

GRADUATE ADMISSIONS

General Statement

Applicants to graduate programs, post-baccalaureate certificate programs, or post-baccalaureate non-degree seeking courses must submit their materials to Graduate Admissions. Applicants to the following programs must apply through the *Centralized Application Service only*.

- Doctor of Nursing Practice: BSN to DNP Nurse Anesthesiology, BSN to DNP Nurse Practitioner, MSN to DNP Nurse Practitioner
- Doctor of Physical Therapy
- Master of Physician Assistant Studies
- Master of Science in Health Science
- Master of Science in Nursing: Nurse Educator
- Master of Science in Occupational Therapy

Graduate Admissions processes applications, prepares the applicant's file for review and then forwards the information to the program admissions committee. Decisions concerning admission are made by the programs. Prospective graduate students are encouraged to contact the graduate program coordinators within the respective colleges for details concerning admission selection criteria. For inquiries concerning the application process, please contact Graduate Admissions.

Florida Gulf Coast University encourages applications from all qualified individuals regardless of age, race, religion, national origin, color, sex, sexual orientation, disability, marital status or veteran's status.

All credentials and documents submitted during the admission and enrollment process become the property of FGCU and will not be returned to the applicant. Furnishing false or fraudulent information in connection with the admission or enrollment process may result in disciplinary action, including, but not limited to, denial of admission, suspension of registration, invalidation of credits or degrees earned, and/or dismissal from the University.

Accepting or Deferring Graduate Admission

A student is admitted for a specified semester and graduate program as noted in the official acceptance notification. Students admitted to a program must respond in writing by the date defined by the program regarding their intention to accept or reject the offer of admission.

Deferments of admission policies are set at the program level, please check with the individual graduate program of interest for details. Graduate-level post-bac-non-degree seeking applicants cannot defer their admission. A new application is required. Students who do not wish to enroll in courses in the specified semester of admission may request to have their graduate admission deferred for up to one (1) year (three (3) semesters) for future program admission consideration before the official add/drop deadline as stated in the FGCU academic calendar; otherwise, submission of a new graduate application will be required. Deferral of graduate admission will result in the student's term of entry under the University catalog being the semester deferring to, not the semester indicated in the initial application.

Appeal for Admission Decision

The Academic Unit will inform applicants denied admission in writing with an explanation as to why this decision was warranted. Denied applicants who wish to appeal the decision must write the graduate program representative or Academic Unit designee within thirty (30) days of the date of admission denial to request reconsideration. An appeal of a denial admissions decision will only be considered if new and compelling information is provided that was not part of the original application.

Deferring Graduate Admission

A student is admitted for a specified semester and graduate program as noted in the official acceptance notification. Students admitted to a program must respond in writing by the date defined by the program regarding their intention to accept or reject the offer of admission. Because deferments of admission policies are set at the program level, please check with the individual graduate program of interest for details. Graduate-level non-degree/certificate applicants cannot defer their admission. A new application is required. Admitted graduate students may request a one-time deferral for a deferred start date up to one full year from the original admission term and do not have to reapply. If a student wishes to defer their admissions decision or start date, the student must submit their deferral request through their Future Eagle Account (application account). Deferral of graduate admission will result in the student's term of entry under the University catalog being the semester deferring to, not the semester indicated in the initial application.

Deferring Graduate Application

Students who have submitted an application to a graduate program but have not received an admissions decision may defer the application to another term no more than one (1) year (three (3) semesters) from the initial term of application. If a student wishes to defer their start date, the student must submit their deferral request through their Future Eagle Account (application account). Deferral of a graduate application results in the student's term of entry under the University catalog being the semester deferring to, not the semester indicated in the initial application.

Former Student Returning

A former FGCU degree seeking graduate student who has not completed a graduate degree at FGCU and who has not been enrolled for at least one (1) year (three (3) consecutive semesters) must submit a new application by the appropriate application deadline. To be eligible for readmission, a student must be in good standing and be eligible to return to the last institution attended, including FGCU. If admitted, the program will determine which previously earned credits can be applied towards graduation. The program will also determine whether previously submitted application materials can be used for the new application.

