

# Admission

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## Admission as a Degree Seeking Student to a Master's Degree Program

Applicants desiring admission to a master's degree program apply through the Graduate Admissions Office and must meet the graduate admissions criteria. 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 the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Submit official transcripts from all colleges/universities previously attended
3. 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.)
4. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. (See application form for further instruction.)
5. 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.)
6. Complete any requirements from the specific area of study.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

**Program specific requirements are as follows:**

### Master of Arts in Criminal Justice

1. Resume that documents educational background, professional experience, and volunteer involvements.

### Master of Arts in Education

1. Bachelor's degree in education (special education, reading, and effective teaching)
2. A valid teaching license or be eligible for a teaching license if seeking an endorsement in special education or reading.
3. Resume that lists past and current teaching or work experience.
4. Teacher Leadership - Requires an additional interview with the Director of Graduate Program in Education if undergraduate or other graduate degree is not in education. Additional coursework beyond that listed in the catalog may be required for those students without a degree in education and/or teaching license.

### 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.
3. Personality inventory test.

### Master of Business Administration - Face-to-Face program

1. At least 24 years old.
2. Three years of full-time work experience. (Provide a resume to document this work experience).
3. Currently working at least part-time in the field of business (ongoing requirement for at least part-time work during program). *Requirement can be waived by Program Director.*
4. Personal interview with program director.
5. A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with an 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 courses 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.

### Master of Business Administration - Online program

1. Personal interview with program director.
2. A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with an 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 courses 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.

### Master of Science in Nursing

1. 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 license by the Board; b) Whose license is currently suspended, surrendered, or revoked in any U.S. jurisdiction; c) Whose license or registration is currently suspended, surrendered, or revoked in another country due to disciplinary action. International students without current Iowa RN license may be admitted based on review by Program Director.
2. Currently working at least part-time as a nurse (ongoing requirement for at least part-time work during program). This requirement can be waived by the Program Director.
3. Bachelor of Science in Nursing (BSN) from an accredited nursing program, 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 BSN, students may be admitted with a BA or BS, an associates degree in nursing, and the Mount Mercy RN-BSN courses, NU 470 Population Based Nursing, NU 471 Professional Aspects of Nursing, and NU 472 RN-BSN Practicum Seminar completed with a minimum grade of B (B- not acceptable).
4. A 3 credit hour undergraduate statistics course with a minimum grade of C (C- not acceptable). A student may be admitted to the MSN program at the discretion of the Program Director prior to completing this prerequisite.

- All Master of Science in Nursing (MSN) students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to completion of the first MSN course.
- All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.
- Nursing Informatics students must meet admission criteria of Mount Mercy University and University of Minnesota School of Nursing.

## Master of Strategic Leadership

- Three years of full-time work experience (recommended).
- Personal interview with program director and additional writing sample may be requested.

## Admission as a Degree Seeking Student to a Doctoral Degree Program

*The following requirements in addition to those listed above:*

### Doctor of Nursing Practice

#### All DNP applicants:

- Hold a Master of Science in Nursing degree from a regionally accredited college or university.
- Current & valid Iowa registered nurse (RN) license. Cannot be denied, suspended, surrendered or revoked in any U.S. or international jurisdiction.
- Documentation of practice as registered nurse (RN) for a minimum of 6000 clinical hours.
- Current resume/CV
- Have a minimum cumulative grade point average of 3.25 in all Graduate and Undergraduate course work.
- Three letters of recommendation addressing professionalism, clinical skills, critical thinking, and communication skills.
- A 3 credit hour undergraduate statistics course with a minimum grade of C (C- not acceptable).
- Personal interview with DNP program committee.
- Complete NU 500 Research I: Theory & Critique (prior to admission or as part of DNP curriculum). This requirement is waived if student's MSN degree was earned within 5 years of starting the DNP program at Mount Mercy University and a graduate level research course was completed with at a grade of 'B' or higher (B- does not count).
- All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.
- All DNP students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to the first day of class.

#### Additional Admission Requirements (for NP applicants):

- Letter from NP program documenting clinical hours completed in NP education (course work & clinical hours are subject to adjustment based on gap analysis - must have minimum of 1000 hours for DNP).
- Current & valid Iowa registered nurse (RN) and advanced practice registered nurse (ARNP/APRN) licenses. Cannot be denied,

suspended, surrendered or revoked in any U.S. or international jurisdiction.

- Current NP certification in any specialty area.

## Doctor of Philosophy in Marriage and Family Therapy

- Hold a Master's degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
- Have a minimum cumulative grade point average of 3.00 in Graduate level course work.
- Submit three 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.)
- Personal interview with program director.

## Other Policies

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

- A completed Mount Mercy application, including personal statement and two letters of recommendation.
- 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.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

## 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:

- 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, which is a member of NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm) (<http://www.naces.org/members.htm>). If a transcript is evaluated, a course-by-course evaluation is required to register.
- Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language needed to register.
- Documentation of English language proficiency for all non-native speakers of English.
  - TOEFL 79 iBT; 213 CBT; 550 paper-based
  - IELTS - 6.5
  - STEP - Eiken (Grade 1)
  - Completed ELS Level 112
  - 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
4. Students who need Mount Mercy to issue an I-20 form for the F-1 (student) visa must also provide a Certificate of Finance ([http://www.mtmercy.edu/sites/default/files/uploads/MMU\\_Certificate%20of%20Finance.pdf](http://www.mtmercy.edu/sites/default/files/uploads/MMU_Certificate%20of%20Finance.pdf)) form or letter with affidavit from their bank stating that they have sufficient funds to study in the U.S.
  5. Copy of the information page of the passport for the student and any dependents who seek an F-2 visa.

### Submitting Digital Transcripts/Proof of Degree

For international candidates only, we are able to review your application using unofficial, digitally duplicated copies of your transcript submitted from a Mount Mercy partnered international recruiting service.

These records must be legible and include:

- The subjects you studied by year, with grades, marks, or percentages;
- Grades, marks, or percentages earned in year-end examinations;
- Proof that the degree was conferred. I.E., diplomas, titles, degrees, or certificates awarded.

**If you are offered admission, the offer will be contingent upon receipt and verification of official transcripts. You will not be able to register until this has been completed.**

### 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 Associate Provost 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 12. 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 and evidence the student has improved in all needed areas. Students who wish to be readmitted to a graduate program must complete the application process. Letters of recommendation and personal statement can be waived by Graduate Program Director.

### 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 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.