

ADMISSION POLICY FOR GRADUATE STUDENTS

Admission Requirements for Graduate Programs

The minimum requirements for admission to North Park University's graduate degree programs are as follows. Specific additional requirements for particular programs are given in the section of the catalog pertaining to that program.

- Application
- Application fee of \$30
- Official transcripts from all colleges and universities
- Baccalaureate degree from an accredited institution
- A cumulative grade point average of 3.0 or higher on a 4.0 scale (if under 3.0 the applicant must take either the GRE or specialty examination(s) for the specific programs)
- Essay
- References
- International students must have a TOEFL score of 80 (internet-based) or higher for Business Administration, Nonprofit Administration, and Human Resource Management or 90 (internet based) or higher for all other programs and must submit a letter from a bank indicating financial support for each year of the program. International students may also take North Park University's English proficiency test in place of the TOEFL. In addition, we require photocopies of passport and, if available, visa, and I-20.

Auditing Policy

Students may audit a course for a fee equal to 50 percent of the current tuition rate for the course. Students taking a course for credit will have priority over an auditor in admission into the class. The authority to decide if a class will have auditors and, if so, how many and the extent to which auditors are to participate is vested in the respective instructor. Some programs allow auditing for full-time degree seeking students (see the particular program section).

Costs and Financial Aid

The tuition rates and scholarship levels for each graduate program vary by school at North Park University and students need to refer to the specific information on the particular school's website.

Money is available in subsidized and unsubsidized funds through the federal government at an attractive rate. Interest on subsidized loans is paid by the federal government while the student is in school. To apply, please visit the Stafford Loan website at www.fafsa.ed.gov.

North Park's convenient payment plan allows you to spread tuition costs over the duration of the term in equal monthly installments. A modest fee of \$30 per semester is charged for this option.

The extension plan for employer reimbursement allows students who are eligible for their employer's tuition reimbursement program to defer payment of tuition until two weeks after grades are posted. To enroll in the plan, students must submit a letter from their employer stating they are

part of the organization's tuition reimbursement program and complete an Extension Plan for Employer Reimbursement Agreement, which can be found on the North Park University website. There is a \$30 fee (per semester) to enroll in the payment plan.

Credit by exam or life experience

No course credit is available to students for life experiences or by examination. Requests for exceptions should be directed to the Dean of the particular graduate program.

Matriculation Limitations

Students in good standing have up to six years to complete degree requirements.

Second Master's Degree

Students wishing to take a second master's degree from the same school are subject to the specific policy of each school. Typically the number of semester hours required for a second or subsequent degree is considerably less than the initial degree.

Transfer Students

In most programs, students may transfer a certain number of courses from a regionally accredited master's program to North Park University (taken within 10 years). Each school will have a specific maximum number of semester hours allowed for transfer and associated with their specific programs. Courses to be transferred must have a grade of B or higher. The credentials examiner from the School, in consultation with the faculty, will ascertain the transferability of each course. Regional accreditation refers to that granted by an organization such as the Higher Learning Commission of the North Central Association. Graduate transfer credits may be used to obtain certificates. No transfers will be allowed beyond those granted at the time of admission except in the case of undergraduate prerequisites that are not in the major area. Transfer course grades are not used in calculating the North Park University grade point average.