

# ADMISSION REQUIREMENTS AND PROCEDURES

Admission to graduate programs is open to applicants who hold the bachelor's degree from a college or university that is accredited by a regional accrediting association and who meet the admissions requirements. 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 undergraduate preparation for the intended major area. At the discretion of the school or academic department, a student may be required to have as prerequisite for graduate study any undergraduate course normally required of undergraduate majors in the field. Each student must satisfy all entrance requirements for the specific program of interest and file an approved program of study with the appropriate director.

---

## PROVISIONAL STUDENT STATUS

Promising applicants may be allowed to begin classes on a provisional status pending final receipt of all admission items.

The provisional status must be removed in the first semester of study. *\*Note: If students in Education have not been able to find a suitable testing date for the MAT or GRE by the end of their first semester, they will be permitted to continue as "Admitted with Condition" for one more semester. After that, enrollment will be suspended if test scores have not been received.* After the first semester, registration in subsequent classes will be suspended until the admission materials have been received.

---

## INTERNATIONAL STUDENTS

In addition to admission requirements, international students must submit an Affidavit of Support and a score on the Test of English as a Foreign Language (TOEFL) of 550 (213 on the computer-based exam) or International English Language Testing System (IELTS) Band 6. A student from a non-English speaking country who has received a bachelor's degree from an American college or university and has demonstrated proficiency with the English language need not submit a TOEFL score.

Further information on the TOEFL may be obtained by writing to Test of English as a Foreign Language, Box 899, Educational Testing Service, Princeton, New Jersey 08540.

International students planning to enter in the fall semester should submit all application materials and test scores by the first business day in June. Students planning to enter in the spring semester should submit all application materials and test scores by the first business day in October.

---

## ADMISSION UNDER EXCEPTIONS

Applicants who do not meet the standards, but can demonstrate that they have an exceptionally rich experiential background and/or have demonstrated dramatic change in academic performance, may petition the school or department and Graduate Studies Committee to review their status. In order to apply under this exceptions policy, the following information must be submitted by the applicant:

1. A statement outlining the applicant's reasons for requesting an exception to admissions policies; and
2. Two additional written recommendations from supervisors as identified by the director of the program.

After the applicant submits the above documentation, the file is reviewed by the school or department. After this review, a recommendation is made by the director and faculty and this is forwarded to the Graduate Studies Committee. The file is then reviewed by at least two faculty members from the Graduate Studies Committee. The Chair of the Committee then reports the outcome to the appropriate program director.

---

## 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. Only 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 shall be made by the candidate through the program director to the Vice Provost for Graduate Studies.

# Credential Admission Procedures

---

## TEACHING CREDENTIALS (PRELIMINARY: MULTIPLE SUBJECT, SINGLE SUBJECT, EDUCATION SPECIALIST MILD/MODERATE, MODERATE/SEVERE, AND INTERN PROGRAMS) UNIVERSITY ADMISSION

---

- Application
- Matriculation fee (\$25)
- Two professional recommendation letters/or completed recommendation forms
- Official transcripts from all institutions leading up to and including the one indicating the completion of a baccalaureate degree.

---

## PROGRAM REQUIREMENTS

---

- *California Basic Educational Skills Test (CBEST)* A passing score on the CBEST is required.
- *Education and Grade-Point Average:* Teacher candidates must have completed a baccalaureate or higher degree from a regionally accredited college or university. A cumulative undergraduate grade point average of 2.750 is required to be admitted into the credential program. Candidates who do not have a 2.750 cumulative grade point average may apply for “Admission with Conditions” through their advisor.
- *Teacher Education Program Interview:* All candidates must complete a personal interview with faculty from the School of Education. Following the interview, the interviewers discuss the candidate’s potential and recommend one of the following: admission, “admission with conditions,” or denial of admission.

---

## OTHER\* CREDENTIAL REQUIREMENTS

---

- *Subject Matter Competence:* Single Subject candidates meet this requirement by completing a state-approved subject matter competency program or by passing the appropriate subject matter exam. Information about examinations is available at each location. Multiple Subject candidates are required to pass the CSET: MS.
- *Professional Preparation:* met by completing the sequence of courses for the appropriate credential program.
- *US Constitution:* Knowledge of the Constitution is demonstrated by either a California Commission on Teacher Credentialing approved college level course, by exam, or by a workshop followed by an exam offered by PLNU.
- *Developing English Language Skills:* Met by passing Education 532.

