

GRADUATE PROGRAM ADMISSION REQUIREMENTS FOR PROGRAM CONSIDERATION

Intelligence Note: Graduate students are prohibited from matriculating in more than one graduate degree program at the same time. Students are permitted to pursue a degree program and a certificate/endorsement or two certificate/endorsements concurrently.

Master of Arts in Anthropology (M.A.) and Graduate Certificates:

- Archaeology
- Geographic Information Systems (G.I.S.):

1. Possession of a baccalaureate degree from an accredited college or university with a minimum 3.0 GPA.
2. Essay (500 words) highlighting personal and/or professional goals and objectives for wanting to pursue graduate study in the field of anthropology.
3. Two professional letters of recommendation from persons familiar with the prospective student's academic and/or professional competence.

Master of Arts in Communication (M.A.) Concentrations:

- Interactive Digital Media
- Strategic Public Relations and Social Media, and
- Graduate Certificate in Public Service Communication

1. Possession of a baccalaureate degree with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation. Letters from current or former professor recommended. If these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.
3. Personal essay of not more than 750 words that describes your preparation for study in the program and personal objectives for graduate study. Interactive and Digital Media concentration applicants are required to submit a digital portfolio with samples of your creative media, interactive media, transmedia design, computing, and/or technological projects that highlight and demonstrate your initiative and achievement in academic, professional, and/or community settings
4. Digital and/or hard copy portfolio of select samples of work, including a writing sample, that demonstrates initiative and achievement in academic, professional, and/or community settings.
5. Résumé.

Master of Arts in Criminal Justice (M.A.) and

Optional tracks:

- Homeland Security
- Leadership
- Intelligence Analyst
- Community - Law Enforcement Relations

1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a 3.0 in the undergraduate major.
2. Two letters of recommendation.
3. Personal essay of 250 to 300 words that describes your preparation for study in the program and personal objectives for graduate study in criminal justice.

Master of Arts in English with a Concentration in Creative Writing (M.A.)

1. Possession of a baccalaureate degree with a minimum 2.75 GPA, fifteen or more credits in literature or a related field, and at least one course in creative writing is strongly recommended.
2. An application essay of 1,000 words describing your interest in this program, what you hope to accomplish, and how you think the program will fit into your academic and career goals.
3. A 15-20 page creative writing sample: poetry, fiction or creative non-fiction
4. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.

Master of Arts in English with a Concentration in Literature (M.A.)

Master of Arts in English with a Concentration in Rhetoric and Writing (M.A.)

1. Possession of a baccalaureate degree with a minimum 2.75 GPA; fifteen or more credits in literature or a related field strongly recommended.
2. An application essay of 1,000 words describing your interest in this program, what you hope to accomplish, and how you think the program will fit into your academic and career goals.
3. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.
4. A writing sample in the form of a paper (s) that best represents your academic work.

Master of Fine Arts (M.F.A.) – Creative Writing

For students applying for the dual M.A./M.F.A. degree program, Monmouth requires:

1. Possession of a bachelor's degree with a minimum 2.75 overall GPA, 15 or more credits in literature or a related field, and at least one course in creative writing (strongly recommended)
2. An application essay: 1,500 words describing your interest in creative writing, intent to continue study toward the M.F.A., what you hope to accomplish in the M.A./M.F.A. program, and how you think the program will fit into your academic and career goals
3. A creative writing sample: 15-20 pages of poetry, fiction or creative non-fiction
4. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.

Only students that have an overall graduate GPA of 3.25 at the completion of the M.A. in English Creative Writing program and have been approved by the program director will continue.