Graduate Admission Requirements

Applicants to graduate degree programs or post-baccalaureate professional programs are required to meet minimum University admission requirements. Individual programs may set additional criteria or more selective requirements and may be limited by space or other considerations. Consequently, meeting minimum University admission requirements does not guarantee admission to a particular program.

Please refer to the appropriate academic program section of this catalog or contact the Graduate Admissions or the program regarding additional admission requirements.

Minimum University Admission Requirements

Graduate Programs

Applicants to graduate degree programs are required to meet minimum University admission requirements. Individual programs may set additional criteria or more selective requirements and may be limited by space or other considerations. Consequently, meeting minimum University admission requirements does not guarantee admission to a particular program. Moreover, FGCU affirms its commitment to equal educational opportunity and to increasing student diversity; however, admissions criteria shall not include preferences in the admissions process for applicants on the basis of race, ethnicity, color, national origin, disability, religion, sex, or marital status. In order to be considered for admission to a graduate program at FGCU, an applicant must adhere to the following:

- Have a baccalaureate degree from an institution that maintains accreditation by a U.S. Department of Education sanctioned accrediting body or equivalent foreign institution;
- Present an official standardized admission test score, if required (Refer to the program description for approved standardized tests.); and
- Meet at least one (1) of the following criteria:
 - a. A GPA of 3.0 (or equivalent) or greater (on a 4.0 scale) for the last sixty (60) hours of the baccalaureate degree; or
 - b. A graduate degree from an institution which has accredited status from a U.S. Department of Education approved national accrediting organization or equivalent foreign institution, unless the Program specifically requires the GRE, GMAT, or MAT.
 - c. Successful completion of an academic certificate program at FGCU with a cumulative GPA of 3.0 or higher

Academic Certificates

Pursuant to FGCU Policy 2.006, Academic Program Authorization, FGCU Academic Certificates are offered at the post-baccalaureate level or above. Students wishing to pursue academic certificates must apply to the University via Graduate Admissions and are subject to the criteria specified in this paragraph. Applicants to academic certificate programs at the post-baccalaureate level must have a baccalaureate degree posted to their official transcript by the last day of the start of the admission term. Applicants to academic certificate programs at the post-master's level must have a master's degree as required by the program

All graduate applicants must indicate whether or not Florida residency is claimed.

Graduate Application Procedures

The most recent information regarding the application process is found on the University's website (<https://www.fgcu.edu/admissionsandaid/graduateadmissions/>).

Applicants must complete and submit the following:

- Applicants must submit the FGCU online application and the non-refundable \$30.00 application fee.
- Official Transcripts: Contact each college/university ever attended and request to have an official transcript bearing the seal and signature of the registrar be mailed to the applicant or directly to the Graduate Admissions. If received by the applicant, please submit the unopened envelope containing the official transcript to the Graduate Admissions. Photocopies and facsimiles of transcripts will not be accepted except on a temporary basis to begin the application

process. All official transcripts and test scores must be received prior to registration for the second semester.

- Standardized Test Scores: Request official Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admissions Test (GMAT) scores to be sent directly to the Graduate Admissions. Please refer to the specific program for exam requirements. Unofficial scores may be used to begin the application process. Official scores must be received prior to registration for the second semester.
- Supplemental Application Materials: Please see specific program requirements.
- Immunization History Form
- Residency Classification Form

Graduate Change in Graduate Program or College

Students wishing to change major fields of study, either between Academic Units or graduate programs within the same Academic unit must withdraw from their current program and complete a new graduate application for the next available admission term. The new application will follow the same review procedure and admission criteria specified by the University and program as for a first-time applicant. Change of an Academic Unit or program results in readmission to the University under the catalog applicable to the term of readmit for degree requirements.

