Admissions office, where you can also pick up a graduate admission application. You can also use the application in the current BSU Graduate Catalog or online at <http://www.boisestate.edu/gradcoll/0001.html>.
 - c. Complete and submit a Data Form to the Department office. This is available from the Department office or download a copy from the Graduate Program's website.
 - d. Complete the graduate admission application and submit it with the application fee to the Graduate Admissions Office. Once the application has been processed the applicant will receive a certificate of admission to enroll in courses. This certificate is *not* a certificate of acceptance into the Graduate Program.
 - e. Have all official transcripts sent directly to the Graduate Admissions Office.
 - f. Complete the statement on career goals and reasons for entering the Graduate Program and submit it to the Department office.
 - g. Have three letters of reference sent to the Department office.

All admission materials must be submitted by February 1 for Fall admission and September 1 for Spring admission.

2. After the Graduate Admissions Office receives your application, application fee, GRE scores, and all transcripts, they will send a recommendation form for completion to the Department office, along with copies of transcripts.
3. After the above materials are received in the Department office, the Graduate Program Admissions Committee will evaluate the application and make its recommendation regarding admission to the program. *All* application materials must be on file in order for the Committee to consider admission.
4. The Graduate Program Admissions Committee will send its recommendation to the Dean of the Graduate College.
5. The applicant will be informed in writing by the Graduate Dean's office of the official decision on admission to the program.
6. Upon admission to the program, the Department will also contact the applicant to provide other pertinent information and designate a temporary academic advisor.