For current or former Monmouth University M.A. in English Creative Writing students applying to the third-year M.F.A degree program, Monmouth requires:

1. Possession of a Master's degree in English Creative Writing with a minimum 3.25 overall GPA, at least 12 credits in creative writing, and a creative thesis or equivalent
2. An application essay of 1,000 words describing your interest in creative writing, what your hope to accomplish in the program, and how you think the program will fit into your academic and career goals
3. A creative writing sample: 15 – 20 pages of poetry, fiction or creative non-fiction
4. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.
5. Interview with the program director may be required

For students applying to the 18-credit M.F.A. curriculum only, Monmouth requires:

Possession of a Monmouth University Master's degree in English with a Creative Writing Concentration with a minimum 3.25 overall GPA OR

1. Possession of a non-creative writing Master's degree along with a Monmouth University Graduate Certificate in Creative Writing with a 3.25 overall GPA.
2. An application essay of 1,000 words describing your interest in creative writing, what you hope to accomplish in the program, and how you think the program will fit into your academic and career goals.
3. A creative writing sample: 15 – 20 pages of poetry, fiction, creative non-fiction, or drama writing.
4. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.
5. Interview with the program director may be required.

Graduate Creative Writing Certificate

1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA.
2. Fifteen or more credits in literature or a related field and at least one course in creative writing are strongly recommended.
3. An application essay of 1,000 words describing your interest in creative writing, what you hope to accomplish in the program, and how you think the program will fit into your academic and career goals.
4. A 15-20 page creative writing sample: poetry, fiction or creative non-fiction.
5. Two letters of recommendation. Letters from current or former professors recommended; if these are unavailable, letters may be sought from current colleagues, or a current or recent supervisor.
6. Pathway to the MFA: Students intending to obtain the MFA degree after completion of the Graduate Creative Writing Certificate may use 3 credits of Creative Writing Designated with Course Type EN.CW from their Certificate toward the 18-credit MFA. Students must apply to the MFA program before the completion of the Certificate. The 3 dual-counting credits cannot be used toward any other degree, such as the MA in English.

Master of Arts in History (M.A.) Thesis or Non-Thesis options

1. Possession of a baccalaureate degree with a 2.5 overall GPA and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation.
3. Written statement that describes the historical areas you wish to study and details how graduate study will contribute to your professional and academic goals.

Master of Science in Clinical Mental Health Counseling (M.S.)

1. Possession of a baccalaureate degree with a 3.0 overall GPA.
2. Two completed Monmouth University Professional Counseling recommendation forms.
3. Narrative (four to five pages, double spaced) in response to the questions outlined on the Admission Application Essay Form.
4. Participation in a group interview.

Applicants are reviewed for admission in a holistic manner reviewing their readiness to become a professional counselor, which extends beyond academics to factors including disposition, maturity, and intention for the profession.

Graduate Certificate in Professional Counseling

1. Current enrollment in a CACREP-accredited Master's program in Counseling and have completed a practicum and at least 30 credits or prior graduation from a CACREP-accredited Master's program in Counseling.
2. Cumulative GPA of at least 3.0 and in good standing in the CACREP-accredited Master's degree in Counseling.

3. Two letters of recommendation or endorsement from a professor in the current or past Counseling Program
4. Complete a group interview.

Doctorate in Social Work in Human Rights Leadership (D.S.W)

1. **Master's degree:** Applicants must have an earned master's degree in social work or social services (preferred). Official transcripts are required from each institution in which bachelor's and master's level credits were earned. Applicants who have a social work degree from outside of the United States must have their degree evaluated by the Council on Social Work Education.
2. Applicants with a graduate degree from another area of the social sciences may have to complete four core MSW courses in social work before entrance into the DSW. These courses are:
 - a. SW-503 SW Practice with Individuals and Families or SW-513 SW Practice with Groups or equivalent
 - b. SW-518 Global Community Practice or equivalent
 - c. SW-627 Implications of Social Justice and Human Rights -
 - d. SW-669 Applications of Social Justice and Human Rights
3. SW-627 and 669 must be taken at Monmouth. Both courses are offered online.
4. **Grade Point Average:** Applicants must have a minimum grade point average of 3.00 out of 4, in a nationally/globally accredited Master's Program.
5. **Resume/Curriculum Vitae:** A current resume/curriculum vitae should outline the applicant's educational background, employment history, professional activities, and other activities that provide support for admission.
6. **Three letters of recommendation:** These letters should address the applicant's readiness for doctoral study.
7. **Personal statement:** This 800-1,000 word essay should describe the applicant's preparation for study in the program and personal objectives for graduate study.
8. **Interview:** Candidates may be selected for an interview by one or more members of the advisory board to determine the candidate's level of interest, aptitude, and career goals.
9. **Writing sample:** At or near the time of their interview, candidates will be asked to provide a writing sample to be evaluated by the admission committee.
10. **Post-MSW Experience:** Applicants are expected to have at least 3-5 years post-MSW professional work experience before undertaking doctoral work.

