

GRADUATE ADMISSION, EXPENSES, AND FINANCIAL AID

EXPENSES

Graduate Tuition and Fees

For cost of attendance details see [Financial Aid](#).

Program	Cost Per Credit	Total Credit Hours	Estimated Program Total (subject to annual increases)
Bill & Vieve Gore School of Business			
Master of Accountancy	\$1,168*	30	\$35,040*
Master of Business Administration	\$1,630*	32-37	\$52,160-\$60,310*
Master of Business Administration in Technology Commercialization	\$1,630*	32-37	\$52,160-\$60,310*
College of Arts & Sciences - School of Education			
Master of Arts in Community and Organizational Leadership	\$826	35	\$28,910
Master of Arts in Teaching	\$826	Based upon selected program option	\$37,170 for 45 credits
Master of Education	\$826	32	\$24,432
School of Nursing and Health Sciences			
Master of Public Health	\$1,221	45	\$59,945
Master of Science in Nursing: Family Nurse Practitioner	\$1,354	42	\$56,868
Master of Science in Clinical Mental Health Counseling	\$982	60	\$58,920
Doctor of Nursing Practice	\$1,345	32	\$43,040
Doctor of Nursing Practice - Nurse Anesthesia	\$1,577	90	\$141,930
IPSL - Global Engagement			
Master of Arts in Community Organizing and Social Activism	\$1,099*	33-36 (program always charges for 36 credits)	See chart below*

Program	Cost Per Credit	Total Credit Hours	Estimated Program Total (subject to annual increases)
Master of Arts in International Development and Service	\$1,099*	33-36 (program always charges for 36 credits)	See chart below*

*Programs with Fixed Pricing

Master of Accountancy

Students enrolling in the MAcc program during the 2024-2025 academic year will pay \$1,168 per credit hour. A total of 30 credit hours are required to complete the program for a total of \$35,040. Pricing for this program is all inclusive (includes all course materials) and fixed for five years once enrolled so long as the student stays active in the program (i.e., by taking no more than one semester off).

Master of Business Administration

Students enrolling in the MBA and MBATC programs during the 2024-2025 academic year will pay \$1,630 per credit hour. A total of 32-37 credit hours is required to complete the program for a total of \$52,160-\$60,310. Tuition includes all programs costs including books, access to all program functions, and a required international trip. The tuition price will remain fixed for five years, as long as the student progresses satisfactorily (i.e., by taking no more than one semester off).

Master of Arts in Community Organizing & Social Activism and International Development & Service

Students enrolling in either IPSL Global Engagement program during the 2024-2025 academic year have the option to choose between two formats: three semesters away and one semester at home (3 + 1), or two semesters away and two semesters at home (2 + 2). A total of 28-38 credit hours is required to complete the program. Prices for both programs are inclusive of 36 credits of tuition (9 credits per term regardless of actual credits enrolled), room & board, and study abroad/home semester fees and are fixed with continuous enrollment for four semesters. Total program costs are displayed below:

Format	Tuition	Room and Board	Study Abroad/ Home Term Fees	Program Total
3 semesters abroad + 1 semester home	\$1,099 x 9 credits = \$9,891/ semester x 4 = \$39,564	\$4,650/ semester x 3 = \$13,950 Three semesters away must be completed first.	\$6,142/ semester x 3 = \$18,726 Includes 4 flights and \$300 home semester course fee.	\$72,240
2 semesters abroad + 2 semesters home	\$1,099 x 9 credits = \$9,891/ semester x 4 = \$39,564	\$4,650/ semester x 2 = \$9,300	\$6,142/ semester x 2 = \$12,884 Includes 3 flights and \$300 home semester course fee x 2 = \$600	\$61,748

Health, Wellness, and Athletic Center Membership Fee

The membership fee of \$13.50/month is optional and would be paid directly to the Dolores Doré Eccles Health, Wellness and Athletic Center.

Auditing Fees

Program	Cost Per Credit
Alumni Audit*	\$100 + \$50 technology fee (plus any additional course fees; for example ceramics courses require a \$250 materials fee per class)
Master of Accountancy	\$584
Master of Business Administration	\$815
Master of Arts in Community and Organizational Leadership	\$413
Master of Education	\$413
Master of Public Health	\$413

*See Academic Policies and Procedures for more information on alumni audits or contact the Alumni Office for details.

