

GRADUATE ADMISSIONS

Admission to the King Graduate School of Monroe University is open to individuals who hold a bachelor's degree or its international equivalent from an accredited undergraduate institution. Admissions decisions are based on the strength of each individual application and interview. Applicants whose cumulative undergraduate GPA is 3.0 or better will have preference in the admissions process.

Some students may be required to take Foundation Courses (<https://catalog.monroeu.edu/catalog/king-graduate-school/#foundationinterdisciplinarycoursestext>). These courses serve two primary purposes:

1. For students to master relevant knowledge and skills not included in their undergraduate studies.
2. To provide graduate students the opportunity to refresh their knowledge of fundamental concepts and/or sharpen specific skills as needed throughout their degree programs.

Admissions Process

Applicants seeking admission to a King Graduate School master's degree program must provide the following:

- Completed Admissions application with a \$50 non-refundable application fee
- Personal Statement
- Official transcripts (from all prior undergraduate and graduate programs of study*)
- Two professional recommendations
- Current resume

*Note: Applicants who have already earned a master's degree from an accredited U.S. institution may not be required to submit an undergraduate transcript.

All candidates participate in either a personal or group interview with the Admissions Committee representative. An additional writing sample may be required. Applicants will be notified of the Admissions decision once the process is complete and all documents have been submitted.

Semester Course Load

To be considered full-time, graduate students enrolled in a master's program must register for a minimum of seven (7) credit hours (or the equivalent) per semester or six (6) credit hours for an advanced certificate. Any semester in which a graduate student takes fewer than seven (7) credit hours (or the equivalent) is considered a part-time semester, except for the advanced certificate. Students may not register for 12 credits or more in a given semester without the recommendation of the King Graduate School and the written approval of Academic Affairs.

Transfer Credits

Transfer credits are only accepted from accredited institutions, and official transcripts are required. It is preferable that these courses will have been completed within the last five years. Courses must also be applicable to the intended program of study and have an earned grade of B or better. The award of transfer credits is at the discretion of the appropriate School Dean and the Office of the Registrar. Course descriptions and syllabi may also be required.

The allowable number of transfer credits required towards degree completion are indicated below:

- Master's degrees requiring 36 credits for completion: six (6) credits
- Master's degrees requiring 42-45 credits for completion: nine (9) credits

Transfer Credits - Monroe Second Master's Degree

Students who have already earned a master's degree from Monroe University and wish to pursue a second master's degree may be permitted to transfer up to eighteen (18) credits into their intended program of study.