

# Professional & Graduate Studies Admissions

## OUR COMMITMENT

The Professional and Graduate Admissions Office is committed to providing accurate and current information to prospective students regarding the University's Christian mission, degree programs, costs and the admissions process. The Admissions Office is committed to quality customer service and providing information to prospective students in an efficient, caring, timely and confidential manner.

## ADMISSION PROCEDURES

MidAmerica Nazarene University places a high value on moral character and personal integrity as well as intellectual ability and academic achievement. The University seeks to partner with students who also value these characteristics and who support the University's mission to serve as a distinctively Christian liberal arts institution of the Church of the Nazarene.

MidAmerica is selective in its admission, with enrollment being contingent on the student's ability to meet the admission requirements and guiding principles of the University. Prospective students who do not meet these standards will be denied admission. In order to be considered for admission, the prospective student must:

1. Complete and submit to the Office of Professional and Graduate Admissions an official online application form for the student's desired program of interest.
2. Request official transcripts from each college or university attended to be sent to the Office of Professional and Graduate Admissions (some exceptions apply).
3. Complete any additional program specific admissions requirements such as information meetings, admission essays, letters of reference, etc. These items are outlined in the following section. The designated enrollment specialist will then forward the application materials to the appropriate academic department for review.
4. If financial aid will be needed, complete the FAFSA and ask that your Institutional Student Information Record (ISIR) be shared with MNU. Our institutional number is 007032.

### Conditional Admission

An individual who does not meet regular admission requirements, but who desires to pursue work leading to a professional or graduate degree at MidAmerica Nazarene University may, with the permission of the academic department, be permitted to enroll conditionally in a limited number of professional or graduate courses. Regular status may be gained after completion of acceptable work at MidAmerica Nazarene University with a grade point average of 3.0 for the first six hours of graduate study.

## Professional Admissions

MidAmerica Nazarene University students with less than 30 hours of transferable college credits may need to demonstrate proficiency on a university approved placement test or provide ACT scores with a minimum subscale score of 17 (or the SAT equivalent) for

English/Reading and a minimum subscale score of 19 (or the SAT equivalent) for Math. When requesting official testing scores, please be aware that **MNU's ACT code number is 1445 and MNU's SAT code number is 6437.**

Prospective professional undergraduate students who have less than 24 hours of transferable college credits and who have not finished high school can be admitted conditionally. MNU will accept the equivalency of high school completion. In addition, either ACT scores or demonstrated proficiency on a university approved placement test is required.

Students who have more than 24 hours of transferable college credit are not required to prove high school graduation, a passing score on the GED, or to provide ACT scores.

## **Graduate Studies Admissions**

Students may register for graduate courses as degree seeking students or non-degree seeking students. All students registering for graduate courses must hold a baccalaureate degree or the equivalent from a college or university accredited by the appropriate accrediting agency and show promise of ability to pursue graduate study in the designated area. Additional admissions information may be requested from the School of Professional and Graduate Studies Admissions Office at 913-971-3800.

## **INTERNATIONAL STUDENTS (PROFESSIONAL & GRADUATE)**

MidAmerica Nazarene University welcomes international students and supports those who require an F1 visa to complete their studies in the United States. For the purposes of this section, 'International Students' is defined as students who are required to be on an F1 visa to attend school in the United States, OR who have coursework or degrees obtained outside the United States, OR who are currently residents of countries other than the United States. Upon request, students seeking admission into MNU programs will be sent an International Student Admissions Packet. Application for admission to the professional programs must be submitted at least 90 days prior to the beginning of the term.

International transfer students from other colleges or universities in the United States must submit an application 30 days prior to the beginning of the term that the student wishes to begin graduate work. For those who are not in the U.S. but want to enroll in a program, more time should be allowed in order to submit required documents and secure their Embassy appointment. Students must also follow the admission procedures set up by each respective graduate program. If all admission requirements have been met, the MNU International Student Advisor will issue the prospective international student an I-20 document required by INS for F-1 visa status after he/she receives the transfer student SEVIS record from the previous college/university attended. For those who are at home in their country, a new I-20 will be issued and mailed to their home address.

For international students seeking admission to professional and graduate programs, the following must be submitted:

1. A completed Application for Admission must be completed 90 days before the beginning of the term that the student wishes to begin professional work.
2. A minimum computer-based score of 214, or internet based TOEFL score minimum of 81 (MidAmerica's TOEFL code number is 6437) OR an IELTS score of 6 or higher.
3. An original, notarized Affidavit of Support and required supporting documentation of evidence of ability to pay school bills in accordance with policy.
4. An appropriately completed and signed International Student Financial Summary.

5. Original transcripts and records (sent directly from the institution or NACES approved transcript evaluation service), documenting all completed secondary and university academic work.

