NEW TO MONMOUTH STUDENTS’ REQUIREMENTS

Graduates of accredited colleges and universities with a baccalaureate degree, whose records show evidence of ability to do graduate work, may apply for admission. Admission to graduate programs is based on the student’s undergraduate record, particularly in the major; scores on appropriate admission tests; and other supporting documentation as required. Graduate program directors determine admission decisions.

PROCEDURES

1. Obtain an application for admission by visiting www.monmouth.edu/apply or by contacting the Graduate Admission Office at 732-571-3452.
2. Complete and submit the application together with a nonrefundable $50 application fee to the Office of Admission Processing.
3. Send official undergraduate transcripts from all previously attended institutions to the Office of Admission Processing.
4. Send official graduate transcripts (if any) from other previously attended institutions to the Office of Admission Processing.
5. Refer to descriptions of the individual graduate programs for additional procedures, if any, unique to the program.

APPLICATION DEADLINES*

The application and all relevant official documents must be received as follows:

- Fall Semester: July 15**
- Spring Semester: November 15
- Summer Session: May 1

* Applications to the Doctor of Nursing Practice (DNP) program are accepted until January 15 for summer start only.
* The following deadlines and start terms apply to accelerated graduate programs: MBA – 12-month program (fall start only) applications are due July 15; Teacher of Students with Disabilities – 15-month program (spring start only) applications are due November 15; MAT – 12-month program (summer start only) applications are due May 1; MAT – 16- and 18-month programs (spring start only) applications are due November 15.
** Social Work deadline is March 15.
Applications to the Social Work program are accepted until March 15 for fall ONLY.

Qualified applicants are given consideration after these deadlines on a space-available basis.
GRADUATE PROGRAM ADMISSION REQUIREMENTS

MASTER OF ARTS IN ANTHROPOLOGY
1. Possession of a baccalaureate degree from an accredited college or university with a minimum 3.00 GPA.
2. Essay (500 words) highlighting personal and/or professional goals and objectives for wanting to pursue graduate study in the field of anthropology.
3. Two professional letters of recommendation from persons familiar with the prospective student’s academic and/or professional competence.

MASTER OF ARTS IN CORPORATE AND PUBLIC COMMUNICATION (MA) COMMUNICATION CERTIFICATES
1. Possession of a baccalaureate degree with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation.
3. Personal essay of not more than 750 words that describes your preparation for study in the program and personal objectives for graduate study.
4. Portfolio of experience that demonstrates a record of independent initiative and achievement in academic, career, and/or community settings. (Applicants who have earned an undergraduate degree the previous year must submit scores from the GRE.)
5. Résumé.

MASTER OF ARTS IN CRIMINAL JUSTICE (MA) CRIMINAL JUSTICE CERTIFICATE HOMELAND SECURITY CERTIFICATE
1. Possession of a baccalaureate degree with a minimum 2.5 overall GPA.
2. Two letters of recommendation.
3. Personal essay of 250 to 300 words that describes your preparation for study in the program and personal objectives for graduate study in criminal justice.

MASTER OF ARTS IN ENGLISH (MA)
1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and at least 15 credits in literary studies is strongly recommended.
2. Two letters of recommendation from former professors, current colleagues, or a current or recent supervisor.
3. An application essay of 500 words describing your personal objectives for graduate study in a master of arts program, as well as research completed, in progress, or contemplated, or an author or period of particular interest.

MASTER OF ARTS IN ENGLISH WITH A CONCENTRATION IN CREATIVE WRITING (MA)
1. An application essay of 500 to 1,000 words describing your interest in literature, rhetoric, or writing, what you hope to accomplish in the MA program, and how you think the program will fit into your academic and career goals.
2. A brief creative writing sample: four to five pages of poetry, fiction, creative nonfiction, or drama writing.
3. A minimum GPA of 2.75 or above in undergraduate and/or previous graduate study, with fifteen or more credits in literature or a related field and at least one course in Creative Writing. Those who have not done so may be admitted on the basis of the writing sample or may receive conditional admission and be required to take an undergraduate creative writing course in the first semester.
4. Two letters of recommendation from faculty or, for students who have not recently been in an academic program, from a current colleague or supervisor.

