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ADMISSIONS
All students who seek admission to King University must complete the Application for Admission by visiting apply.king.edu.

A complete application packet for admission may vary depending on the degree program selected. Please check the catalog for specific application packet requirements for each degree option available.

When an application packet has been fully completed with the receipt of all required items, it is reviewed by the Office of Admissions. Students who fail to meet the minimum requirements for regular admission will be reviewed by the Admissions Committee of the Faculty.

Accepted applicants should submit the enrollment deposit, as required, and complete the Confirmation of Enrollment form upon receipt of acceptance. This deposit enables the student to register for classes. The deposit is refundable if requested before May 1 for the Fall semester and before the start of classes for the Spring and Summer semesters.

All acceptances to King University are offered provisionally, with the understanding that the acceptance offer is contingent on the student successfully meeting all requirements of the enrollment process, including review of any disclosed criminal convictions.

King affirms Christian values; however, we do not require that students be Christian. Each undergraduate student is required to earn 12 Chapel, Convocation, and Service (CCS) credits per semester. Students are also expected to respect and to comply with the Community Life Standards.

APPLYING AS A NEW FRESHMAN
An application for admission as a new freshman is complete when the following materials have been submitted:

1. A completed application form (along with essay, if required).
2. Official transcripts of all high school courses and grades (must include a minimum of six completed semesters).

3. OPTIONAL: Scores from either the Scholastic Aptitude Test (SAT I) of the College Entrance Examination Board or the American College Testing Program (ACT).

Students educated at home should follow the same procedures as any other candidate for the freshman class. A high school transcript and documentation or a high school diploma or its equivalency (e.g., GED) should be presented.

ACADEMIC PREPARATION
General requirements for admission as a new freshman include graduation, with a standard or higher diploma, from an accredited or recognized high school or secondary institution, with a minimum of 17 academic units, distributed as follows:

1. Four units of English;
2. Two units of Algebra (Algebra I and II);
3. One unit of Geometry;
4. Two units of Foreign Language;
5. Two units from History and the Social Studies;
6. Two units of Natural Science; and
7. Four units of other academic electives.

A new freshman is any applicant who has attempted 12 or fewer semester hours of college-level coursework after high school graduation. Possession of a standard high school diploma means that the applicant met the stated graduation requirements for specific subject matter areas, as determined by the issuing agency (school, county, or state system). Successful completion of the GED or HiSET test may also be accepted in lieu of a high school diploma.

In some cases, the Committee may choose to grant conditional acceptance to an applicant. An applicant who has a 3.0 high school GPA may be considered for conditional acceptance. An applicant who has been conditionally accepted will be limited to a 14-semester hour load and will hold no academic sanction regarding academic standards during his or her first semester in attendance at the institution.

A student who has attempted 13 or more semester hours of college coursework after the completion of high school is considered a transfer student. Please
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visit catalog policy Applying as a Transfer Student in the Academic Policies section for the admissions criteria for transfer students. A student who is applying for admission to the Associate of Arts or via the Pathway course should visit catalog policy Acceptance Criteria for Undergraduate GPS Programs, also found in the Academic Policies section of the Catalog.

For information regarding academic standards review, please visit the Academic Standing policy.

ADVANCED STANDING
The institution encourages well-prepared students to move ahead in their academic programs at a rate commensurate with their aptitude and previous academic experience. Accordingly, a number of programs are available which permit qualified applicants to seek advanced standing or to receive college credit following a satisfactory performance by examination.

Applicants for admission who participate in the Advanced Placement Program of the College Entrance Examination Board and achieve a grade of three (3) may receive advanced placement in appropriate subject areas without college credit. Students scoring four (4) or five (5) will be granted college credit.

Students enrolled in the institution are granted exemption from basic courses when their level of preparation enables them to progress to more advanced courses. This is particularly true in Foreign Languages, Mathematics, and English. Interested students should inquire of the appropriate academic department chairperson for further particulars.

Most freshman and transfer students will be asked to complete tests used for placement into appropriate courses.

For information regarding College Level Examination Program (CLEP) of the College Entrance Examination Board, testing, and other Prior Learning Assessment, please reference the Prior Learning Assessment policy within the Academic Policies section of the catalog.