International Students may apply to all academic programs at MNU. The application process varies with each professional and graduate program. All International Students who wish to study at MNU must work with the MNU International Student Advisor who is also the Designated School Official (DSO) for Immigration and Naturalization Services (INS) at MNU, in order to receive the required I-20 document and to insure that proper INS guidelines are followed for academic study in the United States.

Contact: MNU International Student Advisor  
MidAmerica Nazarene University 13563 S.  
Mur-Len Road  
Olathe, KS 66062-1899  
Phone 913-971-3380 or 1-800-800-8887 ext. 3877  
Fax 913-971-3008

## **INTERNATIONAL TRANSCRIPT EVALUATION**

For prospective international transfer students from colleges and universities in world areas other than the United States, an official evaluation of transcripts by an approved international transcript evaluation service must be requested and sent to the MNU International Student office before academic courses may be considered for transfer credit. This is the international transfer student's responsibility.

The following is a list of approved Evaluation Services. In order for MNU to grant credit, the student should have a course-by-course evaluation done.

AACRAO American Association of Collegiate Registrars and Admissions Officers Foreign Credential Evaluation Service  
One Dupont Circle NW, Suite 520 Washington, DC 20036  
202-293-9161; [www.aacrao.org/](http://www.aacrao.org/)

ECE Educational Credential Evaluations, Inc. PO Box 514070  
Milwaukee, WI 53203-3470  
414-289-3400; [www.ece.org](http://www.ece.org)

WES World Education Services  
International Academic Credential Evaluation Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
212-966-6311; [www.wes.org](http://www.wes.org)

NACES National Association of Credential Evaluation Services – Any service listed as a member of this organization [www.naces.org](http://www.naces.org)

## **PROGRAM EXTENSION FOR INTERNATIONAL STUDENTS**

### **When is a Program Extension Needed?**

An F-1 student who does not complete his or her educational program by the completion date noted on his or her most current, valid I-20 must see the PDSO to see if a program extension is warranted.

### **Who is Eligible?**

Any F-1 student who has continually maintained status and who has a compelling academic, medical or other reason for not completing the educational program by the completion date on the I-20 is eligible for a program extension. A “compelling reason” may include such things as a change of major or research topic, unexpected research problems, or a documented illness, which has interfered with full-time study. Academic suspension and probation are not considered acceptable reasons for a program extension.

## **ONLINE CLASSES FOR INTERNATIONAL STUDENTS:**

No international student who is in the country will be allowed to take an online class or classes for any program who is not enrolled in at least half of their full-time requirement in class room settings.

### **Full-time Status:**

#### Eligibility:

Only in the situations listed below are students enrolled in less than a full course of study considered to be maintaining status:

Illness/medical condition documented and required by a licensed medical doctor, doctor of osteopathy or a licensed clinical psychologist for a specific period of time. Initial difficulty with the English language within the first semester to one (1) year of study in the U.S. This option is only available during the first semester of attendance in the U.S. Initial difficulty with reading requirements within the first semester to one (1) year of study in the U.S.

1. Unfamiliarity with U.S. teaching methods within the first semester to one (1) year of study in the U.S.
2. Improper course level placement by recommendation of a MNU academic advisor.
3. Academic advisor and approved by the PDSO/DSO before the official 20th day of classes.

#### Limitations:

1. Students must be authorized for a reduced course load prior to dropping below a full course of study. Dropping enrollment below a full course of study before approval from the PDSO/DSO will place an F-1 student out of status.
2. The maximum duration of an authorization to drop below full course load for F-1 students for:
  - Academic difficulty is a maximum of one (1) semester at the associate program level.
  - Initial difficulty with English to complete a course of study within the current term as documented, recommended by a MNU language professor, is a maximum of one (1) semester.
3. The student must continue to attend classes toward his or her degree.
4. This option is only available during the first semester of attendance in the U.S.
  - Medical reasons are an aggregate of twelve (12) months per academic level of study.
5. Students may request a maximum of one (1) semester at a time by submitting this form.
6. If a student requires a second RCL, he/she must submit a second Request for Less Than Full-Time Enrollment form prior to payment deadline of the semester in which student is requesting the RCL.
7. “Imminent danger of failing a class” is not a permissible reason for authorizing

a reduced course load.

8. Students authorized for medical leave of absence may not be eligible for employment while on medical leave if the problems they are experiencing severe enough to interfere with studies.

*Form Completion Instructions and Processing*

Information:

1. Complete the Student Information Section. Your SEVIS identification number must be written in Part I of this form or processing of your request will be delayed.
2. If Section II will be completed by your medical provider, he/she is to fax the form directly to the International and Immigrant Student Services office at 913-971-3481 and return the original to you to submit to the International and Immigrant Student Services office in Campus Center.

Medical Providers:

1. Complete the Medical Provider Statement Section.
2. Fax the form to 913-971-3481.
3. Return the original form to the student to be submitted to the MNU International and Immigrant Student Services office.