

ADMISSION REQUIREMENTS

Admission Policy

Admission to a graduate program is granted without regard to race, color, national origin, gender, ancestry, age, handicap, marital status, lifestyle or religious creed. Admission decisions are based on the applicant's academic abilities and professional disposition reflected in a record sufficiently strong to support confidence that the applicant can participate effectively in the graduate community.

Admission to a Master's Degree Program

(See the appropriate Academic Program section for additional criteria.)

Admission decisions are based upon a combination of factors that may include grade-point average; official recommendations from those able to critically assess an applicant's ability to succeed in a graduate program; a written statement of goals; standardized test scores; academic preparation for work in the proposed field; the applicant's interests as matched with those of faculty; and, where appropriate, a successful interview.

Regular Admission

To be eligible for regular admission, an applicant must have earned a bachelor's degree from a regionally accredited four-year college or university in the United States or equivalent from a similar institution abroad. The applicant must demonstrate, in the opinion of the faculty and the dean of the College of Graduate Studies and Adult Learning, the ability to successfully complete a master's degree and must have achieved at least a 2.75 undergraduate grade-point average in all coursework attempted (unless otherwise specified by the academic program).

Conditional Admission

Applicants who do not meet the minimum admission requirements, but who show promise of success in a graduate program, will be considered for admission. Such applicants may be admitted on a conditional status, based on the departmental recommendation and a favorable review by the dean of the College of Graduate Studies and Adult Learning. Applicants admitted on conditional status will have conditions clearly stipulated in an offer of admission letter.

Upon satisfying the conditions—and with the favorable recommendation of the department and with the graduate dean's concurrence—the student will be fully admitted and allowed to continue toward degree candidacy. If the student is unable to achieve a 3.0 grade-point average, he/she will be dismissed from the program.

Application Procedure

Prospective students may apply electronically by visiting the Millersville College of Graduate Studies and Adult Learning website at www.millersville.edu/graduate/admissions/apply/index.php (<https://www.millersville.edu/graduate/admissions/apply/>). For an application to be considered complete, the following must also be submitted:

1. A nonrefundable application fee of \$40 payable at the time of submission of the electronic application (*application fee may be paid by check, American Express, Visa, MasterCard or Discover through the electronic application portal*).
2. Official copies of all transfer and undergraduate transcripts and official transcripts of any previous graduate work (*it is not necessary to send Millersville University transcripts*).
3. Three official recommendation forms submitted by professors or others capable of assessing the applicant's potential for success in a graduate program. Academic or supervisory/professional recommenders are preferred.
4. A written statement of academic and professional goals.
5. If required, an official score report for the Miller Analogies Test (MAT), the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT) or the Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT). See the *Admissions Testing* section for testing requirements by program.
6. Pennsylvania Public School Code requires updated background checks for employees and all persons who come into direct contact with children. All students, including M.Ed., supervisory, nondegree and post-baccalaureate candidates, must submit TB test and current criminal background clearances defined as being within one year of the issue date and extending through the duration of the field placement for any class requiring field experience.
7. Any additional information required by the specific department. Applicants should refer to the appropriate *Academic Programs* section of this catalog for additional individual program admission requirements.

Application Timelines

Master's degrees in School Counseling, School Psychology and Clinical Psychology have application deadlines as follows:

- January 15 for admission beginning fall.
- April 15 for admission beginning fall (on a space-available basis) for those who have missed the January 15 deadline.
- October 1 for admission beginning spring.

Master's degrees and Post Baccalaureate Certification in Family Nurse Practice have application deadlines as follows:

- January 15 for admission beginning fall.
- September 15 for admission beginning spring (fall start is on campus of Millersville University; spring start is at Central Penn College).

Master's degrees in Family Nurse Educator has a rolling admission process.

Master of Social Work degree program accepts applications for summer start only; the deadlines are as follows:

- November 30 for early decision.
- February 1 for full consideration applications.

