Link 1P5-2

Admission Requirements for Graduate Programs

I. Business

- A bachelor's degree from a regionally accredited institution and a minimum GPA of 2.75 on a 4.0 scale. Probationary admission status may be approved by the chair of the USM business department
- Official transcripts from all undergraduate work and any graduate coursework. The undergraduate transcript must show the date your degree was conferred and the GPA for all degree-related coursework
- Two letters of recommendation written in the English language. This can be a from a supervisor, employer, or previous professor
- Signed Academic Honesty Agreement (can be signed during registration)

Prerequisites

For students not having an academic business background, there are as many as three online prerequisite courses required:

- MGT 711 Financial Accounting Primer
- MGT 712 Finance Primer
- MGT 709 Managerial Economics Primer

Primer courses are available at Thompson South-Western Publishing at www.mbaprimer.com. Students will need to complete the primer course on a self-directed basis prior to taking the relevant class and will be required to send a formal notice of completion to the business coordinator.

Transferring Credits

You can request to transfer up to nine graduate credit hours (three courses), provided they are substantially equivalent to USM graduate courses. The university reserves the right to determine if the courses are substantially equivalent. Credit hours for MGT 795, Business Policy and Ethics, may not be transferred into the program.

II. Education

- Official transcripts from the school where you completed your bachelor's degree (Unofficial transcripts may be requested from schools where prerequisite coursework was completed and unofficial transcripts should be submitted for any previous graduate work)
- Minimum undergraduate grade point average of 2.75 on a 4.0 scale. Admission on a probationary status may be available to those with lower undergraduate GPAs. Students admitted on a probationary status must earn a grade of B (3.0) or higher in their first six credit hours at USM
- Two letters of recommendation
- An essay focusing on your teaching and learning philosophy

Transferring Credits

You can request to transfer up to six credit hours of applicable coursework from another graduate program toward the USM master's in education degree.

III. Psychology

- Bachelor's degree in psychology from an accredited college, or completed college courses in general or introductory psychology, developmental psychology, psychological disorders, one additional course in psychology, and an introductory statistics course
- Official transcripts from all undergraduate and graduate work.
- Minimum grade point average of 2.75 (on a scale of 4.0).
- Three professional recommendations.

Students are admitted to the graduate psychology program twice a year, at the start of the fall term and the beginning of the spring term. Admission to the Master of Arts in Psychology program is competitive and openings are limited. Admission is based on credentials and availability of openings in the programs. A student not selected for admission may update his or her application materials and re-apply during a future admission period.

Continuous Enrollment

Students admitted to the graduate psychology program must be continuously enrolled during the fall and spring semesters until they graduate. Students who fail to enroll for either the fall or the spring semester will be dismissed from the program unless they receive a leave of absence. Students desiring a leave of absence from the program will need to submit a request to the director of the graduate psychology program stating the reasons for their request. The leave of absence request will need to be approved by the psychology department.

Transferring Credits

You can request to transfer up to six credit hours of applicable coursework from another graduate program toward the USM Master of Arts in Psychology degree.

IV. Doctor of Physical Therapy

Course Transfer Policy
The Department Chair of Physical Therapy, working with the Admissions Director of Physical Therapy, will make all decisions regarding equivalence of courses for the purpose of prerequisite equivalence and/or professional course equivalence. Persons with questions or concerns about the equivalence of courses for the purpose of prerequisite equivalence and/or professional course equivalence should contact the Department Chair of Physical Therapy.

- Applicants must hold a baccalaureate degree from an accredited institution that is recognized by the University of Saint Mary in any field other than Physical Therapy.
- All prerequisite courses must be completed before a student can be admitted into the program. Prerequisites are included in the Physical Therapy Application Packet, in the Information Packet, or on this website. Questions about your prerequisites can be addressed by the department's admissions advisor or by the Department Chair at the number listed in our contact information. When in doubt always check whether a course will apply.
- Each applicant must complete a prerequisite analysis sheet documenting which courses he or she believes fulfills the prerequisite requirements.
- Applicants must complete and send in all materials requested in the Physical Therapy Application Packet. Incomplete applications will delay or in some cases preclude your consideration.
- Applications will be accepted until the class is full. Applications will be evaluated in the order they are received, so complete and return your Physical Therapy Application Packet as soon as possible.
- A fully completed University of Saint Mary Graduate Admission Form.
- One official copy of ALL transcripts of all undergraduate and graduate courses completed at any accredited college or university.
- Applicants are required to pay a non-refundable application fee of $50.00 by check or money order payable to the University of Saint Mary.
- Applicants must have a minimum overall GPA of 3.00 on a 4.00 scale. A GPA no lower than 3.4 is recommended.
- Applicants must submit their official Graduate Record Examination General Test scores.
- A total of 40 observation hours is required to apply to our program. A MAXIMUM of 20 hours may be completed at a single location. It is encouraged to observe at multiple settings.
- Applicants must write an application autobiography that explains why they are interested in physical therapy.
- If accepted, applicants must enroll as full-time students, year round.
- Applicants must complete all requirements for admission to graduate study at the University of Saint Mary (requirements can be obtained from the Admissions Office). For additional information, applicants should call (913) 758-4398.
- Applicants will be scheduled for, and must successfully complete, a personal interview. This is the final phase of the admissions process. Applicants will be selected for an interview based on their compliance with the other admissions criteria with emphasis on GPA and GRE scores. Applicants will be notified of their selection for interview by letter