APPLYING AS A TRANSFER STUDENT

Admission Requirements
Transfer candidates for admission to undergraduate degree programs must submit these documents:

1. A completed application form
2. Official transcripts from all institutions of higher education previously attended
3. An official high school transcript (only for any student who has not completed an associate or bachelor degree)

Admission to King University does not guarantee admission to all academic programs. For further information, please see program admission requirements.

Previously Earned Degree from Another Institution
King University will recognize transfer candidates who have earned a degree prior to matriculation at a regionally accredited college or university. The following degrees are accepted as meeting the general education requirements of King University:

- Associate of Arts
- Associate of Science
- Associate of Arts and Science
- Bachelor’s Degree

Generally, Associate of Applied Science degrees are not accepted for meeting general education requirements at King University. Credit is not given for coursework unrelated to the university’s offerings (e.g. auto mechanics and other terminal vocational, technical and occupational courses).

Associate in Science degrees will be accepted after verification that 30 semester hours of general education at a regionally accredited institution were completed prior to matriculation. Students must have at least one course that meets the General Education Requirements below.

General Education Requirements
To graduate from King University with a baccalaureate degree, all students must have earned a total of 30 semester hours of general education at a regionally accredited institution. By graduation, students must have at least one course in each of the...
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following categories, plus enough elective hours to meet the remaining 30 semester hour requirement:

1. English Composition
2. Mathematics (Introduction to Statistics or higher)
3. Science with Laboratory
4. Human Creative Products
5. Citizenship

Specific Majors/Minors Requirements
Some academic programs, both majors and minors, require specific general education courses as prerequisites. If transfer students bring in other general education courses and thereby satisfy general education requirements, they still must take the required prerequisite courses.

In addition, some programs have GPA requirements for all prior coursework, whether completed at King University or at another regionally accredited college or university.

Evaluation of Prior Coursework
All transfer coursework is evaluated using the following criteria:
- The educational quality of the coursework
- The age of the coursework
- The comparability of the nature, content, and level of the courses presented to King University courses
- The appropriateness and applicability of the coursework to the programs at King University
- The intent of the coursework, i.e. whether it is designed for transfer

Only grades of C- or higher will qualify a course as transfer credit. A maximum of 76 semester hours of accepted credit may be applied to a student’s King University academic program. Students do not need to petition for general education credits: the process is based on the submitted transcript.

The Transfer Credit Acceptance policy explains how previous courses above the level of general education courses may be submitted for review.

Graduation Requirements
All transfer students must complete a minimum of 48 semester hours at King University. All King University students must complete 124 semester hours to graduate. At least one-third of the coursework in a student’s major discipline must be completed at King University.

Hours transferred that are neither general education credits nor courses applied to the student’s major will be classified as general electives.

Traditional Candidates
Candidates for admission to Traditional programs who have earned fewer than 13 semester hours of college coursework must have earned a cumulative GPA at prior institutions of 2.0 on a 4.0 scale and meet the requirements for New Freshman as stated in Catalog policy Applying as a Freshman and Academic Preparation.

In some cases, the Admissions Committee may grant conditional acceptance to an applicant who has a 2.0 cumulative college GPA or below. Conditional acceptance means that the student will be limited to a 14-semester-hour course load in the first semester, as well as other requirements determined by the Admissions Committee (such as meeting with a tutor, ENGC 1010, KING 1600 or KING 1610).

Conditional acceptance does not impose any academic sanction.

Candidates with no prior degree who are entering a Traditional academic program must complete the King University Core Curriculum.

All transfer candidates entering Traditional academic programs must complete the Common Experience:

1. KING 2000 Transfer Year Experience (1 s.h.)
2. KING 3000 Cross-Cultural Experience (0 s.h.)
3. KING 4000 Christian Faith and Social Responsibility (1 s.h.)
4. ENGC 2010 English Composition: Research and Writing (2 s.h.)
5. RELG 1001 Foundations of Christian Thought and Practice (4 s.h.)

Graduate and Professional Studies (GPS) Candidates
Candidates with fewer than 45 semester hours of transferrable college-level coursework may be admitted as degree-seeking Pathway students. Pathway students can complete all General Education
requirements and elective hours needed to reach the 124 semester hours required for graduation.

All GPS transfer candidates entering academic programs must complete RELG 1001 Foundations of Christian Thought and Practice (4 s.h.).