- *Teacher Performance Assessment (TPA)/E-Portfolio:* All candidates will also be required to successfully pass California’s Teacher Performance Assessment (TPA). All credential candidates will be required to establish an electronic portfolio, providing evidence of meeting required competencies.
- *Current CPR Certification:* Successful completion of an approved infant-child-adult CPR course and documentation of that fact is required before applying for a preliminary credential.
- *Computer Level I Competencies:* Computer Level I competencies are imbedded into Education coursework and successful completion of coursework will meet this standard.
- *Health Clearance:* Evidence must be presented that the candidate is free from tuberculosis.
- *Certificate of Clearance:* Teacher candidates must possess or apply for a Certificate of Clearance or CCTC document that requires fingerprinting clearance as they apply for admission to the credential program.
- *Speech Clearance:* An acceptable grade (“C”) or above in an introductory speech course or satisfactory rating in speech obtained from the Department of Communication and Theatre or the School of Education (form C).
- *Reading Instruction Competence Assessment (RICA):* Multiple Subject and Education Specialist candidates are required to pass the Reading Instruction Competence Assessment (RICA) exam prior to applying for a teaching credential.

*\*Note: The above must be completed in order to obtain a credential. The time for completion varies from one location to another. See advisor or the Teacher Education Handbook for details.*

Point Loma Nazarene University has a *Teacher Education Handbook*. This handbook is provided to those applying to the program and contains the actual forms required for credential program admission as well as the instructions for completion. Once admitted to the program, candidates are assessed during each course as well as in their fieldwork experiences. Decisions regarding each candidate’s ability to continue in the program are made prior to both the first and second student teaching assignments.

Upon successful completion of all requirements and coursework, candidates may apply for the appropriate Preliminary/Level I credential.

---

## ADMISSION TO CREDENTIAL PROGRAM “WITH CONDITIONS”:

---

Students with less than a 2.750 undergraduate GPA must be admitted “with conditions” following the receipt of two additional written recommendations

from college or university faculty members giving evidence for academic potential in credentialing coursework. Such students must meet at least one of the following criteria: (1) a minimum 2.550 GPA in the major, (2) a minimum 2.750 GPA for the previous two semesters, (3) a minimum of 3.000 GPA for each class in the previous semester and 6 units of post-baccalaureate work, or (4) successful completion of a graduate degree from a regionally accredited university. Interviews of such candidates must include a third interviewer. The Interview Committee may recommend the completion of certain remedial work that must be completed prior to advancement to full-candidacy.

Such “with conditions” students must earn at least a “B” in all program coursework. They must also receive a minimum evaluation score (see advisor for details) in their student teaching to continue in the program.

## Professional Level II Clear Credential

Candidates may earn the Professional Clear Credential through a California Commission on Teacher Credentialing (CCTC) approved Professional Teacher Induction program, through an approved school district, county office of education, college or university, consortium, or private school. The Induction Program includes the advanced study of health education, special education, computer education and teaching English learners.

PLNU offers a special Master of Arts in Education degree with a concentration in Teaching and Learning in partnership with public school districts offering a Beginning Teacher Support and Assessment (BTSA) Induction Program. For more information see [www.pltoma.edu/graded](http://www.pltoma.edu/graded) or contact the location nearest you.

- Application
- Matriculation fee (\$25)
- Two recommendation letters/or completed recommendation forms
- Official transcript showing completion of a bachelor or higher level degree (other transcripts may be required in particular circumstances e.g. transfer courses, but these will not be required for admission)
- Evidence of passing score on CBEST

### TUITION COSTS (PER UNIT):

	San Diego	Arcadia	Bakersfield
500-599	\$ 385	\$ 385	\$ 385

## Master of Science in General Biology

### APPLICATION FOR ADMISSION TO MASTER OF SCIENCE-GENERAL BIOLOGY

- A completed graduate admission application form;
- Official transcripts from accredited institutions, one of which must indicate the completion of a baccalaureate degree in a science field;
- Successful completion of a post-baccalaureate credential program or an undergraduate upper-division grade-point average of at least 3.000;
- Two recommendations from appropriate persons who have knowledge of the applicant’s character and professional performance;
- A writing sample on assigned topics which indicates graduate-level ability;
- Test score on either the GRE subject test in biology or the biology Major Field Test; and
- An interview with the appropriate graduate director or coordinator.

### TUITION COSTS (PER UNIT)

M.S. – General Biology  
 \$500 (Thesis units \$600, elective units vary)

## Master of Arts

The Master of Arts degree is an advanced academic degree that builds upon an appropriate undergraduate foundation. A total of 36 semester units is required for the degree. The Master of Arts is offered in Religion with two concentrations and in Education with four concentrations.