MASTER OF ARTS IN HISTORY (MA)
1. Possession of a baccalaureate degree with a 2.5 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation.
3. Written statement that describes the historical areas the candidate wishes to study and details how graduate study will contribute to the candidate’s professional and academic goals.

MASTER OF SCIENCE IN HOMELAND SECURITY – NEW OFFERING, FALL 2013:
A candidate for admission to Monmouth University Master of Science in Homeland Security is required to:
1. Have earned a Bachelor of Arts or Science with a minimum 2.5 GPA.
2. Submit an articulate essay that demonstrates critical thinking skills commensurate with a prospective graduate student. The essay should demonstrate the student’s interest in a related homeland security field(s) and a desire to actively engage the homeland security enterprise. The essay will answer the following four (4) questions:
   a. What academic, career or life experiences have contributed to your decision to consider an advanced degree in homeland security?
   b. How does your grade point average (GPA) reflect your ability to successfully complete graduate-level work?
   c. What knowledge, skills, abilities and personal qualities do you possess that will enable you to succeed in completing a graduate degree in homeland security?
   d. Upon successful completion of the MS degree in Homeland Security, what do you believe will be your contribution to the field of homeland security?

3. Submit two (2) letters of recommendation

4. Monmouth University welcomes transfer students who are in good academic standing at other accredited colleges or universities. Students from non-accredited colleges may be admitted if they satisfy the admission requirements of Monmouth University. Transfer students must send official transcripts from all institutions attended previously, regardless of whether or not credit for such work is desired or expected. When applying for transfer credit students may be required to submit official course descriptions.

MASTER OF ARTS IN PSYCHOLOGICAL COUNSELING (MA.)
MASTER OF SCIENCE IN MENTAL HEALTH COUNSELING (MS)
1. Possession of a baccalaureate degree with a 3.0 overall GPA.
2. Two completed Monmouth University Psychological Counseling recommendation forms.
3. Twenty-four credits in Psychology (including courses in personality theory, statistics, abnormal psychology, and research methods).
4. GRE scores may be required. Candidates who have not yet taken the GRE may be accepted conditionally pending satisfactory completion of the requirement during the first nine (9) credits of study. Candidates with a master’s degree in a related field are not required to submit GRE scores.
5. Essay (information regarding the essay may be obtained by visiting the Monmouth University Web site at www.monmouth.edu/admission/graduate/gradforms.asp).

MASTER OF ARTS IN PUBLIC POLICY (MA)
1. Possession of a baccalaureate degree with a 2.75 overall GPA.
2. Two-page typewritten personal statement (approximately 500 words) highlighting personal and/or professional goals and objectives for wanting to pursue graduate study in the field of public policy and public affairs.
3. Two letters of recommendation from persons familiar with prospective student’s academic and/or professional competence.

MASTER OF SOCIAL WORK (MSW)
1. Possession of a baccalaureate degree with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major. Social Work is grounded in the liberal arts and contains a coherent, integrated, professional foundation in social work (CSWE Accreditation Standards). MSW applicants with a baccalaureate degree are required to have a strong liberal arts background in English, Math, Biology, and Psychology (none of these courses can be a College Level Examination Program; they must be taken as college-level, credit-bearing classes). The program also prefers courses in History, Sociology, Political Science, Anthropology, and Economics.
2. Three completed Monmouth University Department of Social Work recommendation forms. Recommendations must be from an academic or professional source; it cannot be from friends and/or relatives.
3. Narrative (four to five pages, double spaced) in response to the questions outlined on the Autobiographical Statement form which can be obtained by visiting www.monmouth.edu/admission/graduate/MSWAutobioStatement.pdf.
4. Candidates for Advanced Standing must have a BSW from an accredited program within six years of the date of application, fulfill GPA requirements, and submit the Monmouth University Advanced Standing Field Evaluation form.

5. Candidates for Advanced standing must have completed a course in statistics within the last six years.

6. In instances where the admissions committee has questions about an applicant’s references, personal statement, or academic record, the applicant may be required to attend an interview as part of the admissions process.