All other graduate programs take applications on a rolling basis (i.e., no official deadline). However, applicants should use the stated deadlines above as a target. Applications take approximately four to six weeks for processing, so late applications may be considered for the following semester. Applicants admitted late on the rolling cycle may miss early course registration and not get their preferred courses in their first semester.

Admission to a master's degree program is contingent on the recommendation of the department in which the student proposes to study. After reviewing the application and supporting materials, the department may recommend regular or probational admission to a

degree program. If the department recommends probational admission, the conditions shall be clearly stipulated. In either case, the applicant will be notified of admission status by the College of Graduate Studies and Adult Learning.

Admissions Testing

Applicants for some degree programs are required to submit official score reports from an appropriate standardized test. Please note that scores for any test should not be more than five years old at the time of application. Minimum score requirements can be found in the *Academic Programs* section for specific programs. Test requirements by program are as follows:

Academic Program	Test Requirement
Art Education (M.Ed.)	None
Assessment, Curriculum and Teaching (M.Ed.)	GRE or MAT (only if GPA is lower than 2.8)
Early Childhood Education (M.Ed.)	None
Emergency Management (M.S.)	GRE or MAT (only if GPA is lower than 2.8)
English (M.A. and M.Ed.)	None
Gifted Education (M.Ed.)	GRE or MAT (only if GPA is lower than 3.0)
History (M.A.)	GRE (only if GPA is lower than 2.85)
Integrated Scientific Applications (M.S.)	GRE, MAT or GMAT (only if cumulative GPA is lower than 3.0)
Language and Literacy Education (M.Ed.)	GRE or MAT (only if GPA is lower than 3.0)
Languages and Cultures (M.A.)	ACTFL Spanish, German, French (OPI and WPT)
Leadership for Teaching and Learning (M.Ed.)	GRE or MAT
Mathematics (M.Ed.)	None
Nursing (MSN)	None
Psychology (M.S.) School, Clinical	GRE (only if GPA is lower than 3.0)
School Counseling (M.Ed.)	GRE (only if GPA is lower than 3.0)
Social Work (M.S.W.)	GRE or MAT (only if cumulative GPA from all credits is lower than 2.8)
Special Education (M.Ed.)	GRE or MAT
Sport Management (M.Ed.)	GRE, MAT or GMAT (only if GPA is lower than 3.0)
Technology and Innovation (M.S.)	GRE or MAT (only if GPA is lower than 3.0)

The test score is one of several criteria considered in the admissions process. The score alone is not a basis for denying admission. In cases where the score falls below a departmentally established level, an applicant may be asked to repeat the test.

Applicants are encouraged to become familiar with test formats prior to sitting for the examination. Further information can be obtained in the reference section of McNairy Library.

Applicants possessing a master's degree from a regionally accredited institution do not need to submit standardized admission test scores from the MAT, GRE or GMAT. They must submit an official master's degree transcript in addition to the official baccalaureate degree

transcript. Note: A master's equivalency does not suffice for a master's degree.

Application to a Graduate Certificate or Certification Program

Applicants interested in a graduate-level certificate or certification program should consult the appropriate Academic Programs section for admission requirements that pertain to a specific program. Certification applicants must submit the Graduate Program Admissions Application and applicable supporting documents. See *Application Procedure* section.

Application as a Nondegree Graduate Student

Applicants should seek admission to the nondegree category if they are:

1. undecided about a graduate area of specialization;
2. not interested in a master's degree program;
3. seeking to earn Instructional II teaching certification;
4. interested in a graduate-level workshop, course or seminar; or
5. completing work for transfer to another institution (transient).

Applicants for nondegree studies must have completed a baccalaureate degree from a regionally accredited four-year college or university.