### APPLICATION FOR ADMISSION TO MASTER OF ARTS-RELIGION

- A completed admission application form;
- An undergraduate upper-division grade-point average of 3.000;
- All official transcripts from accredited institutions, one of which must indicate the completion of an undergraduate degree;
- A minimum of two recommendations from appropriate persons who have knowledge of the applicant’s character and professional performance;
- A writing sample which indicates graduate-level ability;
- Test scores: Graduate Record Exam minimum raw scores: 400 verbal and 400 quantitative or Miller Analogies Test raw score of 35; and
- An interview with the appropriate graduate director or coordinator.

---

**APPLICATION FOR ADMISSION TO MASTER OF ARTS—EDUCATION**

---

- A completed admission application form
- Successful completion of post-baccalaureate credential program or graduate degree program or an undergraduate upper-division grade-point average of 3.000;
- Official transcript showing completion of a bachelor degree (other transcripts may be required if M.A. program is joined with a credential program, but these will not be required for admission);
- A minimum of two recommendations from appropriate persons who have knowledge of the applicant’s character and professional performance;
- A writing sample which indicates graduate-level ability;
- Test scores: Graduate Record Exam or Miller Analogies Test; and
- Interview with the appropriate graduate director or coordinator

Prospective candidates who have completed a graduate degree from a regionally accredited college or university will not be required to take an admission examination and the undergraduate grade point average requirement will be waived.

---

**APPLICATION FOR ADMISSION TO MASTER OF ARTS – GENERAL BIOLOGY**

---

- A completed graduate admission application form;
- Official transcripts from accredited institutions, one of which must indicate the completion of a baccalaureate degree in a science field;
- Successful completion of a post-baccalaureate credential program or an undergraduate upper-division grade-point average of at least 3.000;
- Two recommendations from appropriate persons who have knowledge of the applicant’s character and professional performance;
- A writing sample on assigned topics which indicates graduate-level ability;
- Test score on either the GRE subject test in biology or the biology Major Field Test; and
- An interview with the appropriate graduate director or coordinator.

---

**TUITION COSTS (PER UNIT):**

---

M.A. – Education, <i>San Diego, Arcadia, and Bakersfield</i> . . . . .	\$ 455
M.A. – Education, <i>Inland Empire</i> . . . . .	\$ 364
M.A. – Religion, <i>San Diego</i> . . . . .	\$ 255
M.A. – Biology, <i>San Diego</i> . . . . .	\$ 500
(elective units vary)	

# Master of Business Administration

---

The Master of Business Administration is a professional degree designed for adults who have developed quality experience in the business world and desire to continue their education in a field that is beneficial to their needs and careers.

---

**APPLICATION FOR ADMISSION TO MASTER OF BUSINESS ADMINISTRATION**

---

- A completed admission application form;
- Baccalaureate degree from a regionally accredited institution;
- Official transcripts from accredited institutions, one of which must indicate the completion of an undergraduate degree;
- Three letters of recommendation;
- A personal essay that describes why the applicant desires to participate in the M.B.A. program and a description of the applicant’s future goals;
- The successful completion of a post-baccalaureate professional certificate program (e.g., CPA) or graduate degree program, or scores from the Graduate Management Admission Test (GMAT);
- Meeting with the Director of Graduate Programs and/or a member of the Fermanian School of Business faculty to plan the applicant’s professional development goals and graduate degree courses;
- Evidence of basic knowledge of common professional competencies (i.e. economics, finance, business math, and accounting) through transcripts (from a regionally accredited university or college with a 3.000 GPA or better), successfully pass an on-line assessment test provided by the Fermanian School of Business, or enroll in Business Basics courses.
- Evidence of basic knowledge of business law, marketing and business communication through transcripts (from a regionally accredited university or college with a 3.000 GPA or better), professional experience, or enroll in Business Basics courses.

---

**TUITION COSTS**

---

M.B.A. – \$575 (per unit)

## Master of Ministry

The Master of Ministry is a professional degree designed for the active minister who desires additional academic development leading to a master's degree focusing on Christian ministry a total of 36 units are required for the degree.

### APPLICATION FOR ADMISSION TO MASTER OF MINISTRY

- A completed admission application form;
- Official transcripts indicating an approved undergraduate degree;
- Evidence of one year full-time Christian ministry
- An interview with the director of Master of Ministry program; and
- A writing sample which includes a statement of commitment to Christian values and to excellence in scholarship.

### TUITION COSTS

\$255 per unit. Note: the per-unit cost may be lower based on class size.

## Master of Science in Nursing

The Master of Science in Nursing is an advanced degree combining instruction, research, and public service opportunities for nursing professionals. The program is offered by cohort groups.