confirming the day, time, location and itinerary of interview activities. It is the applicant's responsibility to provide his or her current mailing address and telephone number.

- Applicants will be required to complete and submit an essay as part of the interview process.
- Applicants will be required to list courses the applicant is taking during the Spring semester of the year of application (form is included in your packet).
- Applicants will be required to submit a signed Verification of Accuracy Statement (form is included in your packet).
- Applicants will be required to submit a signed "Notice of Required Liability and Health Insurance" form. (This form is included in your packet.)

*Admission into the Physical Therapy Program is competitive and the number of students who can be admitted each year is limited. Therefore, completion of all admission requirements does not assure acceptance into the program.

Pre-requisite Courses

Prerequisite Courses for Admission into the Physical Therapy Program at USM Admission into the Physical Therapy Program is competitive. Completion of the listed prerequisites does not guarantee admission into the program. Prerequisites are subject to change without notice.		
Prerequisites (Listed as a minimum number of required hours in each discipline)	**Examples of Courses that Would Fulfill the Pre-Reqs at USM**	**Courses that are Preferred** (Other courses, or in some cases, significant experience, might meet the requirement)
English: 9 semester hours are required.	EN 111 and EN 112, and EN 251 or 252, or other literature course; EN 310 (primarily for transfer students)	General writing or composition Creative writing and/or technical writing / One literature course
Computer Information Systems: One course is required.	IT 125	Courses that emphasize proficiency in the use of application software (e.g., word processing, spreadsheet and database management)
Business or Marketing or Economics: 3 semester hours are required in one of these disciplines.	One is required: EC 232 or EC 233 or MGT 231 or MGT 320 or MGT 332 or MKT 231	Fundamental courses in business, marketing or economics
Fitness for Living: 1-2 semester hours are required.	PE 250	Fundamental information about health, wellness, and fitness
Public Speaking: 3 semester hours are required.	COM 120	Public speaking
Human Geography or Sociology or Cultural	SO 110 or SS 155 or SO 250	Concepts regarding culture, society, or fundamental human

Anthropology: 3 semester hours are required in one of these disciplines.		characteristics
Mathematics: 5 semester hours are required and must include one pre-calculus course OR courses that include algebra and trigonometry	Possibilities are: MA 210 and MA 211; or MA 221 and MA 222	College Algebra, Trigonometry, Precalculus, or Calculus
Statistics: 3 semester hours are required.	MA 230 or PYCR 586	Courses that include the use of computer statistical packages are preferred.
Traditional Physics: 6 semester hours are required.	PHY 215 and PHY 216	Courses must be "computational" in nature. "Survey" courses will NOT fulfill this requirement.
Chemistry: 6 semester hours are required.	CH 121 and CH 122	General Chemistry Courses are required. Courses in Organic Chemistry or in Biochemistry are nice additions but not required.
Psychology 9 Semester Hours are Required	PY 150; PYAPY 352 and APYCR 325.	One Basic or Introductory Course One Course in Applied Psychology and One Course in Abnormal Psychology
General or Cellular Biology 6 Semester Hours are Required	BI 212 and BI 220	A Course(s) that Relates to Cellular Processes
Human or Vertebrate Anatomy 4 Semester Hours are Required Lab not Required	BI 258 and 259	Human Anatomy
Human or Vertebrate Physiology 4 Semester Hours are Required Lab not Required	BI 258 and 259	Human Physiology
Note: Other courses, combinations of courses, or documented experience may apply to some of the prerequisites. If necessary, consult with one of the physical therapy advisors for an analysis of your transcript, or your undergraduate advisor if you have not yet graduated.		