Admission as a nondegree student does not include admission to degree or certification programs. Nondegree students may apply for admission to a degree or graduate-level certification program after having accumulated graduate credits; however, no more than nine graduate credits, in nondegree status, may be transferred to a degree or graduate-level certification program, subject to departmental approval. Courses for transfer from nondegree status into a program must have received a satisfactory grade, and except in the most extenuating circumstances, no transfer credit will be allowed for work completed more than five years prior to admission to a degree or graduate-level certification program. It is imperative that applicants consult with the graduate program coordinator from their intended discipline to understand what courses are available to nondegree students.

A nondegree student is permitted to register for any graduate or undergraduate course not restricted by the department.

Application as a Transient Student

Those students desiring to take graduate work for transfer to another institution must, at the time of admission, present a statement from the proper official of the school accepting the work in transfer, indicating their satisfactory graduate student status. Transients must also complete the application for admission as a nondegree student. Further, it is the responsibility of transient students to request, in writing, that a transcript of completed work be forwarded to the appropriate institution.

Application as an International Student

Millersville University welcomes applications from prospective international students. In addition to satisfying general admissions requirements as stated on the Graduate Program Admissions Application, international applicants must demonstrate proficiency in the Test of English as a Foreign Language (TOEFL). TOEFL score requirements are 500 on the paper-based test, 183 on the computer-based test or 60-80 on the Internet-based test. The TOEFL is administered nationally. In lieu of the TOEFL, English language proficiency may be demonstrated by earning a score of "6" or higher on the International English Language Testing System (IELTS) exam.

Applicants possessing a baccalaureate degree earned at a non-U.S. institution must have official academic credentials sent to a recognized credential evaluation service for a course-by-course evaluation. One such service is World Education Services, Inc., at www.WES.org (<http://www.WES.org>). The WES ICAP (International Credential Advantage Package) is a service that allows applicants to store their verified academic transcripts with WES and have them delivered to Millersville University together with the credential evaluation report. Applicants who use the WES ICAP service do not need to submit an official transcript to Millersville University from the non-U.S. institution. The WES ICAP service verifies and authenticates the academic transcripts and delivers the transcripts and credential evaluation to Millersville University directly.

Applicants not using the WES ICAP service must submit to Millersville University an official academic transcript in their native language (with English translation) in a sealed envelope from the non-U.S. institution.

International applicants must also complete a financial disclosure form, also known as the Source of Funds.

Because of Pennsylvania teacher certification requirements, international applicants may not be admitted to the following programs: gifted education, language and literacy education, special education and early childhood education.

Semester Hours

Specific departmental requirements and the student's undergraduate preparation will determine the maximum number of hours for a master's degree; the *minimum* number of semester hours required are as follows:

1. 30 hours of approved graduate work beyond a bachelor's degree, including a thesis or research project; or
2. 33-60 hours of departmentally approved graduate work of an extended course sequence.

Students should consult with their advisor and discuss the specific program requirements in the *Academic Programs* section to ascertain the semester hours required in a particular degree program.

Research Option

The specific regulations pertaining to the research report and/or thesis are determined by the dean of the College of Graduate Studies and Adult Learning and the student's major department.

Nonresearch Option

Selected programs permit students to complete an extended course sequence (33-60 credits) in lieu of the thesis or research project.

Residency Requirement

Students must complete a minimum of two-thirds of their graduate degree or certification program at Millersville University in order to meet residency requirements.

Student Status

To be considered full-time, graduate students must be registered for at least 6 credits by the end of the drop/add period. This is effective May 8, 2023.

Time Limit

Work for the degree may be pursued over several years, which need not be in succession but must be concluded within a five-year (master's) or seven-year (doctoral) period. The five-year period begins the semester a

student is accepted into a degree program. A reevaluation of coursework taken prior to admission to a degree program and an extension of time, usually an additional year, beyond this five- or seven-year limit may be granted by the dean of the College of Graduate Studies and Adult Learning at the request of the student and upon the recommendation of the advisor and graduate program coordinator.

Second Master's Degree

Students interested in earning a second master's degree at Millersville in the same field must meet all course requirements for the second degree and complete no fewer than 24 semester hours of approved coursework beyond the requirements for the initial degree.