Due to the fact that GPS programs are in accelerated format, candidates for admission to the programs must have a cumulative GPA at other regionally accredited institutions attended of 2.2 on a 4.0 scale. Students with a GPA that is lower than 2.2 may be considered for acceptance on a conditional basis if they are able to supply a rationale for the possibility of success in a King University GPS program. Conditional acceptance means that the student will be limited to a 14-semester-hour course load in the first semester, as well as other requirements determined by the Admissions Committee. Conditional acceptance does not impose any academic sanction.

A plan of study for graduation with the student’s desired degree program must be created at matriculation.

GPS Program Application Packet Requirements
For specific GPS program application packet requirements, please visit catalog policy Acceptance Criteria for Undergraduate GPS Programs and Acceptance Criteria for Graduate Programs.

APPLYING FOR READMISSION TO KING
A student who desires to return to King University after not being enrolled for at least one semester may apply for readmission. Applicants must apply for admission by completing the admissions application at apply.king.edu. In addition to completing the application for readmission, the student should submit a letter presenting justification for readmission. Every applicant seeking readmission into King University must submit a statement indicating why they left the institution originally, why they seek to return now, and what factors have improved so that they can be successful in their program of study. This statement should be 300-400 words in length.

A student’s account must be clear of all holds from the following offices:
• Academic Affairs / Office of Registration and Records
• Business Office
• Financial Aid Office
• Security Office
• Student Affairs Office

The student will be notified by the Admissions Office should there be any holds on his or her account preventing re-admittance. It is the responsibility of the student to contact the appropriate office to resolve any outstanding issues once notified. All outside transcripts must be supplied to the Office of Registration and Records prior to registration. Students may not register for courses or attend classes if they have any outstanding transcripts. The transcripts must be official and show no coursework in progress. Students may receive transfer credit for courses that correspond or are equivalent to courses taught at King.

To determine whether a student’s catalog requirements will change or if course credits taken previously at King may expire, please review catalog policy Time Limit for Completion of Degree Requirements in the Academic Policies section of the catalog.

Undergraduate
An undergraduate student who left King in good academic standing may be considered for readmission with a cumulative grade-point average of 2.0 or higher in coursework completed at all institutions.

Graduate
A graduate student who left King in good academic standing may be considered for readmission with a cumulative grade-point average of 3.0 or higher in coursework completed at all institutions.

Readmission to a Specific Program
Some academic schools may require additional approvals for readmission to specific programs. For more information on readmitting to a specific program, please contact the Office of Admissions.
Readmission Following Academic Suspension or Dismissal due to a Student Conduct Violation
A student who has been academically suspended or dismissed due to a student conduct violation may, after one semester, apply for readmission by observing the following procedures:

1. After completing the application for readmission and submitting official transcripts, The Office of Registration and Records will evaluate the student’s original records and any course work completed since the suspension.
2. Students who were dismissed due to student conduct must receive approval from the Student Affairs Committee prior to readmission consideration.
3. The student must be cleared to readmit by the previously listed offices.
4. If there is reason to believe that the student would profit from another opportunity to attend King University, the university will allow the student to enroll with probationary status following at least one semester of suspension.
5. If it is necessary to suspend the student a second time, that student will not be eligible to apply for readmission.

PART-TIME STUDENTS
A student who desires to become a degree candidate but not enroll as a full-time student may apply for admission as a part-time regular student. Applications are processed in the same manner as those for full-time students.

Other part-time students classified as special, auditing, or transient are not required to follow the regular admission process. Non-degree seeking students please contact the Office of Registration and Records for information on registering for classes.

DUAL ENROLLMENT STUDENTS
A high school student who desires to take college level coursework while still enrolled in high school may apply as a Dual Enrollment student. Dual Enrollment is for high school juniors (11th grade) and seniors (12th grade).

A student interested in participating must:
1. Complete the Application for Dual Enrollment form.
2. Submit an official high school transcript. A minimum of a 3.0 high school cumulative GPA and completion of at least two years of high school work is required.
3. Make payment arrangements to cover the course cost prior to the start of classes.

All application materials must be submitted and approved prior to the first day of classes at King University. Courses are available on a space available basis.

