Special Notes for Nursing Students
All students must meet health, immunization, CPR, HIPAA and OSHA requirements prior to any clinical placement. A national background check panel drug screen is required for all non-licensed and RN degree completion students prior to admission to the nursing program. Proof of liability insurance is required for all students in the RN-BSN Fast Track program.

Certificate Programs
Admission to certificate programs has the same requirements as the related degree program.

Non-Degree Seeking/Special Student Admission
Students who wish to enroll in courses at the University who are not degree-seeking or who are only attending for special courses are classified as special, non-degree students and need not submit previous transcripts or an application for admission. Students in this classification should seek registration information from the Office of Undergraduate Admissions.

Readmission of Former USF Students
Former University of St. Francis students who have ceased enrollment for less than one year and have not attended any college or university since leaving the University may simply contact their previous academic advisor or the Registrar’s Office for registration. Students who have attended another college or university since leaving USF will be considered a transfer student and need to re-enter through the Undergraduate Admissions Department.

Former University of St. Francis students who have not attended the University for a year or more must re-enter the University through the Office of Undergraduate Admissions and will be required to fulfill the requirement of the catalog in effect at the time of re-entry. Students must update their student information by completing the transfer student application and, if applicable, submit official transcripts of all academic course work completed after leaving the University. Students who have holds and/or financial obligations must resolve them prior to re-admission. Students will be notified of their re-admission status upon receipt of all necessary information and transcripts.

Students who have been dismissed for academic deficiency may apply for re-admission after two semesters. During that year they must have completed one year of academic work at another approved college or university (two academic terms with at least twelve semester hours each term) with a grade point average of at least 2.0. Application for re-admission is made to the Office of Undergraduate Admissions. The Admissions Committee will review the courses taken and determine whether the student has demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis.

Degree completion student re-enter through the Graduate and Degree Completion Admissions Office.

GRADUATE STUDENTS
Graduate students will be considered for admission to the University of St. Francis after completing and submitting the following documents. Some programs require additional documentation or have different requirements as indicated. All admission requirements are subject to final approval by the dean or program director of the appropriate college.

Admission to the University of St. Francis as a graduate student in the Master of Business Administration, the Master of Education, the Master of Science in Education, Health Administration, Management or Training & Development, the Master of Science in Nursing and the Master of Social Work require the following:
• application essay
• official transcripts documenting the undergraduate degree from a regionally accredited institution*
• verification of an undergraduate GPA of 2.75 on a 4.0 scale unless otherwise noted by program
• verification of computer competency (coursework or demonstrated competencies in computer literacy)
• two letters of recommendation
• verification of appropriate employment
• payment of the non-refundable application fee

ADDITIONAL ADMISSION REQUIREMENTS FOR SPECIFIC GRADUATE PROGRAMS

Business Administration: two years of management experience and appropriate GMAT scores

Education: valid Illinois teaching certificate

Education with Teacher Certification: verification of 2.75 GPA in teachable area and successful completion/passing of the ISBE Basic Skills Test

Health Administration: two years of appropriate full-time employment in the health care field

Management: two years of business or management experience or appropriate GMAT scores

Nursing: verification of cumulative nursing GPA of 3.0 on a 4.0 scale, two years of full-time clinical professional nursing practice in the last four years, an additional letter of recommendation, resume, and a copy of nursing license.

See additional requirements in this section.

Physician Assistant: see special requirements for Physician Assistant program in this section

Social Work: students requesting admission with “advanced standing” must have graduated from an accredited BSW program within the last seven years

Training and Development: two years of significant work experience or approval of the academic department

*All transcripts become the official property of the University of St. Francis and will not be returned nor issued to another institution or party.

Master of Science in Nursing requires the following:

Evidence of satisfactory completion of baccalaureate level courses with a minimum grade of "C" are required in Physical Assessment and Nursing Research and are prerequisites to NURS 622 Advanced Health Assessment and NURS 603 Advanced Nursing Research. In addition, satisfactory completion of a 3 semester hour graduate level descriptive and inferential statistics course is required as a prerequisite to NURS 603 Advanced Nursing Research.

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Provisional admission will be given upon receipt of the above requirements. Provisional admission may be granted to students meeting the above requirements with GPA lower than 3.0.

Official admission to the program will be granted upon receipt and review of the following additional requirements:

• an interview (either in person or over the telephone) with one or more of the College of
Nursing and Allied Health faculty members

- proof of current licensure in the state as a registered nurse
- Additionally, prior to registration for the second semester of enrollment, students are required to submit to the College of Nursing and Allied Health the following:
  - current official record of professional nursing liability insurance
  - current CPR certification
  - verification of the following (Note: Immunization requirements are reviewed annually and may change.)

