

# Graduate

## Admission as a Degree Seeking Student

Applicants desiring admission to Mount Mercy graduate programs apply through the Graduate Admissions Office and must meet the graduate admissions criteria. Final admission decisions rest with the academic program. To be considered for admission an applicant must:

1. Hold an undergraduate degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside of the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Have a minimum cumulative grade point average of 3.00 and an undergraduate record that reflects ability to be successful in graduate studies. (Students with a GPA less than 3.00 will be considered on a case-by-case basis).
3. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. (See application form for further instruction).
4. Submit two letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. (See application form for further instruction).
5. Complete any requirements from the specific area of study.

## Program specific requirements are as follows:

### Master of Arts in Education

1. Bachelor's degree in education.
2. A valid teaching license or be eligible for a teaching license.
3. Resume that lists past and current teaching experience.

### Master of Arts in Marriage and Family Therapy

1. Personal interview with program director.
2. Resume that documents volunteer or professional experience in a human service area.

### Master of Business Administration

1. At least 24 years old.
2. Three (3) years of full-time work experience. (Provide a resume to document this work experience).

### Master of Science in Nursing

1. Licensure as a registered nurse. This includes a current and valid Iowa registered nurse (RN) license. NOTE: Nursing courses with a clinical component may not be taken by a person: a) Who has been denied licensure by the Board; b) Whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction; c) Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.
2. Currently working at least part-time as a nurse (ongoing requirement for at least part-time work during program).

3. Bachelor of Science in Nursing (B.S.N.) from an accredited nursing program or other undergraduate degree from a regionally accredited college or university, or an equivalent degree from an accredited institution outside of the United States. Undergraduate record should reflect ability to be successful in graduate studies. If undergraduate degree is not a B.S.N., an associates degree in nursing, and the Mount Mercy RN-BSN courses, NU 460 and NU 461.
4. Undergraduate statistics course with a minimum grade of C (C- does not count).
5. All MSN students must meet administrative requirements to include criminal background check, health assessment, immunization status compliance, CPR, and malpractice insurance prior to starting their capstone practicum.

*Note: A student may be admitted to the MSN program prior to completing the prerequisite courses (statistics or NU 460 and NU 461 for those who do not have a BSN). However, students must complete the prerequisite courses with a C or above prior to beginning to take MSN courses.*

An application is complete when the applicant submits the following required items:

1. A completed Mount Mercy application, including personal statement, and two letters of recommendation.
2. Official transcripts of all previous academic work from which undergraduate and graduate grade point averages can be computed. Transcripts should be mailed directly to the Graduate Admissions Office. Official transcripts must be submitted in a sealed envelope and display the appropriate seal and signature of the institution.

### MBA Admissions

A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with his/her academic advisor who will provide the student with an advising form that indicates the prerequisite courses that need to be completed and in what order. The student may enroll in either accelerated or traditional classes to complete prerequisite course at the tuition rate for those classes. However the MBA grading policies will be in effect for all MBA and prerequisite classes taken at Mount Mercy.

### MSN Admissions

A student may be admitted to the MSN program prior to completing the prerequisite courses (statistics or nursing courses for those RN students who do not have a BSN). Students will need to complete all prerequisite courses with the designated grade, prior to beginning to take MSN courses. NOTE: Prior to starting their capstone practicum, all MSN students must meet administrative requirements to include criminal background check, health assessment, immunization status compliance, CPR, and malpractice insurance.

### International Students

Mount Mercy welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the Mount Mercy community. The following additional items are required for admission for international students. 1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets, etc.) evaluated by a Foreign

Credential Evaluation Agency 2. Documentation of English language proficiency for all non-native speakers of English. (TOEFL, Step Eiken, IELTS or equivalent). TOEFL test scores accepted: a. 550 on the paper-based version (scores between 500-550 may be accepted upon an interview with the Program Director) or 79 on internet version (iBT) or 213 on computer-based total. b. Proof of comprehension and conversational proficiency as indicated by a 23 or higher on the TOEFL speaking sub-section and interview with the Program Director (phone interview can be substituted). Program Directors may waive the English language proficiency test scores upon interviewing a student who meets one of the following criteria: i. Undergraduate education in English ii. Worked in United States in a professional job for more than 1 year iii. Studied for at least two semesters in the United States iv. English is native language 3. Students who are applying for an F-1 visa must also provide a Certificate of Finance form or Letter with Affidavit from the Bank stating that they have sufficient funds to study in the U.S. The Certificate of Finance form can be found and downloaded from our Web site at [www.mtmercy.edu/admission/international.html](http://www.mtmercy.edu/admission/international.html).

## Graduate Special Student Status (or Non-degree Status)

A student with a baccalaureate degree who wishes to earn graduate credit, but not a graduate degree, may be accepted for admission to study as a graduate student with special status. Up to 9 semester hours earned as a graduate student with special status with a grade of "B" or above may be applied to a graduate degree at Mount Mercy upon admission to the program and with the approval of both the Dean of Graduate Studies and the Program Director. Special student status students are not eligible for financial aid.

## Transfer Policies

Upon admission to the program, students may transfer in graduate courses with the approval of the Program Director. The maximum number of transferable credit hours is 9. Credit allowance for graduate courses is considered on an individual basis, however, students must have earned a "B" or higher for the course to be considered. Course syllabi, college catalog, and a sample of previous course work may be requested for consideration of a class. While enrolled at Mount Mercy, students should not enroll for academic credit at other institutions without the permission of the Associate Provost. Approval, via a petition, must be granted prior to a course being taken at another institution and will only be granted for extenuating circumstances.

## Readmission

When a student withdraws or is terminated from any of the graduate programs at Mount Mercy, a recommendation will be made by the Program Director at the time of withdrawal or termination about whether the student will be eligible for readmission. Documentation of this recommendation will be maintained. The student who has withdrawn or has been terminated from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director according to the following criteria: the recommendation made by the Program Director at the time of the student's withdrawal or termination; evidence the student has improved in all needed areas. Students who wish to be readmitted to a graduate program must complete the application process. Policy on Undergraduate students taking graduate classes Mount Mercy seniors who meet the following criteria may take graduate courses for credit. Students must have: 1. Senior status 2. Be eligible for admission to graduate study, or secure permission from the

Program Director 3. Limit their load to a maximum of 15 credits for the semester, including undergraduate and graduate credits 4. Secure the approval of the department in which they wish to earn graduate credit Undergraduate students permitted may earn a maximum of 12 graduate credits. Graduate credits earned under this policy may be applied to a graduate program only with the approval of the appropriate Program Director. Students are not permitted to pursue a graduate and undergraduate degree concurrently.

## Delayed Admissions

Students have one year from date of acceptance to begin classes. Students who do not enroll for classes within the year deadline must reapply for admission.