Students may take four (4) semester hours in the first semester as a Dual Enrollment student. Following the first semester, students may attempt eight (8) semester hours as long as the student maintains a 3.0 high school cumulative GPA. No more than sixteen (16) semester hours may be taken as a Dual Enrollment student.

Dual Enrollment classes will follow the master class schedule of King University. Dual Enrollment students will be expected to attend classes if King University is in session, even if their high school is not. Any absence should be discussed with the professor, and assistance for extended absences is available through the Office of Student Affairs at 423-652-6310.

For more detailed information about Dual Enrollment at King University, including application, course cost, grant opportunities, refund policy, and registration dates, please visit www.king.edu/dualenrollment.

INTERNATIONAL STUDENTS
International students applying to King University are required to submit a completed International Student Application form along with a non-refundable $50.00 application fee. This application is available from the King University Office of Admissions and is also available at http://admissions.king.edu.
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King University requires a TOEFL score of at least 563 (paper), 223 (computer), or 84 (Internet) for admission.

International students desiring F-1 student status are required by the United States Citizen and Immigration Services (USCIS) to provide to the institution:

1. A completed and notarized Sponsor's Statement of Financial Support along with financial documents proving financial ability;
2. Original official transcripts of all high school and college/university grades and courses;
3. Official transcript evaluation and translation document from an approved foreign credit transcript evaluation service;
4. Official TOEFL test scores;
5. Official English translations of all documents (e.g. bank statements) related to the admissions process.

When all of the documents described have been received, the application will be processed. Accepted applicants must make an enrollment deposit equivalent to the cost of tuition, fees, room, and board for one semester and liability insurance for one year. Upon receipt of the deposit, the student will be issued an I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

APPLICATION PACKET REQUIREMENTS FOR UNDERGRADUATE GPS PROGRAMS

Associate of Arts Application Packet Requirements

1. Submit a completed application for admission.
2. Submit official transcripts from all prior colleges attended.
   a. Applicants with less than a cumulative 2.0 undergraduate GPA may be considered on a conditional basis. If a student has 12 or fewer earned college credits, a high school transcript or GED must also be submitted with a 2.6 high school GPA.
3. Submit ACT/SAT scores (optional).

Bachelor of Science in Nursing for Registered Nurses Application Packet Requirements

1. Submit a completed application.
2. Submit official transcripts from all prior colleges or diploma programs attended.
   a. Applicants with less than a cumulative 2.75 undergraduate GPA on a 4.0 scale may be considered on a conditional basis.

Pathway Application Packet Requirements

1. Submit a completed application for admission.
2. Submit official transcripts from all prior colleges attended.
   a. Applicants with less than a cumulative 2.0 undergraduate GPA may be considered on a conditional basis. If a student has 12 or fewer earned college credits, a high school transcript or GED must also be submitted with a 2.6 high school GPA.
3. Submit ACT/SAT scores (optional).
4. Submit an official high school transcript (required for any student who has not completed an associate or bachelor degree).

All undergraduate GPS programs require:

1. Submit a completed application.
2. Submit official transcripts from all prior colleges attended.
   a. Applicants with less than a cumulative 2.2 undergraduate GPA may be considered on a conditional basis.
   b. A student will be admitted into an undergraduate GPS program with a minimum of 45 transferrable semester hours or an associate degree.
3. Submit ACT/SAT scores (optional).
4. Submit an official high school transcript (required for any student who has not completed an associate or bachelor degree).
3. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact Multi-State license. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board. If a student fails to pass the licensure exam but he/she has already been admitted into the nursing program, he/she will be allowed to continue in non-nursing courses, but must receive a passing grade on the NCLEXRN in order to continue in nursing courses.

4. Submit current American Heart Association BCLS (CPR) certification (adult, child, and infant).

Bachelor of Social Work Application Packet Requirements

1. Submit a completed application.
2. Submit official transcripts from all prior colleges and universities attended.
   a. Applicants are required to have a minimum 2.2 cumulative GPA on a 4.0 scale. Students whose cumulative GPA falls below 2.2 may be considered on a conditional basis. Students are expected to maintain a minimum GPA of 2.2 while in the program.
   a. Complete the required self-assessment form.
   b. Write and submit a 300-500 word personal statement using the prompt on the Social Work Application Form.
4. Participate in an interview with Program Committee (via video conferencing online, by telephone, or in person) should questions arise regarding any part of your application packet.

