



# Missouri Baptist University

## APPLICATION FOR ADMISSION TO THE GRADUATE PROGRAM

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### Admission Procedures: Degree Seeking Students

1. Submit a graduate Application for Admission to the graduate program.
2. Submit a \$30 non-refundable application fee.
3. Completion of the Master Promissory Note – this note guarantees you will be responsible for any charges incurred by you while a student at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document. Please complete (print) the (1) date, (2) top line Maker, (3) Maker name, address, city, state, zip, (4) social security number, (5) the bottom half. Only sign where it says Maker(s) signature on the top half. An MBU rep will sign the lower left hand corner. Your classes will not be moved to official status until this note is completed and received by the Business Office.
4. **Educational Specialist Students:** A Master of Science in Education or Master of Education degree from an accredited college or university with an overall grade point average of 3.25 on a 4.0 scale; applicants with a GPA between 3.0 and 3.24 who meet all other admissions requirements may be admitted on a probationary basis after review by the Graduate Affairs Council.
5. **MSE, MBA, and MACM Students:** A bachelor's degree with at least a 2.75 grade point average from an accredited college or university; applicants with less than a 2.75 GPA in their undergraduate work may be admitted on a probational basis upon approval from the Dean of Graduate and Alternative Programs.
6. Official transcripts mailed directly from regionally accredited colleges, universities, and post secondary institutions from each institution you have attended. **This includes any courses posted as transfer credits from other institutions.**
7. **Educational Specialist Students:** Written letter of recommendation from an employer or professional in the Education field. (*Additional requirements will be completed in class, but are not necessary for initial application process.*)
8. **MSE Students:** Written letter of recommendation from an employer or professional in the Counseling or Education field. A statement of professional experiences and goals (this should be an essay of approximately two pages, typed, and double-spaced, detailing what you have done professionally up to this point, why you have chosen your professional field, and what professional plans you have for using your degree or certification when you have completed your course of study).
9. **MBA Students:** One letter of recommendation. A statement of professional experiences and goals (this should be an essay of approximately two pages, typed, and double-spaced, detailing what you have done professionally up to this point, why you have chosen your professional field, and what professional plans you have for using your degree or certification when you have completed your course of study).
10. **MACM Students:** Two letters of recommendation; one must be from a pastor. A statement of professional experiences and goals (this should be an essay of approximately two pages, typed, and double-spaced, detailing what you have done professionally up to this point, why you have chosen your professional field, and what professional plans you have for using your degree or certification when you have completed your course of study. (*MACM students must also include a statement of faith and spiritual autobiography.*).
11. Students applying for the Educational Specialist degree, Educational Administration, Library Science Certification, Special Reading, or Cross-Categorical Special Education track must provide evidence of state teacher certification.

### Note: All required application materials must be submitted before:

1. You will be fully admitted into the University.
2. Your financial aid can be processed or applied.
3. Your registration can be moved from unofficial to official status.
4. You take more than one semester of sixteen week courses or two eight week courses.



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### **Admission Procedures: Non-Degree Seeking Students**

(Non-degree seeking students are defined as students taking 12 or fewer hours.)

1. A graduate application for admission to the graduate program.
2. A photocopy of your PCI Teaching Certificate or an official transcript showing a bachelor's degree (or master's degree, if applicable).
3. A \$30 non-refundable application fee.

**Note: A non-degree seeking student may take only 12 hours of credit at the non-degree seeking status.**

Upon completion of 12 hours, a student must apply to the graduate program as a degree seeking student. All materials listed above in the degree seeking section will be required for acceptance into the program and completion of any additional graduate coursework beyond the initial 12 hours. In other words, even if you are seeking certification only and don't plan to pursue an entire degree, you must turn in all the same documentation required of degree seeking students if you complete more than 12 semester hours of coursework.

### **Admission Procedures: Visiting Students**

(Visiting students are defined as students taking only one class at Missouri Baptist University.)

1. A graduate application for admission to the graduate program.
2. A \$30 non-refundable application fee.

**Note: A visiting student may take only one class at the visiting student status.** Upon completion of one class, a student must apply to the graduate program as either a non-degree or a degree seeking student. All materials listed in the above applicable section will be required for acceptance into the program.

### **Explanation of terms:**

#### Classification:

*1<sup>st</sup> Time Graduate Student* – please select if this is the first time you have ever taken a graduate course.

*Graduate Transfer* – please select if you have taken graduate classes previously regardless of whether you will transfer in graduate credits.