Admissions requirements for International Students:

1. Required English proficiency test – A test of English as a Foreign Language (TOEFL) or International English Testing Systems (IELTS) score report is required for non-native English-speaking applicants.
2. Transfer Students:
3. Students who wish to transfer into the DSW program, can transfer up to 2 courses with a B or better from their current or past (within 5 years) doctoral program. Students would need to submit their doctoral syllabi to the DSW Program Director along with a justification as to how these courses fit with the Monmouth DSW curriculum.

Master of Social Work (M.S.W.) Concentrations:

- Global and Community Practice
- Clinical Practice with Families and Children

1. Possession of a baccalaureate degree with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major. Social Work is grounded in the liberal arts and contains a coherent, integrated, professional foundation in social work (CSWE Accreditation Standards). M.S.W. applicants with a baccalaureate degree are required to have a strong liberal arts background with a minimum of one 3- credit course in English, Math and Psychology (none of these courses can be a College Level Examination Program; they must be taken as college-level, credit-bearing classes). The program also prefers courses in History, Sociology, Political Science, Anthropology, and Economics.
2. Three completed Monmouth University School of Social Work recommendation forms. Recommendations must be from an academic or professional source; it cannot be from friends and/or relatives.
3. Narrative (four to five pages, double spaced) in response to the questions outlined on the Autobiographical Statement (<https://www.monmouth.edu/graduate/documents/mswautobiostatement.pdf>) form.
4. Candidates for Advanced Standing must have a B.S.W. from an accredited program within six years of the date of application, fulfill GPA requirements, and submit the Monmouth University Advanced Standing Field Evaluation form. Candidates for Advanced Standing must have completed a course in statistics within the last six years.
5. In instances where the admissions committee has questions about an applicant's references, personal statement, or academic record, the applicant may be required to attend an interview as part of the admissions process.

Graduate Certificate: Play and Expressive Therapies

1. A master's degree in a medical or mental health discipline (for example, M.S.N., M.S.W., M.A.) and eligibility for licensure in that discipline.

Graduate Certificate: Clinical Social Work Licensure

1. Applicants must have a completed MSW degree from a CSWE accredited program and be a Licensed Social Worker (LSW) for admission to the certificate program.

Master of Science in Computer Science (M.S.)

Optional tracks:

- **Computer Networks**
- **Databases and Intelligent Information Systems**
- **Cybersecurity**

1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a 3.0 in the undergraduate major, preferably in the sciences or engineering.
2. Two letters of recommendation.
3. Two semesters of Calculus (I and II) with grades of "C" or better.
4. Two semesters of computer programming courses within the past five years (equivalent to Monmouth's CS-175 Introduction to Computer Science I (3 cr.), CS-175L Introduction to Computer Science I lab (1 cr.) and CS-176 Introduction to Computer Science II (3 cr.), CS-176L Introduction to Computer Science II Lab (1 cr.)) at a recognized institution with a grade of "B" or better. Applicants not meeting these requirements for programming experience may be required to take CS-501A Computer Programming Essentials (3 cr.) or its equivalent.

Master of Science in Data Science (M.S.)