Payment of Tuition and Fees

Tuition, fees, and room and board charges are due in full, on the first day of the month the given semester begins, unless payment arrangements have been made. Students registering late must pay in full when they register. Students unable to pay in full must make other arrangements with the Student Account Services Office by the second week of the semester. The university reserves the right to grant or deny financing for any student based on his or her credit worthiness. In addition, the university reserves the right to cancel the registration of any student who fails to comply with all terms of his or her financial obligation with the university. Additional information on this policy is available in the Student Account Services Office. Statements of credits, certificates of graduation, or transcripts are issued only to students who are current in their obligations with the university. All outstanding charges are due and payable at the time students leave the university.

Tuition Reviews

Late Withdrawal for Unusual or Extenuating Circumstances

Students sometimes face unusual or extenuating circumstances that prevent them from finishing a course or semester or otherwise complying with institutional deadlines. A Review Committee meets monthly to examine petitions made by students regarding retroactive record changes (e.g., medical withdrawal) and/or full or partial charges of tuition and fees. A student's petition, which includes a detailed letter and appropriate documentation of the unusual or extenuating circumstances, can be submitted to the Registrar's Office (Bamberger Hall, Upper Floor or registrar@westminsteru.edu). A form and specific instructions are available on the Registrar's Office website.

All petitions must be submitted within six weeks after the end of the semester in question. Absent serious extenuating circumstances, requests submitted beyond six weeks after the end of the semester will not be considered. Because tuition insurance is recommended, petitions for removal of tuition charges are rarely approved even if the committee decides to approve a change to the academic record. If a petition for refund is granted, changes will be made retroactive only to the last date of attendance, and tuition charges will be adjusted according to Westminster University's posted refund schedule found on the Student Account Services webpage. Reevaluation by the student's physician or counselor may be required prior to re-enrollment.

Following these guidelines, the Review Committee will either approve or deny all petitions. A student who thinks there has been unfair bias or encountered a procedural error made by this committee may appeal it in writing within ten calendar days to an Appeals Committee chaired by the Vice President for Finance and Administration. The decision reached by this committee is final.

NOTE: The Review Committee cannot change rules regarding the amount of federal financial aid that must be returned when a student does not fulfill program requirements. Students are encouraged to read "Withdrawing and Its Effect on Financial Aid" section in the academic catalog and call or visit the Financial Aid Office to determine specific implications for anticipated registration changes. In many cases, if a student withdraws from classes both the federal and institutional financial aid award may be adjusted and all unpaid tuition resulting from the cancellation will become due immediately.

Tuition Refund Schedule

This refund schedule applies to regular credit-bearing courses, but excludes IPSL and other trip-based courses.

Fall Semester	Percent
8/21/24 to 8/30/24	100%
8/31/24 to 9/6/24	80%
9/7/24 to 9/13/24	60%
9/14/24 to 9/20/24	30%
After 9/20/24	0%
Spring Semester	Percent
1/21/25 to 1/29/25	100%
1/30/25 to 2/5/25	80%
2/6/25 to 2/12/25	60%
2/13/25 to 2/19/25	30%
After 2/19/25	0%
Summer Term - First Four Weeks	Percent
5/16/25 to 5/26/25	100%
5/27/25 to 6/2/25	50%
6/30/25 to 6/9/25	25%
After 6/9/25	0%
Summer - Second Four Weeks	Percent
6/17/25 to 6/24/25	100%
6/25/25 to 7/1/25	50%
7/2/25 to 7/8/25	25%
After 7/8/25	0%
Summer - Third Four Weeks	Percent
7/14/25 to 7/21/25	100%
7/22/25 to 7/25/25	50%
7/26/25 to 7/30/25	25%
After 7/8/25	0%
Summer - First Eight Weeks and Full Twelve Weeks	Percent
5/19/25 to 5/26/25	100%
5/27/25 to 6/2/25	50%
6/3/2025 to 6/9/25	25%

Fall Semester	Percent
After 6/9/25	0%
Summer - Final Eight Weeks	Percent
6/17/25 to 6/24/25	100%
6/25/25 to 7/1/25	50%
7/2/25 to 7/8/25	25%
After 7/8/25	0%

Tuition Insurance

All students except those in IPSL Global Engagement programs will be automatically enrolled in a tuition insurance program through A.W.G. Dewar, Inc., and charged 1.1% of their tuition and fees (including room and board) for Fall and Spring semesters unless they choose to waive this coverage.