Immunization Requirement

In addition to the requirements for graduate admission, and as a prerequisite to registration for classes as a degree-seeking or non-degree-seeking student, FGCU requires all students born after December 31, 1956 to present documented proof of immunity to measles (Rubeola), mumps, and rubella (MMR). All students need to be vaccinated against meningitis and hepatitis B diseases or to sign a waiver (if they are over eighteen (18) years of age). Prior to initial registration, each student must submit a completed FGCU Immunization History Form to Student Health Services. Questions about acceptable alternative means of proof, exemptions, or temporary medical deferments should be directed to Student Health Services Immunization Department.

Notwithstanding the foregoing requirements, students who are matriculated into an online only program, and offered solely in an off-campus setting shall not be required to present documented proof of immunity to measles, mumps, and rubella (MMR) immunization. However, should such student subsequently enroll in a program or course requiring the student's presence on a University campus, then such student must present prior to beginning that program or course documented proof of immunity to measles (rubeola), mumps, and rubella (MMR). All students need to vaccinated against meningitis and hepatitis B diseases or sign a waiver (if they are over eighteen (18) years of age). Each student must submit a completed FGCU Immunization History Form to Student Health Services.

International Student Admission

FGCU is authorized under federal law to enroll non-immigrant students. Applicants are classified as international if they are not United States citizens, do not hold dual citizenship (U.S. and another country), are not permanent residents, and if they are applying for an F-1 student visa or a J-1 Exchange Visitor visa (exchange visitors are classified as either scholar or student). International students must meet University

admission requirements and admission criteria for the program to which they apply.

Please access the following link to review the International Graduate Admissions Guide:

<https://www.fgcu.edu/admissionsandaid/graduateadmissions/prospectivegraduatestudents/internationalstudents> (<https://www.fgcu.edu/admissionsandaid/graduateadmissions/prospectivegraduatestudents/internationalstudents/>)

Please access the following link to review International Student Admission Information directly from FGCU Regulation 3.005, Graduate Admissions.

<https://www.fgcu.edu/generalcounsel/regulations/approved/regulation3.005.pdf>

Post-baccalaureate Non-Degree-Seeking Enrollment

Post-baccalaureate non-degree-seeking enrollment allows a student who has already completed an undergraduate degree to enroll in selected courses on a space-available basis for a limited number of credits. Such enrollment does not guarantee subsequent admission to a graduate program at FGCU as a degree-seeking student.

Post-Baccalaureate non-degree seeking students must complete an application for admission, submit a non-refundable application fee, and submit an official transcript with a bachelor's degree posted.

Individuals enrolling as post-baccalaureate non-degree seeking students are subject to the following:

1. Post-baccalaureate non-degree applicants must have a bachelor's degree from an institution that maintains accreditation by a U.S. Department of Education sanctioned accrediting body or equivalent foreign institution and must submit an official transcript as part of the application process.
2. Post-baccalaureate non-degree seeking students are subject to the same University rules and regulations as degree seeking students.
3. International students may only enroll as post-baccalaureate non-degree seeking students with permission from the University due to limitations of certain visa statuses and federal regulations.
4. With few exceptions (e.g., teacher certification and some certificate programs), post-baccalaureate non-degree seeking students are not eligible to receive financial aid. Check with the Financial Aid Office for details.
5. A post-baccalaureate non-degree seeking student dismissed from the University will not be eligible for admission as a degree seeking student.
6. A post-baccalaureate non-degree seeking student must be in good academic standing at his/her previous institution (including FGCU) and eligible to return.
7. Registration for classes is on a space-available basis and is subject to any required course prerequisites and other restrictions as determined by the applicable college of program.
8. Post-baccalaureate non-degree seeking students who are subsequently admitted to a graduate program as a degree seeking student may apply a limited number of credit hours completed as a post-baccalaureate non-degree seeking student toward the completion of a graduate degree. Contact the program coordinator to determine restrictions on the acceptance of coursework earned as a

post-baccalaureate non-degree seeking student, including any time limitations.