POST-MASTER’S CERTIFICATE: PLAY THERAPY
1. A master’s degree in a medical or mental health discipline (for example, MSN, MSW, MA) and eligibility for licensure in that discipline.

MASTER OF SCIENCE IN COMPUTER SCIENCE (MS)
GRADUATE CERTIFICATE IN COMPUTER SCIENCE
1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA, preferably in the sciences or engineering.
2. Two letters of recommendation.
3. Two semesters of Calculus (I and II) with grades of “C” or better.
4. Two semesters of computer programming courses within the past five years (equivalent to Monmouth’s CS175 and CS176) at a recognized institution with a grade of “B” or better. Applicants not meeting these requirements for programming experience may be admitted conditionally and required to take CS501A or its equivalent.

MASTER OF SCIENCE IN SOFTWARE ENGINEERING (MS)
SOFTWARE ENGINEERING CERTIFICATE PROGRAMS
1. Possession of a baccalaureate degree in software engineering, computer science, computer engineering, or another engineering-related discipline with a 2.5 overall GPA and a 3.0 GPA in the undergraduate major. Candidates whose major is not computer science or a related field may be admitted on a case-by-case basis.

2. Demonstrate completed course work in computer programming, data structures and algorithms, operating systems, discrete mathematics, and software engineering. Applicants who have not completed course work in these areas will be required to complete preparatory/foundation courses as necessary. (Credits earned will not be applied toward the MS degree.) Students must earn a grade of “B” or better in each of these courses.

3. Thesis track students must hold a bachelor’s degree in software engineering from a college or university accredited by its regional accrediting agency.

MASTER OF BUSINESS ADMINISTRATION (MBA) or MASTER OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HEALTH CARE MANAGEMENT
1. Possession of a four-year baccalaureate degree and with a minimum GPA of 2.50 and either:
   a) GMAT* minimum score of 450, and a minimum total of 1000 when the GMAT is added to 200 times the GPA, or
   b) CPA or CFA licensure.

* The Graduate Record Exam (GRE) will be considered as a substitute for the GMAT on an equivalent basis.

2. Possession of a Master’s or Doctoral degree (MS, MD, JD, PhD, EdD, etc.)
3. Possession of a Monmouth University baccalaureate degree in business with a minimum GPA of 3.0, and a minimal SAT score (taken prior to attendance at Monmouth University) of 1600 on the 2400 point scale, or 1090 on the 1600 point scale.

Exceptional or conditional acceptance may be granted to a small number of qualified applicants at the discretion of the MBA program director.

POST-MASTER’S CERTIFICATE PROGRAMS IN ACCOUNTING OR IN HEALTH CARE MANAGEMENT
1. Possession of a Master’s degree from an accredited institution within the last seven
years, including the six business core courses.

Exceptional admission may be granted at the discretion of the MBA Program Director.

MASTER OF EDUCATION (MEd)
1. Possession of a baccalaureate degree with a 2.5 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation for graduate study.
3. Essay (500 words or more) explaining why the applicant wishes to pursue this graduate program.
4. Résumé.

Note: Prior to student teaching, the appropriate Praxis Test must be successfully completed, and all content course work and/or conditions of acceptance must be satisfied.

MASTER OF ARTS IN TEACHING (MAT)
1. Possession of a baccalaureate degree with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation for graduate study.
3. Résumé.
4. Personal statement of not more than two pages that describes your preparation for study in the program and personal objectives for graduate study.
5. Prior to student teaching, the appropriate Praxis Test must be successfully completed.
6. Students interested in the MAT Initial Certification K-12 in Chinese must have a degree or thirty approved credits in the Chinese language and culture.
7. Admission into MAT with an Endorsement in K-12 Education in Health and Physical Education requires prior completion of thirty undergraduate credits in a coherent sequence of courses in health and a minimum of fifteen undergraduate credits in physical education OR thirty undergraduate credits in a coherent sequence in physical education and a minimum fifteen undergraduate credits in health. Study of individual, dual, and team sports must be part of the physical education credits.

MASTER OF SCIENCE IN EDUCATION (MSEd)
1. Applicant must be a certified teacher. (Does not apply to MSEd School Counseling and Principal Concentrations.)
2. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a 3.0 GPA in the undergraduate major.
3. Two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
4. Essay (500 words or more) explaining why the applicant wishes to pursue this graduate program.

