

GRADUATE ADMISSIONS

Admission to the King Graduate School of Monroe College 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.monroecollege.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 school 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 admission application with a \$50 non-refundable application fee
- Goal statement/essay
- Official transcripts (from all prior undergraduate and graduate programs of study)
- Two professional recommendations
- Current resume

All candidates participate in an interview either in person or virtually with the admissions committee/representative. An additional writing sample may be required. Applicants will be notified of the admission decision once the process is complete and all documents have been submitted.

Semester Course Load

To be considered full-time, graduate students must enroll for a minimum of seven (7) credit hours (or the equivalent) per semester or (6) credit hours for an advanced certificate. Any semester in which a graduate student takes less 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 Administration.

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. 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:

Degree Program	Credits Required for Degree	Allowable Transfer Credits
MS Accounting	36	6
MBA Business Administration	36	6
MS Computer Science	36	6
MS Criminal Justice	36	6
MS Data Science	36	6
MPA Public Administration	36	6
MS Health Care Administration	42	9
MS Forensic Psychology	42	9
MPH Public Health	45	9
MS Executive Leadership Hospitality Management	36	3
MAT Early Childhood Urban Education/Urban Special Education	42	0
MAT Childhood Urban Education/Special Education	42	0

Transfer Credits - Second Master's Degree

Students pursuing a second master's degree are permitted to transfer credits as follows:

Degree Program	Credits Required for Degree	Allowable Transfer Credits
MS Accounting	36	12
MBA Business Administration	36	12
MS Computer Science	36	12
MS Criminal Justice	36	12
MS Data Science	36	12
MPA Public Administration	36	12
MS Health Care Administration	42	15
MS Forensic Psychology	42	15
MPH Public Health	45	15
MS Executive Leadership Hospitality Management	36	3
MAT Early Childhood Urban Education/Urban Special Education	42	0
MAT Childhood Urban Education/Urban Special Education	42	0