

# Professional Undergraduate & Graduate Studies Admissions

## OUR COMMITMENT

The Professional Undergraduate 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 oriented 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 Undergraduate 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 Undergraduate 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 undergraduate 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 undergraduate or graduate courses. Regular status may be gained with the completion of acceptable work at MidAmerica Nazarene University with a grade point average of 3.0 for the first twelve (12) hours of undergraduate study or the first six (6) hours of graduate study.

## Professional Undergraduate Studies 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 Professional Undergraduate and Graduate Studies Admissions Office at 913-971-3800.

Students interested in *readmission* procedures should refer to the process outlined on page 27 of this catalog.

## INTERNATIONAL STUDENTS (PROFESSIONAL UNDERGRADUATE & 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 Professional Undergraduate & Graduate Studies (PGS) programs will be sent information outlining required international documentation. Application for admission to the PGS programs must be submitted at least 90 days prior to the beginning of the term that the student wishes to begin professional undergraduate or 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.

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 professional undergraduate or graduate work. Students must also follow the admission procedures set up by each respective PGS program. When all admission requirements have been met and required international transfer documentation received in the PGS Designated School Officials (DSO) Office, the MNU PGS DSO will issue the prospective international student an I-20 document required by ICE for F-1 visa status. A new I-20 will be issued and sent electronically to the email of record on the I-20 per current SEVP guidance.

For international students seeking admission to professional undergraduate 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 undergraduate or graduate work.
2. A minimum official TOEFL paper-based (PBT) score of 550, or a minimum computer-based (CBT) score of 214, or internet based (iBT) score minimum of 81 (MidAmerica's TOEFL code number is 6437) OR an International English Language Testing System (IELTS) score of 6 or higher.
  - Applicants for the Master of Arts in Counseling (MAC) program – see College of Professional & Graduate Studies, Department of Counselor Education for TOEFL requirements.
  - Applicants to the MNU Prelicensure Nursing (ABSN & RN-BSN) – see School of Nursing, Prelicensure & Advanced Studies in Nursing programs for TOEFL requirements.
  - If an approved NACES agency transcript evaluation service report indicates/reflects that the medium of instruction is English, the TOEFL is waived.
  - TOEFL scores are waived for students who have a bachelor's degree from an English speaking institution or countries who have English as a primary language.
3. For the international student from a world area whose first official language is English, an official ACT or SAT score which meets the same requirements for admission as domestic students is acceptable. If the ACT/SAT scores qualify for only provisional acceptance, TOEFL is also required.
4. An original, notarized Affidavit of Support and required supporting documentation of evidence of ability to pay school bills in accordance with policy, as required by the PGS DSO.
5. An appropriately completed and signed International Student Financial Summary, as required by the PGS DSO.
6. 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 any academic program at MNU. The application process varies with each professional undergraduate and graduate program. All international students who wish to study in a PGS Program at MNU must work with the MNU PGS Designated School Official (DSO) for Immigration and Customs Enforcement (ICE) at MNU, in order to receive the required I-20 document and to ensure that proper ICE guidelines are followed for academic study in the United States.

Contact: MNU PGS Designated School Official (DSO)

MidAmerica Nazarene University

13563 S. Mur-Len Road

Olathe, KS 66062-1899

Phone 913-971-3806, 913-971-3380 or 1-800-800-8887 ext. 3875

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 PGS Admissions Office before academic courses may be considered for transfer credit. This is the international transfer student's responsibility.

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

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)

## FULL TIME STATUS

International students are required to have a course load which would qualify them as a full-time student for the duration of their program.

- Professional [PGS Undergraduate Program] Students must enroll in a minimum of 12 semester hours per term to be considered full-time students.
- Graduate Students must enroll in a minimum of 6 semester hours per term to be considered full-time students.

## ONLINE CLASSES

For international students, no more than the equivalent of one class or three credits per semester may be counted toward the full course of study requirement.

## REDUCED COURSE LOAD

Eligibility:

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

1. 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.
2. 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.
3. Initial difficulty with reading requirements within the first semester to one (1) year of study in the U.S.
  4. Unfamiliarity with U.S. teaching methods within the first semester to one (1) year of study in the U.S.
  5. Improper course level placement by recommendation of a MNU academic advisor.
  6. To complete a course of study within the current term as documented, recommended by a MNU academic advisor and approved by the PGS DSO.
    - Student may not take only online or distance education courses during their final semester.

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.

Information:

1. Obtain the **MNU I-20 Request for Less than Full-Time Enrollment for MNU Credit form from the PGS DSO.**
2. 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.
3. If Section II will be completed by your medical provider, he/she is to fax the form directly to the MNU PGS International and Immigrant Student Services office at 913-971-3008 and return the original to you to submit to the MNU PGS DSO officed in Santa Fe Commons.
4. Once all required documentation has been submitted and approved by the PGS DSO, a new I-20 will be issued to reflect the reduced course load authorization for the requested semester/term.

**Medical Providers:**

1. Complete the Medical Provider Statement Section.
2. Fax the form to 913-971-3008.
3. Return the original form to the student to be submitted to the MNU PGS International and Immigrant Student Services office.

**EXTENSION POLICY**

**Definition** - F-1 students are admitted to the U.S. for Duration of Status (D/S). The duration of status is noted on the I-94 card often with a D/S. Additionally, students are given a deadline which is noted on their I-20, by which to complete their studies. This means students may remain legally within the U.S. as long as they are in compliance with the regulations regarding the maintenance of their F-1 status and are making progress toward completion of the degree they have declared as their educational objective at MNU. F-1 students who are not able to complete all of the courses required for their educational program by the completion date noted on the most current, valid I-20 are required to apply for a program extension. Other reasons for extending the program may include change in major, studies interrupted by illness, etc. 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.

**Eligibility** - I-20 extension applicants are required to:

1. Be in lawful status.
2. Be enrolled as full-time students at a DHS approved school or have been given approval by the MNU PGS DSO that issued the student’s current I-20 to be enrolled in less than 12 hours.
3. Apply within the 30-day period prior to the completion date on their I-20.
4. Maintain good academic performance.

**Limitations**

1. MNU will grant extensions for a maximum of 12 months at a time. If a student requires more than one 12-month extension, s/he must seek another extension.
2. A maximum of three (3) extensions may be granted.

**Information**

1. Make an appointment with your MNU academic advisor to discuss your need for an extension within the 30-day period prior to the completion date on your I-20. If a program extension is warranted:
  - Obtain the **MNU I-20 Student Extension Recommendation Form** from the PGS DSO and the advisor will complete the form.
2. Submit to the PGS DSO the completed **MNU Extension Request form** with your MNU program plan and an advising transcript.  
**NOTE:** An extension request will not be processed if you do not provide your SEVIS ID number.
3. Once all required documents have been submitted to the PGS DSO, a new I-20 authorizing an extension for a maximum of 12 months will be created. Students will be contacted via their MNU student e-mail account to sign the new I-20 and keep as their official I-20.