Note: Upon completion of the Principal Program, you must provide documentation evidencing completion of five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-state certificate to be eligible for the endorsement.

MASTER OF SCIENCE IN EDUCATION (MSEd)
SPEECH LANGUAGE PATHOLOGY NEW OFFERING, FALL 2013
1. Bachelor’s degree from an accredited institution with an overall GPA of 3.00 or higher.
2. GRE.
3. 500-word essay explaining why the student wishes to pursue a career in speech-language pathology.
4. Two professional letters of recommendation

Note: Priority with be given to students who have a bachelor’s degree in speech-language pathology who will follow a sixty-credit program of study. Students who do not have a bachelor’s degree in speech-language pathology will be considered for admission and if accepted, will have to take more than sixty credits (up to seventy-eight credits) depending on their undergraduate degree preparation.

SCHOOL OF EDUCATION CERTIFICATE AND ENDORSEMENT PROGRAMS

Graduate Certificate: Teaching English to Speakers of Other Languages:
1. Possession of a baccalaureate degree with a 2.75 or above overall GPA.
2. A passing score for the Oral Proficiency Interview (OPI) in the English Language for non-native speakers of English.
**Graduate Certificate: Autism**

1. Applicant must be a certified teacher (does not apply to MSEd Educational Counseling and Principal Concentrations).
2. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a 3.0 GPA in the undergraduate major.
3. Two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
4. Essay (500 words or more) explaining why the applicant wishes to pursue this graduate program.

**Graduate Certificate: Applied Behavior Analysis**

- **NEW OFFERING, FALL 2013:**

1. Bachelor’s degree from an accredited institution with an overall GPA of 2.75 or higher and a major GPA of 3.00 or higher.
2. Two letters of recommendation
3. Personal essay explaining why the student wishes to pursue this certificate

**Graduate Post-Master’s Certificate: Education:**

1. Applicants must have completed a Master’s degree in the field of education, or related field, with a 3.0 minimum cumulative GPA.

*Note: Course credits earned in a previous degree program, at either Monmouth or another institution, may not be applied toward this certificate.*

**Graduate Post-Master’s Certificate: Curriculum Studies:**

1. Applicants must have completed a Master’s degree in the field of education, or related field, with a 3.0 minimum cumulative GPA.

**Graduate Endorsement: Teacher of Students with Disabilities:**

1. Possess or be eligible for a standard or provisional New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught.
2. Possession of a bachelor’s degree in a field leading to teacher licensure, health services, psychology, or social work from an accredited institution and have achieved a minimum 2.75 GPA.
3. Applicant must submit two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
4. Applicant must submit an essay of 500 words or more explaining why applicant wishes to pursue a Teacher of Students with Disabilities endorsement.
5. Official undergraduate and graduate transcripts.

**Graduate Endorsement: Student Assistance Coordinator:**

1. Hold a standard instructional certificate, or a school psychologist, school social worker, school counselor, director of school counseling services, or school nurse endorsement, or a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor committee of the Marriage and Family Board, or a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey, or hold a master’s or higher degree from a regionally accredited college or university.
2. Applicant must submit two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
3. Applicant must submit an essay of 500 words or more explaining why applicant wishes to pursue a Substance Awareness Coordinator (SAC) endorsement.
4. Possession of a bachelor’s degree in a field leading to teacher licensure, health services, psychology, or social work from an accredited institution and have achieved a minimum 2.75 GPA.
5. Official undergraduate and graduate transcripts.

**English as a Second Language (ESL) Endorsement:**

1. A bachelor’s degree (BA or BS) with a minimum 2.75 GPA.
As an added part of an initial certificate program:
1. Admission into any of the Monmouth University Initial Teaching Certification Programs (MAT).

Graduate Endorsement in Early Childhood:
1. The same as those listed above for the Master of Science in Education. (If the applicant is not a certified teacher, the applicant must be enrolled in a specialized alternate route program.)