9. Registration is in accordance with the deadlines posted on the academic calendar.

Teacher Certification

Students with undergraduate degrees who are returning to gain teacher certification or educators seeking re-certification may enroll in graduate courses on a non-degree seeking, space-available basis, when course prerequisites are met. There is no limit to the number of credits students may earn in this category (post-baccalaureate).

Prior Conduct

Consideration shall be given to the past actions of any person applying for admission when such actions have been found to disrupt or interfere with the orderly conduct, processes, functions or programs of any university, college or community college. Consideration may also be given to past conduct while not a student. The University may deny admission or enrollment to an applicant because of the applicant's past misconduct on campus, off campus, or while not a student, if determined to be in the best interest of the University.

Second Master's Degree

FGCU students currently enrolled in a degree-seeking graduate program may obtain a second master's degree by completing a separate application for the new program and by fulfilling the normal degree requirements for the second degree. The applicant must receive prior approval from the graduate coordinators of both programs to enter the second program. Evidence of this approval must be provided to the Graduate Admissions with the second application.

Students With Disabilities

An individual requesting special consideration for admission (petition) due to a disability must provide appropriate documentation (less than five (5) years old) that supports the ability to succeed at the graduate level. This documentation should explain how the disability likely affected the reason for the special consideration request (i.e., entrance exam score, GPA, etc.). The Office of Adaptive Services will review this petition and all accompanying documentation and offer an opinion to the graduate program to which the applicant has applied. It is then the individual graduate program coordinator who will provide a recommendation to the college Dean/school Director whether to grant the applicant special consideration for the disability. The Dean/school Director will communicate the decision to Graduate Admissions.

Transfer Credit

Students may transfer into a graduate program at FGCU a limited number of credit hours from graduate level courses completed at a regionally accredited college or university or an equivalent foreign institution. Check with the individual graduate program regarding allowable transfer credits.

Master's Degree - Students may transfer a maximum of twelve (12) credit hours from graduate level courses completed at an institution that maintains accreditation by a U.S. Department of Education sanctioned accrediting body or equivalent foreign institution, into the graduate program at FGCU.

Doctoral Degree (Ed.D.) - Students may transfer a maximum of twelve (12) credit hours from graduate level courses completed at an institution that maintains accreditation by a U.S. Department of Education

sanctioned accrediting body or equivalent foreign institution, into the graduate program at FGCU.

Doctoral Degree (D.P.T., Ph.D.) - Students may transfer a maximum of thirty (30) credit hours from graduate level courses completed at an institution that maintains accreditation by a U.S. Department of Education sanctioned accrediting body or equivalent foreign institution, into the graduate program at FGCU.

University Guidelines for Transfer of Graduate Credit:

1. The University reserves the right to evaluate transfer courses on an individual basis. The date any previous coursework was completed and concordance of content to current program requirements are factors that may be used to determine course transfer and acceptance toward degrees.
2. Awarding transfer credit:
 - a. Transfer courses must be applicable toward the graduate degree being sought at FGCU and must be approved by the college dean (or designee). Check with the individual program in question regarding restrictions on the acceptance of transfer credits, including any time limitations.
 - b. Military Service: Official credentials from military service schools will be evaluated on the basis of American Council on Education (ACE) recommendations. Credit may be granted when courses are equivalent to those offered by FGCU; however, recommendations by the ACE are not binding upon the University.
 - c. Transfer credits will not be computed as part of a student's FGCU grade point average.
 - d. Accreditation status and evaluation of credits from an institution outside the U.S.A. must be made on a course-by-course basis by World Education Services, Josef Silny & Associates, Inc., or any other evaluation company approved by the National Association of Credential Evaluation Services (NACES). The applicant pays for this service and is responsible for contacting the evaluation agency directly.
 - e. All transfer credit evaluations are completed after admission to the University. Only official transcripts will be evaluated.
 - f. Transfer students from an institution that does not maintain accreditation by a U.S. Department of Education sanctioned accrediting body or equivalent foreign institution, but follows the state common course numbering system may have a limited number of credits transferred.