Bachelor of Arts in Interdisciplinary Studies K-5 Licensure (Elementary Education) Application Packet Requirements*

1. Submit a completed application.
2. Submit official transcripts from all prior colleges attended.
   a. Applicants with less than a cumulative 2.75 undergraduate GPA may be considered on a conditional basis.
   b. All students complete an Associate of Science in Teaching or an Associate of Arts with prescribed prerequisite coursework prior to enrollment.
3. Complete the Praxis Core Academic Skills Assessment. Applicants with ACT composite scores of 22 or higher or SAT math/verbal scores of 1020 or higher are exempt.

*All students will complete the formal process for admission to Teacher Education in EDUC 2030 Introduction to Education. For general program admission requirements, please see Teacher Education under Academic Programs.

APPLICATION PACKET REQUIREMENTS FOR GRADUATE PROGRAMS

Professional Master of Business Administration (MBA) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a baccalaureate degree from a regionally accredited college or university prior to enrolling. Students should have coursework, earning a C- or better, in the following:
   a. Statistics
   b. Marketing
   c. Finance
   d. Economics
   e. Accounting
   f. Computer applications, including spreadsheet and database applications (recommended)

Students who do not meet the above course requirements will be enrolled in the following Business Principles Seminars in the appropriate semester of the program: BUSA 4890 Statistics, BUSA 4891 Economics, BUSA 4892 Accounting, BUSA 4893 Finance, and BUSA 4894 Marketing. The business principles seminars must be completed as a necessary part of the MBA curriculum and must
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be completed prior to the start of the corresponding course in the MBA program.

Evaluation in the prerequisite courses will be pass/fail. Students who fail to successfully complete a prerequisite class will not be permitted to continue their enrollment in the MBA program until the required course is successfully completed or an alternative prerequisite is substituted for the course.

3. Submit official transcripts from all colleges/universities attended.
   a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.

4. Submit a 750-1000 word personal statement, indicating interest in the program, professional preparation, academic experience, job-related history and career goals.

5. Submit the names and email addresses of two professional or academic recommenders for an automated request.

6. Submit a resume, demonstrating a minimum of two years of full-time work experience.

Traditional Master of Business Administration (MBA) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a Bachelor’s degree from a regionally accredited college or university prior to enrolling.
3. Submit official transcripts from all colleges/universities attended.
   a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.
4. Submit the names and email addresses of two professional or academic recommenders for an automated request.
5. Submit a resume.
6. Submit a 750-1000 word personal statement, indicating interest in the program, professional preparation, academic experience, job-related history and career goals.
7. Participate in an interview with the MBA Program Coordinator.

Master of Education (M.Ed.) in Curriculum and Instruction (for students seeking initial teacher licensure) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a bachelor’s degree from a regionally accredited college/university prior to enrolling.
3. Submit official transcripts from all colleges/universities attended.
   a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.
4. Submit the names and email addresses of two professional or academic recommenders for an automated request.
5. Receive a passing score on research-based writing sample in current APA format (topic provided).
6. Interview with School of Education Graduate Admissions Committee.
7. An applicant who lacks one or more of the admission criteria will be reviewed by the M.Ed. Admissions Committee on an individual basis, and may be considered for admission with conditional status.

M.Ed. students may transfer up to six credits of graduate study with a minimum 3.0 GPA in comparable approved coursework, pending approval of the Program Coordinator of the M.Ed. Program.

Master of Education (M.Ed.) in Instructional Leadership (for licensed teachers) Application Packet Requirements

1. Submit a completed application.
2. Submit a professional portfolio (criteria described in application).
3. Submit official transcripts from all colleges/universities attended.
   a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.
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4. Submit a 750-1000 word personal statement of career goals and how the program would assist the candidate in reaching stated goals.

5. Copy of current state license.

Tennessee Learning Centered Leadership Policy (TLCLP), adopted in 2011 and revised in 2015, provides the required criteria for admission to the M.Ed. in Instructional Leadership: candidates shall hold a current teacher license; have a minimum of three years of successful classroom experience; and submit a confidential application portfolio that addresses:

1. Candidate’s most recent performance appraisal,
2. Relevant professional development,
3. Success in improving student achievement,
4. Knowledge about curriculum, instruction and assessment,
5. Experience in coaching, collaboration, cooperation and relationship building with other teachers.