Graduate Endorsement in Bilingual/Bicultural
1. A degree in a K-12 school curriculum content area
2. Certificate of eligibility with advanced standing, or a standard New Jersey instructional certificate of eligibility with a teaching position in an ESL/Bilingual setting.
3. A passing score for nationally recognized test of oral and written proficiency in both English and the target language.

Post-Master’s Endorsement: Director of School Counseling Services:
1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a minimum 3.0 GPA in the undergraduate major
2. Possession of a master’s degree.
3. Two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
4. Essay (500 words or more) explaining why the applicant wishes to pursue this graduate program.

Note: Must hold a New Jersey school counselor or student personnel services certificate or an equivalent out-of-state certificate. Upon completion, provide documentation evidencing completion of three years of successful experience as a school counselor in grades P-12 to be eligible for the endorsement.

Post-Master’s Endorsement: School Business Administrator
1. Hold a master’s degree (in any field) OR
2. Hold a bachelor’s degree and be in possession of a certified public accountant license.

Post-Master’s Certification: Endorsement: Supervisor:
1. Possession of a master’s degree in Education.
2. See the MSEd Admission requirements above

Note: The state code requires that an applicant for the Supervisor certification must hold a standard New Jersey instructional or educational services certificate or its out-of-state equivalent, and complete three years of successful, full-time teaching and/or educational services experience.

Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New Jersey certificate.

Post-Master’s Certification Endorsement: Learning Disabilities Teacher-Consultant:
1. Applicant must possess a master’s degree.
2. Applicant must hold a standard New Jersey or out-of-state instructional certificate.
3. Applicant must have three years of successful teaching experience.
4. Applicant must submit two letters of recommendation related to the applicant’s competence for this graduate program and professional work.
5. Applicant must submit an essay of 500 words or more explaining why applicant wishes to pursue a Learning Disabilities Teacher Consultant endorsement.
6. Applicant must have a minimum 2.75 GPA.
7. Official undergraduate and graduate transcripts.

MASTER OF SCIENCE IN NURSING (MSN)
1. Possession of a BSN from an accredited program, with a minimum 2.75 GPA. RN students with a baccalaureate degree other than nursing may be admitted into the “bridge” program.
2. GRE scores may be waived pending a minimum of a “B” (3.0) earned in each of the first four courses of the program. Satisfactory GRE courses will be required to continue if a “B” or better is not earned in each of the first four courses.
3. A personal statement (one to two pages) outlining professional goals.
4. Two letters of recommendation. One year of clinical experience is necessary to begin the clinical specialty.
5. A college-level course in health assessment. (An appropriate continuing education course may be substituted at the program director’s discretion.) This requirement does not apply to the Nursing Administration concentration.
6. A current New Jersey RN license, a year of experience as a registered nurse, and proof of a current $1,000,000 to $3,000,000 liability and malpractice policy.
7. Résumé.

RN TO MSN DIRECT
Students without a baccalaureate degree will be accepted as conditional graduate students in the RN to MSN Direct Program. Graduate tuition and fees apply.
1. Possession of an associate’s degree in nursing or diploma in nursing from an accredited program with a minimum of a 2.75 GPA.
2. GRE scores may be waived pending a minimum of a “B” (3.0) earned in each of the first four Nursing (NU) graduate courses of the graduate program. Satisfactory GRE scores will be required to continue if a “B” or better is not earned in each of the first four courses.
3. A personal statement (one or two pages) outlining professional goals.
4. Two letters of recommendation
5. One year of clinical experience is necessary to begin the clinical specialty. Students pursuing the RN to MSN Direct degree full time will need to have at least two years of clinical experience upon starting the nursing specialty courses in the MSN Program.
6. Possession of an RN license or is eligible to take the NCLEX examination to enroll in Individual Health Assessment. A current New Jersey RN license and proof of current $1,000,000 to $3,000,000 liability and malpractice policy.
7. Résumé
8. After acceptance, prior to starting classes, a student must submit to the School of Nursing and Health Studies a certificate of good health from a primary care practitioner including a complete health history and physical exam. Before beginning clinical laboratory experiences students are required to have a physical examination, with associated laboratory studies, immunizations, and criminal background checks, in accordance with the special requirements of affiliation contracts with clinical agencies.
9. Transcript indicating successful completion of English Composition I and II, Anatomy and Physiology I and II, Microbiology, Chemistry, Introduction to Psychology, and Introduction to Sociology. A grade of “C” or better is required in order for these courses to transfer to Monmouth University.

