

# *ADMISSION REQUIREMENTS AND PROCEDURES*

## **University Admission Policies and Program Eligibility**

### **ADMISSION POLICIES**

Admission to Point Loma Nazarene University graduate programs is selective and is determined by University standards. Applicants are evaluated on their individual scholarly potential to complete graduate-level course work and curriculum requirements. It is expected that each student will have adequate academic preparation for the intended major area of study. Students apply for admission to the University and eligibility to a specific program through the Office of Graduate Admissions. Acceptance to the University for post-baccalaureate study does not mean eligibility for a specific degree or certificate program. Program eligibility is determined by the appropriate academic department or school.

### **PROGRAM ELIGIBILITY POLICIES**

Program eligibility is decided by the more specialized program standards within each academic department or school. Specific programs may require a national entrance examination and the meeting of other eligibility standards. Each student must satisfy all eligibility requirements for the specific program of interest and have an approved program of study filed with the Office of Records as part of the program eligibility process.

### **GRADUATE PROGRAM ELIGIBILITY GUIDELINES**

Students should refer to the department or school website or in subsequent pages of this catalog for the specific program requirements for eligibility to the program for which the student is applying. Being admitted to the University does not guarantee acceptance into a specific academic department or school.

### **POLICY REGARDING FALSE INFORMATION**

A student's acceptance to a Point Loma Nazarene University post-baccalaureate program is contingent upon the truthfulness of the information contained in the application materials. Discovery of false information prior or subsequent to admission is grounds for immediate dismissal. Such dismissal results in the forfeiture of all charges, tuition, and fees paid as well as all academic credits earned. If the student is enrolled and attending courses at the time of dismissal, the resulting grade for those courses will be recorded as a grade of WF (withdrawal while failing).

### **CHANGE OF PROGRAM**

If a graduate student changes plans related to academic goals and wishes to enroll in a program other than the one to which s/he was accepted, the student must file a Change of Program form with the Office of Records before course work may begin in the new program. Students who fail to file the Change of Program risk not receiving financial aid or credit for work done toward program completion. Students must meet all admissions requirements and be accepted officially into each program.

### **GRADUATE STUDENT SERVICES**

Graduate student support services are comprised of the Office of Graduate Admissions, the Office of Graduate Student Financial Services, the Office of Records, Information Technology Services, Ryan Library, and Common Knowledge Bookstore. These support services are available to graduate students through the respective Regional Centers.

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY (AUP)**

Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. It is the responsibility of students who utilize University resources to do so in a responsible, legal, and ethical manner. Users must respect the rights and privacy of others and act in compliance with all University policies as well as federal, state, and local laws.

The University reserves the right to restrict the use of its computer facilities and to limit access to its networks when faced with evidence of violations of policies or standards, of contractual obligations, or of federal, state, or local laws. PLNU has the right to remove or limit access to materials posted on or transmitted by its computers. By connecting to the campus network, the user agrees to the terms and conditions of the Acceptable Use Policy. Actions deemed detrimental or inappropriate when accessing University and Internet resources may be viewed by clicking Acceptable Use Policy.

## **Graduate Admission to the University**

### **APPLICATION GUIDELINES**

Before a student is considered for admission to the University for a post-baccalaureate program, s/he must have on file with the Office of Graduate Admissions the following documents:

1. **Application:** a completed application for admission;
2. **Letters of Recommendation:** two or more letters of recommendation, as required by the appropriate program to which the student is applying;
3. **Fee:** the application fee currently in effect (students seeking admission to programs in the School of Theology and Christian Ministry may request a waiver of the application fee based on financial

- need); and
4. **Transcripts:** official transcripts showing completion of a baccalaureate or higher-level degree from an institution that is accredited by a regional accrediting association.

#### APPLICATION DEADLINES

Point Loma Nazarene University accepts students for admission in fall, spring, and summer semesters. The application deadline for a semester is one week before the start of the semester and one week before the start of the Quad for which the student is applying. Late application and course registration closes the two days before the end of the second week of the semester and two days before the end of the first week of the Quad (late application fee is charged).

Individual academic departments and schools will evaluate whether or not the student applicant meets the eligibility requirements and notify the Office of Graduate Admissions regarding the program eligibility decision. The Office of Graduate Admissions will, in turn, notify the student applicant. Program eligibility is dependent on the student's acceptance to the University.

