

GRADUATE ADMISSION

Graduate admission applications should be submitted at least six weeks before the beginning of the term in which the student intends to begin study. Refer to the University website for program admission deadlines.

The Admissions Office only reviews completed application files and reserves the right to request additional information from any applicant.

The University of Providence, mindful of its mission to be a witness to the love of Christ for all, admits students of any age, race, color, disability, national or ethnic origin, religion, sexual orientation, gender, citizenship status, status as a veteran, or any other characteristic that is protected by applicable state or federal law to all rights, privileges, program and activities generally accorded or made available to students at the University.

Procedure for Application to Graduate Studies

1. Complete and submit a graduate application through CAS, a centralized application service that supports students and universities in a more streamlined application process.
 - Nursing CAS (MSN, Nurse Educator, MSN, AGNP and Nurse Educator Certificate)
 - Business CAS (MS, Organizational Leadership, Management)
 - Any of the below programs, complete your GradCAS Application
 - MS Clinical Mental Health Counseling
 - Community Health Investment Certificate
 - Health Justice Certificate
 - MS Infection Prevention and Epidemiology
 - Healthcare Administration
 - MS Sports Management
2. Applicants for any graduate program must have the following academic qualifications:
 - a. Minimum 3.0 cumulative undergraduate GPA
 - b. Undergraduate degree from an accredited college or university.
 - i. If a candidate lacks the minimum 3.0 cumulative undergraduate GPA, admission may be granted on a case-by-case basis, and provisions to acceptance will be determined by the individual program coordinator. Provisions may include, but are not limited to:
 1. Requirement of a GRE® exam score demonstrating minimum scores (150 verbal, 149 quantitative for admission).
 2. Provisional acceptance, with the requirement to earn a 3.0 cumulative GPA in the first term of attendance.
3. Submit immunization records to the Admissions Office – Proof of 2 (two) immunizations for Measles **and** 1 (one) immunization for Rubella.
Exclusions: immunization records are not required if: birth date is before January 1, 1957 or taking an online program (no face-to-face classes).
4. Request an official transcript from the baccalaureate-degree-granting institution. For BusinessCAS and GradCAS Applicants, transcripts should be submitted directly to CAS.
5. For all other applicants, transcripts should be sent directly to Proof of an earned Bachelor's degree is required for admission.
6. University of Providence
1301 20th Street South

Great Falls, MT 59405

7. All graduate candidates must complete the additional program application requirements below.

Additional Graduate Program Admission Requirements

Several programs have additional requirements for admissions, listed below:

- **Master of Science in Organizational Leadership**
- **Master of Healthcare Administration**
 - Submit a resume/CV to the Admissions Office
 - Submit a personal statement as required within the graduate application for admission
 - Submit placement essay
- **Master of Science in Sports Management**
 - Submit one professional letter of recommendation
- **Master of Science in Infection Prevention and Epidemiology**
 - Proof of completion of the pre-requisite courses: Microbiology, Anatomy & Physiology I & II, and Introduction to Statistics taken within the last five years
- **Master of Science in Nursing (Nurse Educator Concentration)**
 - Submit copy of active nursing license
 - Submit personal statement addressing the following: *Please compose a short essay addressing your plan for success as you transition to a master's level nursing curriculum, include reason for pursuing graduate education. Also, include your plans for understanding of and suitability for distance learning and time management.*
 - Submit two letters of reference - one professional and one scholastic
- **Master of Science in Nursing (Adult Gerontology Nurse Practitioner)**
 - Submit copy of active nursing license
 - Submit personal statement addressing the following: *Please compose a short essay addressing your plan for success as you transition to a master's level nursing curriculum, include reason for pursuing graduate education. Also, include your plans for understanding of and suitability for distance learning and time management.*
 - Submit two letters of reference - one professional and one scholastic
 - *Do you have a preceptor you are considering? Yes/No? If yes, please plan to provide the name of the person and facility information.*
- **Master of Science in Clinical Mental Health Counseling (MSC)**
 - If MSC program applicants cannot achieve GRE® scores outlined in 2 above, the coordinator of the MSC program may admit an applicant on a probationary status for the first three required courses in the MSC program. If the student does not achieve a grade of B or higher in these three courses, the student will be dismissed from the MSC program.
 - Statement of Purpose, which addresses:
 1. Applicant's professional interest in graduate counseling studies in relation to the applicant's desire to become a counselor. This should include why the UP MSC program is suitable for the applicant.
 2. Assessment of applicant's personal and professional strengths and experiences, which would contribute to success in gaining a graduate counseling degree.

- Three letters of recommendation from persons who know your academic/professional qualifications will be required to complete reference forms and must be sent directly to the Admissions Office.
- Submit a separate one-page personal statement explaining how this degree program will benefit you personally and professionally. (Standard size 8 1/2 x 11 page).

After the application file is complete, the MSC faculty will interview the applicant. The purpose of the interview is to provide another source of information regarding the applicant's appropriateness for training as a counselor. Based on the information gained from the admission materials and interview, the MSC faculty will recommend admission to the program or denial of the application.