1. An undergraduate degree in computer science, software engineering, information technology, information science, biology, mathematics, business administration, or a field that requires a substantial component of software development and/or business administration.
2. A minimum 2.75 overall GPA and a 3.0 GPA in the undergraduate major. Students who have little programming experience will be evaluated on a case-by-case basis. They may be required to complete foundation courses before entering the Master's program.

Master of Science in Information Systems (M.S.)

- **Management Track**
- **Technology Track**

1. Possession of a baccalaureate degree with a minimum 2.75 overall GPA and a 3.0 GPA in the major. Candidates should have an undergraduate degree in computer science, software engineering, information technology, information science, or business administration or majored in a field that requires a substantial component of software development and/or business administration.
2. Applicants to the Technology track must have completed courses equivalent to Program Development I and II, Introduction to Management, Principles of Software Engineering, and Data Structures and Algorithms.
3. Applicants to the Management track must have completed courses equivalent to Program Development I, Introduction to Management, Principles of Software Engineering, Financial Accounting, and Microeconomics and Macroeconomics.
4. Applicants who have not completed one or more of these courses will be evaluated on a case by case basis. They may be required to complete foundation courses.

Master of Science in Software Engineering (M.S.)

1. Possession of a baccalaureate degree in software engineering, computer science, computer engineering, or another engineering-related discipline with a 2.75 overall GPA and a 3.0 GPA in the undergraduate major. Candidates whose major is not computer science or a related field may be admitted on a case-by-case basis.
2. Demonstrate completed course work in computer programming, data structures and algorithms, operating systems, discrete mathematics, and software engineering. Applicants who have not completed course work in these areas will be required to complete preparatory/foundation courses as necessary. (Only foundation coursework will be applied towards the MS degree.) Students must earn a grade of "B-" or better in each of these courses.
3. Thesis track students must hold a bachelor's degree in software engineering from a college or university accredited by its regional accrediting agency.

Master of Business Administration (M.B.A.)

Master of Business Administration (M.B.A.) with Concentrations:

- **Advanced Accounting,**
- **Finance,**
- **Management,**
- **Marketing**

1. Possession of a four-year baccalaureate degree and with a minimum GPA of 2.75 and either:
 - a. GMAT^{1,2,3} or
 - b. CPA or CFA licensure.
2. Possession of a four-year baccalaureate degree with a minimum GPA of 3.0².
3. Possession of a Master's or Doctoral degree (MS, MD, JD, PhD, EdD, etc.).
4. Applicants to the Advanced Accounting concentration must have earned a baccalaureate degree in Accounting or completed courses equivalent to Intermediate Accounting, Advanced Accounting and Accounting Information Systems, Auditing or Individual Tax, Business Tax. Students must earn a grade of "C" or better in each of these courses.
5. Applicants to the Finance track must have completed courses equivalent to Quantitative Analysis for Business 1 and 2 with a grade of "C" or better.

Applicants must also provide:

1. Current résumé.
2. Essay explaining why the applicant wishes to pursue this graduate program (500 words or less).
3. Two letters of recommendation (optional)

¹ *The Graduate Record Exam (GRE) will be considered as a substitute for the GMAT on an equivalent basis. LSAT or Engineering certification exams (FE, PE, SE, PS, FS) may be considered in place of the GMAT.*

² The GMAT will be waived for any applicant with a 3.0 or greater GPA

Master of Arts in Teaching (M.A.T.)

1. Possession of a baccalaureate degree with a satisfactory overall GPA per NJ state requirements and a 3.0 GPA in the undergraduate major.
2. Two letters of recommendation for graduate study.
3. Résumé.
4. Personal statement of not more than two pages that describes your preparation for study in the program and personal objectives for graduate study.
5. Provide a passing score on the Praxis Core Academic Skills for Educators. Please visit <https://www.ets.org/praxis/nj> for guidance on the NJ Praxis test and passing scores. A test score must meet the current passing score to satisfy the test requirement.
 - a. Provide an official qualifying score on the SAT, ACT or GRE required for the year in which the exam was taken (see New Jersey Department of Education website for details).