Many Westminster students encounter unexpected physical or mental health challenges each year. This coverage provides students and their families needed protection for their educational investment. Westminster students with tuition insurance are eligible for a 75% refund should they face injury, sickness, or mental health issues that result in withdrawing from all of their fall or spring courses. **Students and families who do not want tuition insurance will need to complete a waiver each year to opt out of this coverage.**

Westminster strongly encourages families to participate in tuition insurance to prevent the stresses of an all-too-common scenario: a student will experience an unexpected physical or mental tragedy, withdraw from courses, and be obligated to pay tuition. Tuition insurance allows the student to focus on their recovery and return to their studies.

Health and Accident Insurance

Students are encouraged to carry health and accident insurance. Many plans carry students on their parents' coverage if they are 26 years of age or younger. Westminster's website has a list of many plans, as there are different options and rates available to students. Cost may vary somewhat due to the student's age. Please contact the Office of Student Life for more information. All international students and student athletes attending Westminster University are required to carry insurance coverage. Students admitted to the nursing program are required to provide evidence of health insurance coverage. All students traveling on a university trip (May Term, Retreats, Conferences, Study Abroad, etc.) must also show proof of insurance.

In addition, the following website link provides useful information regarding insurance options for university students. Topics covered include the industry as a whole, the Affordable Care Act, Medicaid, and healthcare for the uninsured:

[Understanding Health Insurance for College Students and Young Adults](#)

The following list provides some resources to review health insurance options that may be available to you.

- [Humana](#)
- [eHealthInsurance](#)
- [SelectHealth Individual Plans](#)
- [Regence BlueCross BlueShield of Utah Individual Plans](#)

FINANCIAL AID

Understanding Financial Aid

Federal Direct Student Loan Program

Degree-seeking graduate students are eligible to apply for Federal Direct Student Loan funds. Graduate students may borrow up to \$20,500 per academic year in a Federal Unsubsidized Direct Loan. The aggregate

maximum borrowing limit for graduate students is \$138,500 of which includes undergraduate borrowing.

Students must be enrolled at least half-time each semester in order to borrow or to have loan payments deferred. Half-time is defined as four (4) to five (5) credit hours and full-time is defined as seven (7) or more credit hours per semester.

Applicants must apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will then determine the amount of a loan that the student may qualify for and originate the student's loan according to the amounts accepted on the student's Financial Aid Offer.

Federal Graduate PLUS Loan

Students may borrow up to the cost of attendance (budget costs minus any financial aid received) and must use the loan funds to pay educational costs. The Department of Education will review the student credit history prior to approval of this loan. PLUS is a fixed rate loan based on first disbursement date. PLUS Loan interest rates are revised annually. Students can choose to make monthly principal and/or interest payments while in school or can choose to defer payments for up to six (6) months after the student graduates or drops below half-time enrollment. For further information concerning this program, contact the Financial Aid Office.

Cost of Attendance

Graduate students cost of attendance vary based on the graduate program in which the student is admitted. They also vary based on the number of credit hours for which a student enrolls and can include other expenses incurred by the student as a result of enrollment in that graduate program. The allowance for books and supplies is only applicable to programs where books are not included in the cost of tuition. The budget figures listed below are for 12 months (Fall, Spring and Summer semesters).

Type of Expense	Cost Associated
Tuition and Fees	Varies by program
Living Expenses	\$15,792
Transportation	\$2,544
Direct Student Loan Fees	\$217
Personal Expenses	\$3,048
TOTAL	\$21,601 + Program tuition and fees

Student Aid Index

Your Student Aid Index (SAI) is an index number that the Financial Aid Office uses to determine how much and what types of financial aid you would receive while attending Westminster University. The information you report on your FAFSA, including specific tax and family information, is used to calculate your SAI.