All candidates for the Master of Science in Counseling program should be aware that a criminal background check may be required for placement in the clinical practicum. In addition, licensure or certification requirements vary greatly from state to state. It is the responsibility of the applicant to determine prior to applying whether or not he/she is eligible for licensure in a given state. That can be accomplished by contacting the appropriate state licensing agency or program representative.

Admission Deadlines

The University accepts applications at any time for all graduate programs; however, all applicants should apply at least six weeks prior to the first day of classes for the term in which they intend to enroll. All required documents must be submitted before a student can be fully admitted. Contact the Admissions Office for an admission packet and additional admission information. Financial aid cannot be granted until a student has been fully admitted.

Non-Degree Admission

Non-degree admission status is for those students who are not seeking a degree at the University. This status allows a student to enroll in classes for such non-academic reasons as personal enrichment or job enhancement. A maximum of 6 semester credits earned in non-degree status may be applied to curriculum course requirements in a degree seeking status. Non-degree seeking students must submit the following:

1. A completed Application for Admission
2. A non-refundable, one-time application fee; and
3. Transcripts

Those students who enter the Graduate program as non-degree seeking and wish to become degree seeking must meet the graduate entrance requirements (undergraduate 3.0 GPA or GRE® scores of 150 verbal, 149 quantitative) and are not guaranteed admittance into the program. Credits applied as non-degree seeking students are applied to the applicable program.

Re-Admission

A student in good standing, returning after an absence of at least one semester, excluding summer term, must submit a new graduate application for admission. The application fee will be assessed for each application submitted; however, no additional supporting documentation will be required. A student who has attended any other school in the interim period must provide official transcripts from all colleges and/or universities attended. Students must have completed at least 50% of

their coursework to be eligible for re-admission under the catalog in effect when they initially entered the program.

Note: Health programs graduate courses are sequenced and must be completed in a specific order. Re-admits into these programs are not guaranteed and are dependent upon course capacity/availability. Re-admission into a cohort-based SHP program is at the discretion of the Program Director, with consultation of the applicable Department Chair or Division Chair.

Admission of International Graduate Students

The University will consider applications from qualified international students. International students must submit the following documents in addition to the standard Admissions requirements to be considered for admission:

1. A financial statement completed by the student, the financial sponsor, and the student's financial institution certifying the availability of adequate funding in U.S. dollars for the first year of education.
2. Official certified copies, in English, of certificates, diplomas, degrees, and course transcripts from all schools through the highest level of education achieved.
3. An official credential evaluation report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services or from InCred through the NAIA.
4. International students whose native or original language is not English are required to submit official results using one of the following assessments (minimum score requirements): TOEFL of 550 (PBT) or of 80 (iBT); ITEP of 4.5; or IELTS of 6.0; DUOLINGO of 105. Requests for information about TOEFL may be directed to: TOEFL Education Testing Service
P.O. Box 899 Princeton, NJ 08540
Or to your local education authorities.
5. Evidence of adequate medical insurance.
6. An international student medical information form, which must be completed and signed by a physician following an examination taken within the past 90 days.
7. A color copy of a valid passport or birth certificate.

All documents must be received in the Office of Admissions by June 1 for fall semester admission. All documents must be received by November 1 for spring semester admission.

School of Health Professions Admission Policies

The School of Health Professions hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. The mailing address for the Admissions Office is:

University of Providence
1301 20th Street South
Great Falls, MT 59405

The telephone number for the School of Health Professions is (406) 791-5202. The **fax** number is (406) 791-5209. The e-mail contact is admissions@uprovidence.edu.

Deadlines

The School of Health Professions has specific application deadlines. Please refer to the University webpage for deadlines specific to each

program. Most programs require a non-refundable \$100 deposit for program acceptance.

Applicants with Criminal Backgrounds

The University of Providence is committed to ensuring that students have the ability to benefit from the education received at the University. Certain affiliates associated with the University require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background check prior to placement. Students whose background check reveals a criminal history may be prevented access to the site, and as a result, the student may not have sufficient clinical or field experience to successfully complete the program. Additionally, licensing boards may deny the individual the opportunity to sit for an examination if an applicant has a criminal history.

Falsification or Omission of Relevant Information in the Application Process

Falsification or omission of relevant information during any application process to the University may result in a student being denied admission, or having their offer of admission revoked. Falsification or omission of relevant information during the application process may also result in a previously admitted student to be thereafter disciplined, or suspended, or dismissed, or expelled from the University. Offers of admission to the University are contingent upon the receipt of the applicant's official final high school, and/or college transcripts, and/or any information that is required from a transferring institution. Following their acceptance to the University, students are responsible for updating the University with all relevant information pertaining to any eligibility requirements or standards. Failure to provide updates of any relevant information pertaining to any eligibility requirements or standards may result in a student being disciplined, or suspended, or dismissed, or expelled from the University.