Note: Prior to student teaching, the appropriate Praxis Test must be successfully completed, and all content course work and/or conditions of acceptance must be satisfied.

Master of Education (M.Ed.)

1. Possession of a baccalaureate degree with an overall GPA per state requirement (see NJDOE website for details).
2. Two letters of recommendation related to the applicant's competence for graduate study.
3. Essay (500 words or more) explaining why the applicant wishes to pursue this graduate program.
4. Resume.
5. Teaching certification may be required based on program of study.

Master of Science in Education (M.S.Ed.)

Concentrations:

- **Principal/Supervisor**
- **Principal/ Supervisor/School Administrator**
- **School Counseling**
- **Student Affairs and College Counseling**
- **Literacy**
- **Supervisor of Educational Technology**
- **Special Education**

Special Education tracks include:

- **Teacher of Students with Disabilities (TSD)**
- **Learning Disabilities Teacher Consultant (LDTC)**
- **Supervisor Endorsement**
- **Autism/ABA**
- **Special Education- Advanced**

1. Applicant must be a certified teacher. (Does not apply to M.S.Ed. School Counseling and Student Affairs College Counseling, Autism/ABA or Autism.)

2. Possession of a baccalaureate degree with a satisfactory overall GPA per state requirements (see New Jersey Department of Education for details) and a 3.0 in the undergraduate major.
3. Two letters of recommendation related to the applicant's competence for this graduate program and professional work.
4. Essay (500 words or more). For School Counseling and Student Affairs and College Counseling, the essay must discuss why social justice is important to the applicant and how the applicant foresees utilizing this training in his/her future career as a school counselor or student affairs professional. For all other M.S.Ed. programs the essay must explain why the applicant wishes to pursue the graduate program of their choice.
5. Students applying to the M.S.Ed. School Counseling and M.S.Ed. Student Affairs and College Counseling programs must participate in a group interview.
6. Students in the M.S.Ed. Special Education/Supervisor and L.D.T.C. tracks must submit a letter from their administrator stating that they have 3 years of full-time teaching experience in a public or an NJ approved private school for students with disabilities.
7. Students in the MSED Supervisor of Educational Technology track must provide a current resume or CV

Note: Upon completion of the Principal/School Administrator/Supervisor Program, you must provide documentation evidencing completion of five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-state certificate to be eligible for the endorsement.

Master of Science in Education (M.S.Ed.) Speech-Language Pathology

Traditional Application Pathway:

1. Submit a completed application through the Communication Science and Disorders Centralized Application Service (CSDCAS (<http://www.capcsd.org/csdcas-student-page/>)) along with the signed SLP Communication Standards form and \$50 application fee submitted to Monmouth University.
2. An earned baccalaureate degree with a minimum cumulative GPA of 3.0 on a 4.0 scale from all courses at all institutions; A minimum cumulative GPA of 3.0 in all Speech-Language Pathology prerequisite courses (does not include non-SLP prerequisites, e.g., statistics); and Competitive applicants have GPA's of 3.3 or better.
3. Essay (500 words or more) explaining why the student wishes to pursue a career in Speech-Language Pathology.
4. Two professional letters of recommendation.
5. Submission of a professional résumé.
6. Candidates must be able to communicate effectively in order to meet ASHA's standards of clinical competence. Specifically, successful candidates "must have demonstrated communication skills sufficient to achieve effective clinical and professional interaction with clients/patients and relevant others." Source: (<http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>)2014 Standards for the Certificate of Clinical Competence in Speech-Language Pathology.
7. Completion of eighteen (18) credits of speech-language pathology prerequisite courses with a minimum GPA of 3.0 across all SLP prerequisite courses. Applicants must also fulfill ASHA requirements

listed at <https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/>.

Doctor of Education (Ed.D.)