Students who meet the following criteria will also submit:

1. An application to King University;
2. Payment of non-refundable $25.00 application fee;
3. Official transcripts from all undergraduate and graduate course work taken to date;
4. A personal statement of career goals and how the program would assist the candidate in reaching stated goals;
5. A minimum undergraduate GPA of 3.0;
6. Copy of current state license.

M.Ed. students may transfer up to six credits of graduate study with a minimum 3.0 GPA in comparable approved coursework, pending approval of the Program Coordinator of the M.Ed. Program.

Master of Science in Nursing (MSN) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of graduation from an accredited baccalaureate nursing program with a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale prior to enrolling.
3. Submit evidence of satisfactory completion of the following undergraduate courses: Statistics, Nursing Research, and Health Assessment (as separate courses or integrated concept) with a course grade of C or better. Pathophysiology is highly recommended for the family nurse practitioner, pediatric nurse practitioner, and nurse educator concentrations.
4. Submit official transcripts from all prior colleges/universities.
5. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact Multi-State license. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board.
6. Submit a current American Heart Association CPR or BLS certification (adult, child and infant).
7. Submit a research-based writing sample in current APA format (topic provided).
8. Complete an interview with the MSN Admissions Committee, if applicable.
9. Submit a current curriculum vitae demonstrating professional endeavors and accomplishments, education, career, experience, professional memberships, community service/volunteer/military experience. FNP and PNP applicants must demonstrate a minimum of one (1) year of professional work experience as a practicing Registered Nurse.

All students should be computer literate with ability to send and download attachments, conduct database searches, and possess competence in word processing,
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spreadsheets, presentation software with voice-over or screencasting ability.

An applicant who lacks one or more of the admission criteria will be reviewed by the MSN Admissions Committee on an individual basis, and may be considered for admission with conditional status.

The selection process for those applying to the Family Nurse Practitioner (FNP), the Pediatric Nurse Practitioner (PNP), and the Nurse Educator concentrations is a two-step process. The MSN Admissions committee will select the eligible applicants from file review of applications. Selected eligible applicants will be invited for a face-to-face interview with the Committee and will complete an impromptu writing sample at the time of the interview. Final selection of family nurse practitioner, pediatric nurse practitioner, and nurse educator applicants is based on competitiveness of the application file and quality of the face-to-face interview and writing sample.

MSN students may transfer up to six (6) credits of graduate study from another accredited institution and program to be credited toward core or elective program requirements at King.

Courses being transferred must have been assigned a grade of B or higher and must have covered content which is required for a particular core course or specialty program concentration. To request transfer credit, the student must obtain the Authorization for Acceptance of Prior Graduate/Doctoral Work form from the Office of Registration and Records. This completed form, along with an official transcript verification of the course and course description must be submitted to the Office of Registration and Records, which will be reviewed by School of Nursing faculty. When authorization of acceptance is given, the Office of Registration and Records will be notified.

Doctor of Nursing Practice (DNP) Application Packet Requirements

1. Submit a completed application.
2. Submit a $125 non-refundable application fee.
3. Submit official transcripts of all academic work.

a. A baccalaureate and master’s degree in nursing with a GPA of 3.25 or higher from a Master’s degree program accredited by the Accreditation Commission for Nursing Education (ACNE) or the Commission on Collegiate Nursing Education (CCNE) is required.

4. Submit a 300-word essay describing the reason for seeking a DNP completed in current APA format.
5. Submit a narrative description of past and current clinical practice.
6. Submit a 500-750 word proposal identifying an evidence-based practice problem—this may be a practice improvement issue, a clinical management problem, or an area of clinical research that the applicant will address while in the program. The essay must identify key resources necessary to complete the project and completed in current APA format.
7. Submit a current curriculum vitae demonstrating professional endeavors and accomplishments, education, career, experience, professional memberships, community service/volunteer/military experience and professional scholarly accomplishments.
8. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact Multi-State license. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board.
9. Submit a current American Heart Association CPR or BLS certification (adult, child and infant).
10. Submit a copy of advanced practice nursing license and specialty certification, if applicable.
11. Submit verification of Post-Baccalaureate Clinical and Practice Hours document completed by the candidate’s graduate nurse program.
12. Admission exam is not required, but GRE scores may be submitted.
13. Provide the names and email addresses of three recommenders. At least one should be
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from a former dean or academic faculty and one from a current or former supervisor.