#### ADMISSION APPLICATION FEE

An application fee (see Tuition and Fees) must accompany each post-baccalaureate application. The fee is non-refundable. Applicants to the School of Theology and Christian Ministry may request a waiver of this fee based on financial need. An additional late fee is required for applications not meeting stated deadlines.

#### PROVISIONAL ADMISSION

Candidates may be admitted officially to the University upon receipt of all materials (see above). However, candidates may be allowed to begin classes with provisional status if they have not submitted an official transcript but have filed an unofficial copy (showing completion of a baccalaureate or higher-level degree) and a receipt showing that official transcripts have been requested. Financial aid will not be available to provisionally admitted students until they have been admitted formally to the University and have been removed from provisional admission status. A provisional status request must be filed with the Office of Graduate Admissions. After the first semester of provisional status, subsequent registration is suspended until full admission status is confirmed.

#### PROGRAM ELIGIBILITY UNDER EXCEPTION

Applicants who do not meet the minimum standards for program eligibility, but who can demonstrate an exceptionally rich experiential background and/or have shown a dramatic change in academic performance, may petition the academic department or school for review of their status. The academic department or school will review the petition along with the student's application package and determine the merits and appropriateness of the request.

A copy of the petition must be filed with the Office of Graduate Admissions. In order to apply for Program Eligibility under Exception, the applicant must also provide the following documents with the petition:

1. A statement outlining the applicant's reasons and justification for requesting an exception to admissions policies with supporting documentation; and
2. Two additional written recommendations from supervisors or previous faculty who can attest to the applicant's potential for success at the graduate level and support the applicant's petition.

Academic departments and schools then notify the Graduate Studies Committee within thirty days of any student approved for Program Eligibility under Exception and the reasons for the exception. The Graduate Studies Committee and the Vice Provost for Graduate Studies reserve the right to reverse a decision.

#### GRADUATE STANDING AND APPEALS

**Graduate Special Standing.** This status is assigned to students who are qualified for admission to graduate studies but have indicated no intention to pursue a degree or credential program. A maximum of six units of appropriate course work taken as a special student may be used in a graduate program.

**Graduate Regular Standing.** This status is granted to a student who has met all admission requirements. Applicants are notified of their status in their first semester of enrollment.

**Appeals.** Any appeals must be made by the candidate through the program director to the Vice Provost for Graduate Studies

#### INTERNATIONAL STUDENT ADMISSION

PLNU is approved by the Department of Homeland Security (DHS) to admit non-resident students under an F-1 Visa for the purpose of pursuing a graduate degree on a full-time basis. Full-time enrollment is defined as six units per semester. An F-1 student is a non-immigrant who is pursuing a "full-time course of study" toward a specific educational or professional objective at an academic institution in the United States designated by the DHS. Once the educational or professional objective has been attained, the F-1 student is expected by the U.S. government to return to her/his residence abroad. An I-20 (Certificate of Eligibility) for a non-immigrant student is issued by the University after the student has submitted all required admission materials and has a confirmation of admission to PLNU.

#### REQUIRED DOCUMENTATION FOR INTERNATIONAL STUDENT ADMISSION

The following documentation is required for admission of international students:

1. **Application:** a completed application for admission;
2. **Letters of Recommendation:** two or more letters of recommendation, as required by the appropriate program to which the student is applying;
3. **Fee:** the application fee currently in effect (students seeking admission to programs in the School of Theology and Christian Ministry may request a waiver of the application fee based on financial need);
4. **Transcripts:** official transcripts showing completion of a baccalaureate or higher-level degree from an approved institution (NOTE: transcripts of academic work outside the United States must be evaluated by an approved credentialing service agency);
5. **Affidavit of Support:** as required for all international students by the U.S. government, an original copy of financial certification no older than six months that shows adequate funds for the program of study (NOTE: though required only for the first year of attendance, the applicant should indicate how the remaining years during program completion will be financed); and
6. **Proof of Language Proficiency:** The University requires a score of 216 (computer-based) or 550 (paper-based) on the Test of English as a Foreign Language (TOEFL) examination or a score of 80 on the TOEFL IBT. (NOTE: PLNU's college code is 4605; international students who receive a bachelor's degree from a U.S.-approved post-secondary institution where English is the principal language of instruction may receive a waiver of the TOEFL).

International students are encouraged to contact the Director of International Student Services at the University for more information at (619) 849-2524 or may contact that office by email at [internationalstudentsdirector@pointloma.edu](mailto:internationalstudentsdirector@pointloma.edu).