Focus areas include P-12 and Higher Education

All applicants must have an earned master's degree in education, business, or related field. Official transcripts are required from each institution in which bachelor's and master's level credits were earned.

1. Applicants must have a minimum GPA of 3.25 out of 4.0 from a nationally accredited Master's Program.
2. A current resume/curriculum vitae should outline the applicant's educational background, employment history, professional activities, and other activities that provide support for admission.
3. Two letters of recommendation addressing the applicant's readiness for doctoral study.
4. A two-page personal statement describing the applicant's preparation for study in the program and personal objectives for graduate study.
5. Candidates may be selected for an interview by one or more members of the advisory board to determine the candidate's level of interest, aptitude, and career goals.
6. At or near the time of their interview, candidates may be asked to provide an onsite writing sample to be evaluated by the admission committee.

Master of Science in Nursing (M.S.N.)

Specializations:

- Adult-Gerontological Primary Care Nurse Practitioner
- Psychiatric and Mental Health Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education

1. Possession of a B.S.N. from an accredited program, with a minimum 3.0 GPA.
2. A current New Jersey R.N. license and one year of work experience as a registered professional nurse. For A.P.N. tracks one year of experience in the enrolled specialty track is required before beginning the clinical specialty.
3. A personal statement (one to two pages) outlining professional goals.
4. Two letters of recommendation.
5. A college-level course in health assessment. (An appropriate continuing education course may be substituted at the program director's discretion.)
6. Proof of a current \$1,000,000 to \$3,000,000 liability and malpractice policy.
7. Résumé.

The application deadline for the MSN and Post-Master's Nursing programs is July 15 for Fall. The application deadline for the School Nursing Endorsements is April 1 for Fall.

Master of Science Physician Assistant (M.S.)

1. **CASPA Application**
 - Applicants must submit a completed Central Application Service for Physician Assistants (CASPA) application.

2. **Technical Standards Acknowledgement Form and Application Fee**

- Applicants must be able to meet the program's technical standards.
- Once your application has been verified by CASPA and imported by Monmouth University, you will receive an email with instructions on how to access your Applicant Portal. Through this portal, you will be able to upload the required Technical Standards Acknowledgement Form (<https://www.monmouth.edu/graduate/documents/techstandards.pdf>) as well as submit your \$60.00 Monmouth University application fee.

3. **Baccalaureate Degree**

- Possession of a baccalaureate degree from a regionally accredited college or university is required.
- Applicants not having a baccalaureate degree by the time of the personal interview, if accepted into the program, will automatically fall into an *Accepted Conditional* status pending completion of their degree and evidence of meeting all GPA and prerequisite course requirements.

4. **GPA Requirements**

- A minimum cumulative GPA of 3.0 on a 4.0 scale from all courses at all institutions
- A minimum cumulative GPA of 3.0 in all prerequisite courses.

5. **Prerequisite Coursework**

- Successful completion, within 10 years before application, of the following prerequisite courses and associated semester credit hours (sch) with a grade of "C" or better (*pass/fail grading is unable to be accepted unless accompanied by an official letter grade*):
 - Human Anatomy with lab (4 sch) and Human Physiology with lab (4 sch) or Human Anatomy & Physiology I and II, each with lab and each 4 sch;
 - Chemistry I and II with lab, each 4 sch;
 - Biology I with lab (4 sch) or Biology 2 with lab (4 sch) or Cell Biology with lab (4 sch);
 - Microbiology with lab (4 sch);
 - General Psychology (3 sch) or Abnormal Psychology (3 sch) or Developmental Psychology (3 sch);
 - Medical Terminology (2 sch minimum): certificate courses and contact hour courses are not acceptable.
 - Statistics or Biostatistics (3 sch): statistics courses within social or natural science departments (e.g., psychology) are more than acceptable.
 - Advanced Placement (AP) or College Level Examination Program (CLEP) credit for any prerequisite courses is **not** accepted.
 - Online courses will be considered for acceptance in fulfilling admission requirements.
 - All courses must be completed at a regionally accredited College or University. Applicants who completed coursework from a college or university outside of the U.S. must submit a transcript evaluation from a reputable transcript evaluation service.