- Immunity against rubella, rubella, mumps, and varicella (if an individual was immunized before 1968, MMR is required)
- Negative Mantoux (PPD) or for a positive Mantoux test a documented negative chest x-ray and yearly screenings by a physician or nurse practitioner
- Tetanus Diphtheria within last 10 years
- Hepatitis B immunization.
- Read and complete HIPAA training at www.stfrancis.edu/conah/hipaa
- Background Check and Drug screening prior to the start of first clinical practicum
- Read and complete OSHA training at www.stfrancis.edu/conah/osha

Master of Science in Physician Assistant Studies requires the following:

Admission to this program is extremely competitive. No more than thirty students will be admitted to a cohort class. Our admission policy emphasizes the selection of students who reflect varied social, cultural, educational and professional backgrounds. In addition to intellectual capacity and personal maturity, students are selected upon demonstrated evidence of their concern for human and societal needs. Communication and interpersonal skills are important assets that are considered by the admission committee. 

**Applicants must have:**

- Baccalaureate degree from a nationally accredited college with a minimum 2.75 GPA overall (4.0 scale)
- Complete an application for admission through CASPA (Central Application Service for Physician Assistants) by the deadline.
- Achieved an acceptable score on the Graduate Records Examination (GRE)
- Completed the following prerequisite classes with a 3.0 GPA (on a 4.0 scale)
  - Biological Sciences (five biological science courses with at least three semester credits or four quarter credits for each course) are REQUIRED. Of these five courses, at least one must be in anatomy, one in physiology, and one in microbiology.
  - Courses in human anatomy and human physiology (8 semester hours or 12 quarter hours) are preferred to courses of a more general nature, and courses with labs are preferred.
  - In order to fulfill the remaining biological science course prerequisite, the USF PA Program recommends courses either in genetics, cell biology, molecular biology, embryology, histology, or immunology. While none of the latter courses are specifically required, they provide a good foundation for the Physician Assistant program.
  - General Chemistry or Organic Chemistry Sequence with Lab (8 semester hours or 12 quarter hours) At least two chemistry courses with labs are REQUIRED.
  - At least one statistics course of at least two semester credits or three quarter credits is REQUIRED.
• Minimum of 250 hours of formal, hands-on clinical experience in a medical setting with exposure to the medical care industry and patient care issues.

PROCEDURES FOR ADMISSION AS AN INTERNATIONAL GRADUATE STUDENT

International students who have completed an undergraduate degree in a foreign country or in the United States are considered for graduate admission and must submit the following:

• Graduate student application for admission in hard copy or online via the University website, www.stfrancis.edu, with a non-refundable application fee, that can be paid by check, money order or credit card
• Scores from the TOEFL (Test of English as a Foreign Language) examination. Satisfactory TOEFL scores are a minimum 550 for the paper exam, 213 for the computer version or 85 for the web based exam for applicants for whom English is a second language. Students who have acquired immigrant status in the United States and have completed a bachelor’s degree in a U.S. college or university may not be required to submit TOEFL scores.
• Official transcripts documenting the undergraduate degree from a regionally accredited institution or its equivalent through WES transcript evaluation services
• Official evaluation of transcript from an approved agency of all previous foreign course work
• Verification of an undergraduate GPA of 2.75 on a 4.0 scale (unless otherwise noted)
• Evidence of adequate financial resources applicable towards total college costs of completing the bachelor’s degree at the University.
• Students must meet all admission requirements as established for the academic program. International transfer student applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis. International students with immigrant status in the United States and who have attended college/university in the United States will be required to provide a release from the last institution attended in the United States.

NOTE: International transfer students completing a degree entirely online with the University need not provide evidence of financial support nor request a student visa since they can complete studies while remaining in their home country.

ADMISSION TO CERTIFICATE PROGRAMS

Admission to certificate programs has the same requirements as the related degree program.

ADMISSION FOR SECOND MASTER’S DEGREE

Students may apply for a second degree only if the new major leads to a different degree. Completion of a second master’s degree requires the following:

• admission application for a second master’s degree
• additional requirements as specified for the specific program

Re-Admission – Students who have not been enrolled in the University for more than one year and wish to register should contact the Graduate and Degree Completion Admissions Office for registration materials. Students who return to the program after an absence of one year or more will be required to fulfill the requirements in effect at the time of readmission. Students should contact the Graduate and Degree Completion Admissions Office in order to clarify their curricular requirements.