Please note: Students who do not meet the criteria to matriculate into the MSN program may complete the BSN by fulfilling the baccalaureate requirements.

DOCTOR OF NURSING PRACTICE (DNP)
1. Applicant must be a graduate of an accredited Master’s in Nursing program.
2. Possession of an RN license.
3. National certification in the specialization as a Nurse Practitioner or Nurse Administrator.
4. Must have a minimum of GPA of 3.2 or higher on a 4.0 scale.
5. Have completed a graduate research course with a working knowledge of graduate statistics
6. Submit a letter of intent indicating professional and/or academic goals and a vision for improved health care.
7. Résumé.
8. Two professional and/or academic letters of recommendation.
9. Official transcripts from all previous college work.
10. Personal interview (telephone interview when appropriate) with the DNP Director.
11. Current liability and malpractice insurance of $1,000,000 to $3,000,000.
12. After admission, prior to starting classes, students must submit to the School of Nursing and Health Studies a certificate of good health from a primary care practitioner, including a health history and physical examination with associated laboratory studies, immunizations, and criminal background checks in accordance with the special...
requirements of affiliation contracts with clinical agencies.

GRADUATE CERTIFICATES IN SCHOOL NURSING, SCHOOL NURSING – NON-INSTRUCTIONAL, AND FORENSIC NURSING
1. Possession of a baccalaureate degree with a minimum 2.75 GPA.
2. A current New Jersey RN license, a year of experience as a registered nurse, and proof of a current $1,000,000 to $3,000,000 liability and malpractice policy.

POST-MASTER’S CERTIFICATES
1. Possession of a master’s degree in nursing.
2. A current New Jersey RN license, a year of experience as a registered nurse, and proof of a current $1,000,000 to $3,000,000 liability and malpractice policy.
3. A personal statement (one or two pages) outlining professional goals.
4. Two letters of recommendation. One year of clinical experience is necessary to begin the advanced specialization clinical courses.
5. A college-level course in health assessment. (An appropriate continuing education course may be substituted at the program director’s discretion for the nursing practitioner tracks.) This requirement does not apply to the Nursing Administration concentration.
6. Résumé.

TRANSFER APPLICANTS
Students in the MBA Program must complete a minimum of thirty credits or ten courses in the required and elective core of courses at Monmouth University. Courses requested for transfer will be accepted at the discretion of officially designated evaluators for the program in the School of Business Administration. Transferred courses must be from institutions accredited to offer graduate courses and must carry a minimum grade of “B.”

Students in the sixty-credit MSW Program will be able to transfer a maximum of twelve credits of graduate work from another CSWE-accredited MSW graduate school, provided that (a) the courses requested for transfer were completed with grades of “B” or better, (b) the courses are offered only for graduate credit at the previous institution, (c) the courses are judged appropriate by the MSW Program Director, (d) the courses were completed within the six years prior to admission into the MSW Program at Monmouth University, (e) the courses are foundational courses and do not include field placement or any of the Social Work practice sequence courses, and (f) the credits were earned at a Council on Social Work Education (CSWE) accredited graduate program.

Students transferring into certificate programs are allowed to apply no more than 30 percent of the transfer credits into the program. All other restrictions stated above will apply.

Students in other master’s degree programs may, with the permission of the student’s program director and the school dean, transfer a maximum of nine (9) credits of graduate work from another accredited graduate school, provided (a) the courses requested for transfer were completed with grades of “B” or better and were not applied toward another degree, (b) the courses are offered only for graduate credit at the previous institution, and (c) the courses are judged appropriate by the program director for the degree program in which the student is matriculated at Monmouth University. The grades of transferred courses are not used in the computation of the grade point average.

Final transcripts from previous institutions attended should be received by Monmouth University prior to beginning enrollment. Students who do not provide official transcripts will not be permitted to continue at Monmouth. Please see Previous Course Work for information regarding the use of transfer credits.