6. **English Language Proficiency**

- Students whose native language is not English must provide an English proficiency score meeting the University's requirements by the time of application.

7. **Direct Patient Care Experiences**

- A minimum of 200 hours of paid or unpaid (i.e., volunteer) direct patient care experience by the time of application (up to 20 shadowing hours with a PA can be included).
8. **Graduate Record Examination (GRE)**
- The GRE, taken in the past five years, is required for all applicants by the time of application.
 - There is no specific score needed for consideration; however, competitive applicants have scores near or above the 50th percentile in each of the test areas.
 - Your GRE scores can be submitted directly to us through CASPA. Use the **Designated Institution Code 3880** and your scores will be included with your application.
9. **Letters of Reference**
- All applicants are required to submit three specific letters of reference via the CASPA system by the time of application.
 - One letter must be from a current or former professor who has taught you in a class..
 - One letter must be from a paid or volunteer work supervisor. This should be someone that you have reported to directly and who can discuss your work ethic and performance. Letters from coaches are not counted as fulfilling this requirement.
 - One letter must be from a clinician.

*Note: Meeting minimal requirements does not guarantee a personal interview nor guarantees admission to the program.

Occupational Therapy Doctorate (O.T.D)*

Application Requirements

1. **Bachelor's Degree** – A bachelor's degree (or US equivalent) must be completed at the time of application or completed by the time the program begins at the end of May/beginning of June. A degree in any area of study will be accepted.
2. **GPA** – At least a 3.0 cumulative GPA as well as in the prerequisite courses. (Note: All completed courses will be used in the GPA calculated by OTCAS.)
3. **Observation Hours** – 60 hours of observation in a minimum of two practice settings must be completed prior to admission to the program. Examples of settings are: adults, geriatrics, pediatric, wellness, LTC, hospitals, community centers, primary care, etc. An OT Observation Form (<https://www.monmouth.edu/graduate/documents/doctor-of-occupational-therapy-program-observation-form.pdf>) will be completed and submitted for each site observed. In response to the difficulties that applicants may encounter in completing their required observation hours, the Monmouth University OTD program will allow completion of the virtual shadowing hours (<https://www.monmouth.edu/graduate/documents/monmouth-university-occupational-therapy-online-shadowing-experience.pdf>) in lieu of 30 hours of the 60 hour requirement.
4. **Completion of Pre-requisites** – Completion of all pre-requisites with a grade of B- or better. Competitive applicants will have no more than two outstanding prerequisite courses, including courses in progress, at the time of application. Applicants with outstanding prerequisite courses that are not shown as “in progress” on the OTCAS application, must submit a Word document outlining the completion plan (<https://www.monmouth.edu/graduate/documents/occupational-therapy-pre-requisite-course-completion-plan.pdf>) with their application. All incomplete prerequisite courses

and observation hours must be completed by the time the program begins.

5. **Quality References** – Three references are required and can be from academic advisors, health care professionals such as licensed occupational therapists, and/or work managers. At least one reference must be from a health care professional in a role related to OT and rehabilitation ie: PT, OT, SLP, RN.
6. **Interview**- An interview with program faculty
7. **Essays**- a narrative in response to the OTD application questions (see current application for details)
8. **Criminal Background Check** – Required of all admitted students. Must have prior to first day of classes.
9. **Technical Standards**- A signed Occupational Therapy Technical Standards form must be received by the application deadline

Admission Requirements: International Students

- In addition to the admission requirements aforementioned, international applicants must be a permanent resident or eligible for an F-1 visa.
- Required English proficiency test – an official English proficiency score report meeting the University requirements is required for non-native English-speaking applicants. The required scores are found here: <https://www.monmouth.edu/graduate/application-requirements/>
- International applicants must submit to OTCAS an official course-by-course transcript evaluation completed by one of the member organizations of the National Association of Credential Evaluation Services (NACES). Please visit [NACES.org](http://naces.org/) (<http://naces.org/>) for a list of those participating organizations. Note that each organization will have its own instructions on how to submit required documents for evaluation. The evaluation must also show that a bachelor's degree equivalent to one in the United States has been earned.