Determination of Need

Financial need is calculated by subtracting the SAI from the cost of attendance. If the Family Contribution is less than the Cost of Attendance, financial need is established.

Satisfactory Academic Progress

Graduate students must maintain satisfactory progress in order to receive Title IV (federal) student financial aid funds and institutionally funded financial aid. Title IV student financial aid includes the following programs: Federal Work Study, Federal Direct Unsubsidized Loan and Federal Graduate PLUS Loan. Please note that Satisfactory Academic Progress (SAP) is NOT the same as Academic Standing as determined by the Registrar's Office.

Even if a student is not receiving federal financial aid, any course or term a student is enrolled will count toward the Satisfactory Academic Progress policy standards.

Grade Requirement

The qualitative measure of a student's Satisfactory Academic Progress is based on meeting a minimum GPA requirement. Students must maintain at least a cumulative 2.0 GPA. This requirement does not take transfer credits into consideration.

Completion Requirement

The quantitative measure of a student's Satisfactory Academic Progress is based on the completion of at least 70 percent of the credit hours for which students attempt to be making satisfactory progress. Any class that appears on the academic transcript **will** be counted toward total credit hours. Transcript grades include the following:

Letter Grade	Description
A, A-	Excellent
B+, B, B-	Above Average
C+, C, C-	Average
D+, D, D-	Poor
F	Failure
CR	Credit
NC	No Credit
W	Withdrawn
WF	Withdrawn Failing
UW	Unofficial Withdrawal
I	Incomplete
T	Temporary
X	Repeat
R	Repeated
AU	Audit Credit

The following will not be counted as credit hours completed:

Letter Grade	Description
F	Failure
W	Withdrawn
WF	Withdrawn Failing
UW	Unofficial Withdrawal
I	Incomplete
NC	No Credit
X	Repeat
T	Temporary

Program Length Requirement

In addition, the quantitative measure is based on completion of a graduate program in a time frame that is within 150% of the program length to continue to receive federal financial aid.

Transfer Credits

Transfer credits taken prior to attending Westminster University are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster University. If a student changes programs, the coursework will still be counted toward Satisfactory Academic Progress and part of the 150% program length time frame. If a student pursues a second degree, the time frame will be evaluated for the 150% program length. Coursework completed during Summer Term will be counted in the overall completion rate and entered into the 150% program length.

Incompletes, Noncredits, or Withdrawals

Grades of incompletes, noncredits, or withdrawals (F, I, NC, W, T, WF) will be counted as attempted and not completed courses.

Timetable for Review

Students records will be reviewed at the end of each academic year to determine if they comply with the satisfactory academic progress policy. The academic year ends with Spring Term and will include any period of time during the academic year the student was enrolled. Students who have grade changes that affect academic progress after it has been reviewed are responsible for notifying the Financial Aid Office so that their progress may be re-reviewed for compliance. Grade changes, including incomplete grade updates, affecting student eligibility for financial aid must be on file with the Registrar's Office prior to the first date of classes in the next semester of enrollment for the student's record to be re-reviewed for satisfactory progress in that semester.

Enrollment Status for Financial Aid Funds

Full-time graduate student status is defined as seven (7) or more credit hours per semester. Half-time graduate student status is between four (4) credit hours and five (5) credit hours. Graduate students must be enrolled at a half-time status to be eligible for federal student loans. Financial aid may be adjusted based on enrollment status.

Retaking Courses and Financial Aid

Retaken coursework may count toward enrollment status and federal financial aid eligibility for a student who is repeating a previously passed course once. This class may be counted toward a student's enrollment status awarded Title IV aid based on that status based on inclusion of the class. A student may be paid for repeatedly failing the same course as long as satisfactory academic progress requirements are met.

Reinstatement of Financial Aid

After becoming ineligible for financial aid funds, a student can be considered for receipt of financial aid only when the completion percentage and grade point average requirements have been met.

Notification

On an annual basis at the end of Spring Semester, the Financial Aid Office will notify by email any student receiving financial assistance who does not meet the satisfactory academic progress requirements and has been determined to be ineligible for financial aid. The notice will be addressed to the student's Westminster University email address.

Satisfactory Academic Progress Policy/Appeal/Academic Plan

Any student determined to be ineligible for financial aid has the right to appeal.