*Graduate Readmit* – please select if you have previously taken classes at Missouri Baptist University and are returning after an absence from classes of over one semester.

#### Status:

*Graduate degree seeking* – please select if you will be pursuing a master/specialist degree.

*Graduate Certification-Only* – please select if you are pursuing certification only (ie: Principal's certification, teaching certification)

*Graduate non-degree seeking* – please select if you are taking up to 12 hours only for credit. If you decide to continue, you must declare a major and submit a new application.

*Visiting Student* – please select if you are taking only one class that you intend to transfer back to a different university.



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PLEASE TYPE OR PRINT the information below and return this form with a non-refundable \$30 application fee to:

**Missouri Baptist University  
Franklin County Extension  
960-H St. Clair Plaza Dr.  
St. Clair, MO 63077**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden/Previous

Address \_\_\_\_\_  
Number Street City State Zip Code County

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Telephone \_\_\_\_\_  
Home Cell Work

Place of Employment \_\_\_\_\_  
Name of Employer City State Zip

**CLASSIFICATION:** \_\_\_\_\_ 1<sup>st</sup> Time Graduate Student \_\_\_\_\_ Graduate Transfer \_\_\_\_\_ Graduate Readmit

**LOCATION (where you intend to complete graduate courses):**

\_\_\_\_ Main \_\_\_\_\_ Troy-Wentzville \_\_\_\_\_ Jefferson College \_\_\_\_\_ Franklin County \_\_\_\_\_ Lewis and Clark  
\_\_\_\_ Off Campus/Other (specify location) \_\_\_\_\_

**EXPECTED ENROLLMENT:** \_\_\_\_\_ Full time (6+ credit hours) \_\_\_\_\_ Part time (Less than 6 credit hours)

\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year

**STATUS:** \_\_\_\_\_ Graduate degree-seeking \_\_\_\_\_ Graduate Certification-Only \_\_\_\_\_ Graduate non-degree seeking (up to 12 hours only)  
\_\_\_\_ Visiting Student (one class only)

**PROGRAM:**

**GRADUATE CERTIFICATION ONLY\*\***

\*\*Certification desired \_\_\_\_\_ (please indicate specific subject area desired)

**EDUCATIONAL SPECIALIST (Ed.S.)**

\_\_\_\_ Superintendent Track  
\_\_\_\_ Teacher-Leader Track  
\_\_\_\_ Secondary  
\_\_\_\_ Elementary

**MASTER OF SCIENCE IN EDUCATION  
SCHOOL ADMINISTRATION (MSE)**

\_\_\_\_ Elementary  
\_\_\_\_ Secondary

**MASTER OF SCIENCE IN EDUCATION  
COUNSELOR EDUCATION (MSE)**

\_\_\_\_ Counselor Certification  
\_\_\_\_ Counselor Licensure

**CLASSROOM TEACHING (MSE)**

\_\_\_\_ Classroom Teaching (Generic)  
\_\_\_\_ Classroom Teaching (with Certification)\*\*

**SPORT MANAGEMENT (MSE)**

\_\_\_\_ Sport Management

**MASTER OF ARTS IN CHRISTIAN MINISTRIES (MACM)**

\_\_\_\_ Pastoral Ministries \_\_\_\_\_ Biblical Languages  
\_\_\_\_ Professional Educators \_\_\_\_\_ Church Planting  
\_\_\_\_ Urban Ministries

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

\_\_\_\_ Master of Business Administration





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Are you interested in federal financial aid?  Yes  No

If you are a veteran, are you eligible for VA benefits at the Graduate level?  Yes  No

Have you ever been suspended or dismissed from any school or college?  Yes  No

If you answered Yes, are you eligible to return? (Give details)  Yes  No

Have you ever been convicted of a crime (other than a traffic violation)?  Yes  No

If you have other immediate relatives who are attending or have ever attended Missouri Baptist University, please give name, relationship, and year of graduation:

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How did you first hear of the MBU Graduate Program? \_\_\_\_\_

**Please read carefully before signing and dating:**

My signature on this application affirms that all information contained above is complete and true. All Colleges/Universities previously attended have been listed. In the event of enrollment, I agree that I will be subject to all student services, financial, and academic rules and regulations of Missouri Baptist University. I further understand that falsification of information on this application and/or supportive documentation may render me ineligible for admission or subject to separation from Missouri Baptist University.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_