Technology Requirements

- The OTD program requires students to have access to personal technology such as a laptop computer, tablet, or PC throughout the duration of the program as well as a working webcam during the hybrid/online courses. Students should reference our Campus Technology Website (<https://www.monmouth.edu/technology/new-to-mu/recommended-hardware-and-software/>) for detailed suggestions before purchase.

Technology Competency Requirements

- The Monmouth OTD program requires completion of coursework in a predominantly traditional week day. However, there are a few courses that are delivered in hybrid/online format. Success in both the online and in person portions of the program requires students to have the ability to navigate the College's learning management system (eCampus), manage electronic communications, utilize research and information databases, and apply software. Online courses may consist of a combination of scheduled synchronous and asynchronous learning activities; synchronous sessions will require use of the Zoom platform. In person courses will maximize the use of technology with no seat time reduction, using the eCampus learning management system for administration, communication, assessment and content delivery to both supplement and enhance the face to face experience. Prior to starting coursework, all students will be required to complete an online orientation through eCampus that will prepare them to meet the technology requirements of the online

portions of the program. Additionally, students will have ongoing access to the Help Desk (<https://www.monmouth.edu/technology/support/>) to manage questions or concerns with technology while in the program.

5. A college-level course in health assessment. (An appropriate continuing education course may be substituted at the program director's discretion).
6. Résumé.

For information regarding OTD accreditation status, please visit [monmouth.edu/OTD \(https://www.monmouth.edu/graduate/otd/\)](https://www.monmouth.edu/graduate/otd/)

Doctor of Nursing Practice (D.N.P.)

1. Applicant must be a graduate of an accredited Master's in Nursing program or a related field (i.e., M.B.A., M.P.H., M.H.A.).
2. Possession of an active R.N. license.
3. Certification in a specialization is preferred.
4. Must have a minimum of GPA of 3.2 or higher on a 4.0 scale.
5. Currently employed.
6. Statement of vision of her/his leadership role to improve healthcare outcomes.
7. Résumé that includes details of current practice.
8. Two professional and/or academic letters of recommendation.
9. Official transcripts from all previous college work.
10. Telephone or in person interview may be a part of the admission process.
11. Current liability and malpractice insurance of \$1,000,000 to \$3,000,000.
12. After admission, prior to starting classes, students must submit to the School of Nursing and Health Studies a certificate of good health from a primary care practitioner, including a health history and physical examination with associated laboratory studies, immunizations, and criminal background checks in accordance with the special requirements of affiliation contracts with clinical agencies.
13. After admission, students are required to show proof of 500 post baccalaureate hours or take an additional course to complete these hours prior to registering for leadership immersion courses.

Graduate Endorsements:

- **School Nursing**
- **School Nursing - Non-Instructional**

1. Possession of a baccalaureate degree with a minimum 3.0 GPA.
2. A current New Jersey R.N. license, a year of experience as a registered nurse, and proof of a current \$1,000,000 to \$3,000,000 liability and malpractice policy.

Post-Master's Certificates:

- **Adult-Gerontological Primary Care Nurse Practitioner**
- **Psychiatric and Mental Health Nurse Practitioner**
- **Family Nurse Practitioner**

1. Possession of a baccalaureate degree with a 3.0 GPA and a master's degree in nursing.
2. A current New Jersey RN license, a year of experience as a registered nurse in the specialty track and proof of a current \$1,000,000 to \$3,000,000 liability and malpractice policy.
3. A personal statement (one or two pages) outlining professional goals.
4. Two letters of recommendation.