CREDIT TRANSFER
Transfer students who have been admitted to the University will receive an official transfer credit evaluation. Students who fail to declare attendance at any postsecondary institution where they had been registered automatically waive the right to have that work considered for transfer credit and are subject to disciplinary action and/or suspension. Grades earned at previous institutions are not reflected in the Monmouth University grade point average (GPA).

FORMER STUDENTS APPLYING FOR READMISSION
Readmission to the University
Former Monmouth University students not on a Leave of Absence who have not attended the
University for at least one semester must submit an application for readmission. Applications are available in the Office of Admission. If the applicant has attended another institution in the interim, the applicant must have an official transcript forwarded to the Office of Admission Processing. Students will be re-evaluated based upon the full academic record and will be advised if further information is needed.

Readmission to the University after Academic Dismissal

Students who have been academically dismissed may apply for readmission. Review of the application and the ensuing decision is made by the Academic Standards and Review Committee. Previously dismissed students seeking readmission must have been away from the University for one full semester. Students who have been dismissed twice may apply for readmission after a minimum of three years. Application must be made through the Office of Admission.

Application for Academic Amnesty

(See Academic Amnesty.)

VISITING STUDENTS

Students from other institutions must provide a letter of permission from, and be in good academic standing at, the home institution. Applications are available from the Office of Admission. Admission as a visiting student does not constitute admission as a matriculated student. Eligible rising high school seniors may enroll in college-level course work at Monmouth University. Eligibility will be determined by the Office of Undergraduate Admission based on a review of the student’s academic credentials.

ADULT APPLICANTS

Monmouth University endeavors to support lifelong learning by providing services and programs—degree and nondegree, credit and noncredit—that enable nontraditional students to meet their varied educational needs and goals.

Program 65 affords opportunity for persons 65 years of age or older to enroll for study at Monmouth University at reduced tuition. Admission requirements include the designated nonrefundable application fee and proof of age. Enrollment is on a space-available basis. Those interested in learning more about Program 65 may contact the Office of Undergraduate or Graduate Admission.

APPLICANTS WITH DISABILITIES

Monmouth University welcomes applications from persons with disabilities, complying with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students who wish to utilize available accommodations and services provided by the University must submit current and adequate documentation related to their disability to the Department of Disability Services for Students.

You are not required to disclose a disability. If information is provided, it is not used in admission decisions. Monmouth University can also be contacted by using the New Jersey Telecommunications TTY Relay Services Operator at 800-852-7899. All students must meet University academic admission requirements.

INTERNATIONAL APPLICANTS

International applicants must meet three basic criteria before acceptance: demonstration of academic ability, English language proficiency, and sufficient financial support.

Applicants for admission whose native language is not English must demonstrate English language proficiency. Such proficiency may be demonstrated by submitting an official score report from one of the following standardized tests and meeting the minimum score requirements. Students who have completed the equivalent of a baccalaureate or master’s degree at an accredited institution in a native, English-speaking country may be exempt from these standardized testing requirements.

• TOEFL (Test of English as a Foreign Language)*
  Minimum score requirements:
  • Internet-based version 79

• IELTS (International English Language Testing System)*
  • Minimum score requirement 6 (with no less than a score of 5.5 on any section)

• MELAB (Michigan English Language Assessment Battery)*
  • Minimum score requirement 77
• ESOL (Cambridge University English for Speakers of Other Languages)*
  - Minimum score requirements
    - Certificate of Advanced English – An A, B, or C constitutes a passing grade.
    - Certificate of Proficiency in English – An A, B, or C constitutes a passing grade.
* Note that exceptions to minimum score requirements for graduate programs may be made upon recommendation of the graduate program director within the student’s major department and with approval from the dean of the graduate school. Monmouth also requires a student’s academic profile to meet regular standards for admission.

Monmouth University will also accept international students who meet Monmouth’s regular standards for admission and who have successfully completed the ELS Language Services program at the master’s level of English proficiency, which is completion of Level 112, in lieu of the TOEFL or other English proficiency exam. Conditional acceptance may be issued by Monmouth University to those students who elect to prove English proficiency by enrolling in and completing ELS Level 112.