- The student appealing the satisfactory progress decision **will** submit a written appeal to the Financial Aid Office. The appeal must explain why the student failed to make satisfactory academic progress and what has changed in their situation that **will** allow them to make satisfactory academic progress in the future. The Financial Aid Office will give a decision to the student's Westminster email account within ten working days of receipt of a complete appeal.
- If an appeal is granted, the student will develop an Academic Plan with an academic advisor. Once the Academic Plan has been submitted, the student must complete 100% of the coursework outlined in the plan each term. Students who meet the conditions of their academic plan will continue to meet with an academic advisor to develop Academic

Plans until satisfactory academic progress requirements have been met. Students who do not meet the conditions outlined in their academic plan will lose all aid eligibility until they meet satisfactory academic progress requirements.

If the appeal is not approved, and the student wishes to proceed further with the appeal, the student can submit an additional appeal to the Director of Financial Aid. The Director of Financial Aid will make a decision, in writing, within five working days of receipt of the appeal.

Withdrawal and Its Effect on Financial Aid

Return of Title IV Financial Aid Funds

Federal regulations govern the return of Title IV (federal) financial aid funds that have been disbursed for a student who completely withdraws or does not attend the scheduled classes during a term payment period, or period of enrollment. The Title IV programs included under these regulations for graduate students are: Federal Direct Unsubsidized Loans and Federal Direct Graduate PLUS loans.

Earning Title IV Financial Aid

The regulations operate under the principle that a student "earns" financial aid based on the period of time enrolled.

During the first 60% of the enrollment period, a student "earns" Title IV federal financial aid funds in direct proportion to the length of time they remain enrolled (for example, a student attending 45 days, of 102 days in the semester, would earn 44% of their scheduled financial aid). A student who withdraws from the university beyond the 60% point has "earned" all Title IV federal financial aid for the period.

Unearned Title IV funds must be returned to the federal financial aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the formula. Unearned Title IV program funds are processed no later than 45 days after the date of the school's determination that the student withdrew.

Repayment of Unearned Title IV Financial Aid

The responsibility to repay unearned Title IV aid is shared by the institution and the student in proportion to the aid each is assumed to possess.

The institution's share is the lesser of:

- the total amount of unearned aid; or
- institutional charges multiplied by the percentage of unearned aid.

The student's share is the difference between the total unearned amount and the institution's share. Westminster University will return the unearned aid for which the school is responsible, by repaying the Department of Education to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs Order of Federal Funds Returned:

1. Federal Direct Unsubsidized Loan
2. Direct Grad PLUS Loan
3. Federal TEACH Grant

Students withdrawing after the end of the university's refund period are liable for the remaining charges independent of financial aid adjustments. Students considering withdrawal or enrollment below half-time status should call or visit the Financial Aid Office to determine the specific implications. Official withdrawal notifications should be provided to the Registrar's Office. For official withdrawals, a student's date of withdrawal from the withdrawal form is used to determine the amount of aid earned.

Official Withdrawal

Official withdrawal notifications should be provided to the Registrar's Office. For official withdrawals, a student's date of withdrawal from the withdrawal form is used to determine the amount of aid earned.

Unofficial Withdrawal

Students who do not successfully complete at least one class during a semester will be reviewed as a potential unofficial withdrawal. Faculty members report the last date of attendance for any student receiving a failing grade. That last date of attendance is determined by faculty for academically related activities. Academically related activities include:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and

Does not include (for example):

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

That last date of attendance is used to calculate Title IV aid eligibility. If the Financial Aid Office cannot document a student's attendance through 60% or more of the semester, a student is considered to have unofficially withdrawn and the student's federal financial aid will be subject to the Return of Title IV Aid calculation described above. A student found to have unofficially withdrawn will have the calculation performed using the 50% point in the semester unless a last date of attendance can be documented.

Additional Information

Further information about return of federal funds calculations can be obtained from the Financial Aid Office.

Institutional Refund Policy

Institutional refunds are determined on the date that add/drop or withdrawal forms are completed and processed in the Registrar's Office. Refer to the appropriate class schedule for the specific refund schedule for each semester. All institutional charges (tuition, fees, and room and board) are refunded based on the tuition refund schedule. Please check the Student Accounts Services webpage for the [Tuition Refund Schedule](#).