### ADMISSION REQUIREMENTS

- A Bachelor of Science in Nursing degree from a National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE) accredited program;
- Official transcripts for previous colleges and universities;
- Successful completion of post-baccalaureate certificate program or graduate degree program, or an undergraduate grade-point average of 3.000 (candidates with a grade-point average of 2.700 to 2.990 may be considered under the exception policy [see below]);
- Current California licensure as a registered nurse;
- Current Healthcare Provider CPR certificate from the American Heart Association;
- Current malpractice insurance;
- A health examination within six months of the first clinical course;
- Proof of immunizations and a current TB screening (within six months) upon admission to the program;

- A completed application for admission and three letters of reference (two professional and one personal);
- A personal essay demonstrating writing skills and the importance of graduate study to the applicant;
- A personal interview with the graduate nursing selection committee;
- Completion of the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE);
- Basic computer literacy; and
- Completion of baccalaureate courses in health assessment, pathophysiology, nursing research, statistics, nursing leadership and community health nursing.

### TUITION COSTS

\$ 545 per unit.

### EXCEPTIONS POLICY

Applicants who do not meet the above standards, but who can demonstrate an exceptionally rich experiential background and/or demonstrate dramatic change in academic performance, may petition the School of Nursing to review their status. This petition, if approved by the School of Nursing, is then sent to the Graduate Studies Committee. (See Graduate Admissions Procedures.)

### POST-MSN CLINICAL NURSE SPECIALIST CERTIFICATE

Admission Requirements:

- M.S.N. from an accredited program
- Current California RN licensure Application
- Transcripts-B.S.N. and M.S.N.
- Three letters of recommendation
- Malpractice insurance
- Physical, immunizations, CPR

### POST-MSN NURSE EDUCATOR CERTIFICATE

Admission Requirements:

- M.S.N. from an accredited program
- Current California RN licensure Application
- Transcripts-B.S.N. and M.S.N.
- Three letters of recommendation
- Malpractice insurance
- Physical, immunizations, CPR

## Educational Specialist

The Ed.S. degree program is a post-master's degree program designed for experienced teachers, counselors, administrators, and others interested in school change and leadership.

Earning the Educational Specialist degree requires:

- The satisfactory completion of prescribed graduate courses in the 700 series for a total of 32 semester units;
- A written comprehensive examination over the field of specialization with a satisfactory score; and
- A positive recommendation by School of Education faculty.

---

### APPLICATION FOR ADMISSION TO EDUCATIONAL SPECIALIST

---

In addition to the requirements for admission to the Master of Arts degree (see above), applicants for admission to the Educational Specialist programs must present evidence of:

- A master's degree from an accredited institution and an academic background adequate for the specialized study required;
- A minimum of three years of successful full-time classroom teaching, administrative experience, pupil personnel experience, health, or library experience in the public schools or in private schools of equivalent standing; and
- A grade-point average of 3.000 on master's degree work.

---

### TUITION COSTS (PER UNIT):

---

San Diego	Arcadia	Bakersfield
\$ 455	\$ 455	\$ 455

## FINANCIAL AID

Financial assistance is intended to recognize and aid students who otherwise would be unable to attend Point Loma Nazarene University. The financial assistance program at PLNU includes a limited number of scholarships, grants, and loans. Awards are made for every two consecutive semesters, and PLNU releases funds in multiple disbursements. Awards may be renewed every two consecutive semesters provided students complete the required procedures and remain financially and academically eligible. An award letter is issued to students after they have submitted the appropriate paperwork to the University's Student Financial Services office. This paperwork includes the Free Application for Federal Student Aid (FAFSA) and the PLNU Application for Financial Assistance for the academic year in which they wish to receive financial aid. The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The PLNU Application for Financial Assistance can be obtained at [www.ptloma.edu/financialaid](http://www.ptloma.edu/financialaid), or in the Student Financial Services office at each location.

### Satisfactory Academic Progress (SAP)

In accordance with the Higher Education Act of 1965, as amended, all post-secondary institutions establish a Satisfactory Academic Progress (SAP) policy. At Point Loma Nazarene University, all students receiving federal and state financial aid (including federal loans such as the federal Stafford, Perkins, or PLUS) are required to make satisfactory progress in order to maintain eligibility for financial aid programs. PLNU's SAP policy requires students to complete a minimum number of units (the quantitative requirement) and maintain a minimum grade-point average at the end of the academic year (the qualitative requirement). For more complete information on the University's SAP policies, students may contact the Student Financial Services office at each location.

### Federal Family Educational Loan Program (FFELP)

The Federal Family Education Loan Program (FFELP) enables students to borrow from eligible lenders at a low interest rate to help meet educational expenses at a participating college or university. Under the FFELP, the funds for a loan are borrowed from a private lender (a bank, credit union, or other lender that participates in the Program). Applicants must complete the