In order to obtain the nonimmigrant Certificate of Eligibility (Form I-20), all accepted international applicants are required to provide financial documentation, such as bank statements, attesting that sufficient funds are available to support the period of study for the degree at Monmouth. To obtain a copy of the Application for Form I-20 and instructions, visit http://www.monmouth.edu/admissions/graduate/international.asp. This document is required and must be completed before the Form I-20 can be issued.

Undergraduate applicants who have attended school outside of the United States must submit official evidence of secondary school completion and certified original copies of national examinations results where applicable.

International undergraduate freshman applicants from English-speaking countries must take the SAT and meet regular standards for admission. To learn from which countries the SAT is required, please visit http://www.monmouth.edu/admission/international/toefl.asp.

International Transfer Applicants

Credentials submitted from foreign institutions will be evaluated by the Transcript Evaluator. Official college transcripts for all college-level work, regardless of whether the credit will be transferrable, must be sent directly from the institution at which the credit was completed. Official transcripts, mark sheets, diplomas, degrees, and/or certificates of all secondary and post-secondary academic records and examination results are required. If fewer than twenty-four transferrable credits have been completed, high school/secondary school transcripts must also be provided. Transcripts that are not in English must be translated and evaluated by a reputable credential evaluation service, including members of the National Association of Credential Evaluation Services (NACES) and then sent directly from the agency to Monmouth University. A course-by-course evaluation is required for all non-English transcripts. Course descriptions in English of all completed course work are also required, if not included in the course-by-course evaluation. Transcripts are considered official when sent directly to Monmouth University from the college/university at which the courses were taken and certified by the institution’s Registrar’s Office, Ministry of Education, or when sent directly from the evaluation agency along with the translation and evaluation to the Office of Admission Processing. Photocopied documents or transcripts marked “issued to student” are not accepted as official.

The records should list all courses the student has taken and grades received in each subject. Course descriptions and/or syllabi and the number of weeks and hours spent in lectures and laboratory work for each course are required of transfer applicants if transfer credit is expected. Only credits from recognized accredited institutions will be considered for direct transfer into any degree program. All course work is subject to approval by the department chair of the specific program chosen; not all courses may transfer. A maximum of seventy-two credits will be allowed for undergraduates transferring from a two-year accredited institution; a maximum of ninety-six credits will be allowed when transferring from a four-year accredited institution.

Course work done through national examination may be considered for credit by department evaluation, credit by examination, waiver, or portfolio if results meet specific department and/or University requirements and standards.

Students may, upon request, be required to have previous academic work validated, at the stu-
dent’s expense, through an outside credential evaluation service.

Failure to declare and/or present all academic work, or presentation of academic records that are found to be altered or of a questionable nature, may result in non-acceptance of student or dismissal of student from the University. Generally, international students currently studying in the United States who wish to transfer to Monmouth University should follow the regular transfer admission process. The English proficiency/SAT requirement can be waived for international students who have completed at least twenty-four transferable credits of which at least three are in English at the 100 level or higher. See details referenced in the International Applicants section for English proficiency requirements. An international student transferring from an institution within the United States must provide the following documentation:

- Admission application
- Nonrefundable application fee
- Official transcript(s)
- Official test scores (as applicable)
- Monmouth University’s F-1 Transfer form if currently enrolled at a U.S. institution (http://www.monmouth.edu/Student/grad/Transfer.pdf) or Monmouth University’s Application for Form I-20 if no longer enrolled at the U.S. institution (http://www.monmouth.edu/Student/grad/FormI20.pdf)

In addition, the transfer applicant should request the previous institution to transfer his or her SEVIS record.

International transfer applicants must also provide financial support documentation (see details referenced in the International Applicants section).

**VETERANS AND WAR ORPHANS**

Complete information regarding benefits and procedures for applying may be obtained from the Office of Registration and Records or the Financial Aid Office. Monmouth University is approved by the New Jersey Department of Military and Veterans’ Affairs for veterans’ benefits.

**MILITARY APPLICANTS**

Monmouth University has been designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Monmouth University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credit, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of thirteen leading, national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

**NON-DISCLOSURE**

Failure to submit complete records of all previous academic experiences will result in a student being denied admission, or, in the case of nondisclosure or misrepresentation, the rescinding of admission previously granted.