Miscellaneous Information

Notification of Financial Aid Offer– Students submitting applications and other supporting documentation are notified of aid awarded electronically or by mail.

Changes in Financial Status– Students are responsible for reporting any change in family financial resources from extra income, gifts, or outside aid. If the additions reduce the financial need, the award may be reduced. Failure to report additional resources may result in total cancellation of all financial aid. If resources decrease, students may request additional funds.

The university makes every effort to assist students in securing the financial aid they need to be successful in their studies and career goals, based on availability of funds.

Employer Reimbursement– Students receiving reimbursement from their employers who apply for financial aid through the Free Application for Federal Student Aid (FAFSA) are required to notify the Financial Aid Office and submit documentation of the amounts to be received. Employer reimbursement is considered estimated financial aid and financial aid awards may be reduced.

Withdrawal from University– If a student receiving merit-based aid withdraws from the university or is suspended before the end of the semester, the student's financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately.

Incoming students are encouraged to apply for financial aid at the time they apply for admission to the university. Continuing students are reminded to reapply for financial aid each academic year. Financial Aid offers are made on a first-come, first-serve basis; therefore, it is in each student's best interest to submit application materials as early as possible. Regulations and policies for many of the Federal Financial Aid Programs change periodically. For additional information about any type of financial aid, contact the Financial Aid Office.

ADDITIONAL PROGRAM REQUIREMENTS FOR ADMISSION

MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING (MSCMHC)

Admission Requirements

Admission to the program is based on an evaluation of demonstrated academic ability and potential for success in therapeutic counseling settings. Students enter the program at the beginning of the Fall semester only.

The application deadline is December 16, 2022, for the class beginning in August 2023. Late applications may be considered on a space-available basis.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee
- A professional statement of intent which addresses your motivation, preparation, and commitment to the field of mental health counseling. And, how do you see yourself making an impact in the field?
- Professional résumé detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities
- Three letters of recommendation from a current or previous supervisor or professor who can address the candidate's academic and interpersonal skills relevant to the practice of a professional counselor.
- Official transcripts from all colleges and universities attended showing proof of baccalaureate degree earned from a regionally accredited institution with a minimum cumulative GPA of 3.0.
- Completion of a recorded interview within the online application form. Questions are provided within the application during the recording process.
- Select applicants will be invited to a group interview session and/or additional individual interviews.

When an individual's application file is complete with required documents and according to application dates, the application materials are evaluated by the MSCMHC Admissions Committee. An interview with mental health counseling faculty will be arranged by the School of Nursing & Health Sciences. Once accepted into the program, the applicant must submit a \$250 tuition deposit within 3 weeks (21 days), which guarantees a place in the entering class. Students admitted from the waitlist have 2 weeks (14 days) to pay the \$250 tuition deposit. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

MBA, MBA IN TECHNOLOGY COMMERCIALIZATION, AND GRADUATE CERTIFICATE

Admission Requirements

Admission to the graduate programs at Westminster's Bill and Vieve Gore School of Business is based on an evaluation of undergraduate work, professional experience, and leadership potential. Students may enter the program at the beginning of the Fall, Spring, or Summer semester.

A candidate for admission must submit the following application documents to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee
- Personal statement addressing the following questions in approximately two pages, double spaced:
 - Why are you pursuing a graduate business degree at this time?
 - What are your short and long-term career goals?
 - Why would you choose Westminster University's Gore School of Business graduate program as your preferred program?
- One letter of recommendation from academic or professional colleagues who can address the candidate's academic and interpersonal skills relevant to the program.
- Professional résumé detailing professional work experience, including relevant job titles, work experience, areas of responsibility, and other related activities.
- Official transcripts from all colleges and universities attended showing proof of baccalaureate degree earned from a regionally accredited institution.