14. Participate in a face-to-face or electronic interview with nursing faculty, which will include an impromptu writing sample.

15. It is highly recommended, but not required, to provide evidence of the successful completion of a graduate level statistics course within five (5) years prior to program matriculation.

All students should be computer literate, with the ability to send and download attachments, conduct database searches, and possess competence in word processing, spreadsheets, and presentation software with voiceover or screencasting ability.

King encourages application from students who are interested in pursuing a degree program. International students applying to King are required to submit a completed King International Student Application form along with a non-refundable $50.00 application fee. This application is available from the King Office of Admissions and is also available at http://admissions.king.edu. Any international student demonstrating a TOEFL score of 600 (paper) or 100 (Internet) may be admitted directly into the DNP curriculum. International students desiring F-1 student status are required by the United States Citizen and Immigration Services (USCIS) to provide to the institution:

- A completed and notarized Sponsor’s Statement of Financial Support along with financial documents proving financial ability;
- Original official transcripts of all high school and college/university grades and courses;
- Official TOEFL test scores;
- Official English translations of education transcripts and other documents (e.g. bank statements) related to the admissions process; and
- Each applicant must provide an official descriptive explanation of the grading system used for education transcripts.

When all of the documents described have been received, the application will be processed. Accepted applicants must make an enrollment deposit equivalent to the cost of tuition, fees, and health insurance for one year. Upon receipt of the deposit, the students will be issued an I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

Applications for admission will be accepted starting January 1 and will continue through June 1 prior to the desired fall semester start date. Early application is encouraged in order to qualify for financial aid.

The DNP Admissions Committee will review all complete applications, select the candidates who meet the set criteria and rank them based on their ability to successfully complete the program. After evaluation of the candidates’ files, the DNP Admissions Committee will schedule interviews and administer timed writing samples with the candidates. Once interviews and writing samples are complete, the DNP admissions committee will assign an admission status to each applicant. The admission status will be one of the following:

1. **Admitted**
   The student meets or exceeds all required admissions criteria and, therefore, is fully admitted to the DNP program without any conditions.

2. **Provisionally Admitted**
   The Committee may grant provisional admittance to applicants who do not yet meet all of the admission requirements (anticipated completion of a final semester of a degree program or a single course) but have been able to demonstrate they have been academically successful in the past. The DNP Admissions Committee will work with such students to develop an action plan and timeline for achieving the admitted status.

3. **Conditionally Admitted**
   The student does not meet the minimum grade point average admission requirement; however, the DNP Admissions Committee will permit the candidate to enter the program as long as the agreed upon conditions are satisfactory met by the student. A signed learning contract is required for this level of acceptance.

4. **Admission Denied**
   The DNP Admissions Committee believes the applicant is not likely to succeed in the DNP program; therefore, the committee will deny acceptance.
The DNP Admissions Committee typically makes its decision within two weeks after the application submission deadline. The Admissions Office will notify applicants of the status of the DNP Admissions Committee review in writing or by e-mail. The DNP program is an academically rigorous program developed to prepare nursing leaders who integrate Christian faith, scholarship, service, and career into their daily lives. King University seeks students who desire lifelong learning in a Christian environment. Admission to the DNP program is competitive but does not focus on a single factor to determine the best candidates. Decisions for admission will be based on demonstrated academic achievements, work history and performance, leadership ability, community involvement, writing ability, and the ability to successfully develop, implement and evaluate a translational research project.

Upon acceptance to the DNP program, a student wishing to transfer courses from other institutions for credit may request that completed doctoral course work be considered for transfer. A maximum of six (6) semester credit hours may be transferred in. To be considered for transfer credit, a course must have been taken for doctoral credit and must carry a grade of B or better. Courses considered for transfer credit must be from an accredited college or university program. Clinical coursework and courses graded as pass/fail cannot transfer.

To request transfer credit, the student must obtain the Authorization for Acceptance of Prior Graduate/Doctoral Work form from the Office of Registration and Records. This completed form, along with an official transcript verification of the course and course description must be submitted to the Office of Registration and Records, which will be reviewed by School of Nursing faculty. When authorization of acceptance is given, the Office of Registration and Records will be notified.