When an individual's application file is complete with required documents and according to application dates, the applications are evaluated by the Gore School of Business Admissions Committee. Once accepted to a graduate business program, the applicant must submit a \$250 tuition deposit in 30 days or less, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

MASTER OF ACCOUNTANCY (MACC)

Admission Requirements

Admission to the Master of Accountancy at Westminster's Bill and Vieve Gore School of Business is based on an evaluation of undergraduate work, accountancy acumen, and leadership potential. Students may enter the program at the beginning of the Fall, Spring, or Summer semester.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee
- Personal statement addressing the following questions in approximately two pages, doubled spaced:
 - Why are you pursuing a Master of Accountancy degree at this time?
 - What are your short and long-term goals?
 - Why would you choose Westminster University's Gore School of Business graduate program as your preferred program?
- Professional résumé detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities
- One letter of recommendation from academic or professional colleagues who can address the candidate's academic and interpersonal skills relevant to this program

Additional Program Requirements for Admission

- Official college or university transcripts from all institutions attended showing proof of baccalaureate degree and fulfillment of prerequisite requirements. Transcripts or test scores are considered official when sent directly from the school or testing service.

When an individual's application file is complete with required documents and according to application dates, the application materials are evaluated by the Graduate Business Admissions Committee. Once accepted to the program, the applicant must submit a \$250 tuition deposit in 30 days or less, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

MASTER OF ARTS IN COMMUNITY AND ORGANIZATIONAL LEADERSHIP (MACOL)

Admission Requirements

Admission to the graduate and certificate programs in community leadership is based on an evaluation of undergraduate work, professional experience, and leadership potential. Students may enter the program at the beginning of the Fall, Spring, or Summer semester.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee (participation in an online or on-campus visit waives this fee)
- Official college or university transcripts showing proof of baccalaureate degree.
- Transcripts or test scores are considered official when sent directly from the school or testing service.
- Personal statement—address the following questions in approximately 2 pages, double-spaced:
 - What do you hope to learn from the Master of Arts in Community Leadership degree program, and how will you use what you learn?
 - What is your approach to community work and/or social change?
 - What are the most important skills, experiences, and personal characteristics you bring to the Westminster learning community?

The Admissions Committee prefers to receive one letter from an academic recommender and one from a professional recommender, but will consider two from either type of recommender for prospective students who completed their undergraduate degree several years ago or who have limited professional experience.

When an individual's application file is complete with required documents and according to application dates, the application materials are evaluated by the MACOL Admissions Committee. Once accepted into the program, the applicant must submit a \$250 tuition deposit within 30 days or less, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

MASTER OF ARTS IN TEACHING (MAT)

Admission Requirements

Admission to the MAT program is based on an evaluation of undergraduate work, professional experience, and potential to succeed in a teaching environment. Students may enter the program at the beginning of the Fall or Summer semester.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee (participation in an online or on-campus visit waives this fee)
- Official college or university transcripts from each institution attended showing proof of baccalaureate degree. Transcripts or test scores are considered official when sent directly from the school or testing service.
- Personal statement—address the following questions in approximately 2 pages, double-spaced:
 - Describe why you are becoming a teacher
 - Elaborate on some experiences that you've had while teaching
 - Describe strengths that you would bring to the teaching profession

When an individual's application file is complete with required documents according to application dates, the application materials are evaluated by the MAT Admissions Committee. Once accepted to the program, the applicant must submit a \$250 tuition deposit in 30 days or less, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

Note: Formal admission to the MAT Program does not guarantee a recommendation for licensure. Recommendation for licensure is made only upon completion of MAT degree requirements. Therefore, a teaching license will not be recommended without full completion of the MAT and the MAT will not be awarded without recommendation for a teaching license.

MASTER OF EDUCATION (MED)

Admission Requirements

Admission to the MED certificate and graduate programs is based on an evaluation of undergraduate work, professional experience, and potential to succeed in a K-12 teaching environment or a higher or adult education setting. Students may enter the program at the beginning of the Fall, Spring, or Summer semester.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee (participation in an online or on-campus visit waives this fee)
- Official college or university transcripts for all institutions attended showing proof of baccalaureate degree. Transcripts or test scores are considered official when sent directly from the school or testing service.

- Personal statement—address the following questions in approximately 2 pages, double-spaced:
 - Why do you want to pursue the Master of Education degree?
 - What goals do you have for your learning in the program?
 - What are the most important skills, experiences, and personal characteristics you bring to the program?

The Admissions Committee prefers to receive one letter from an academic recommender and one from a professional recommender but will consider two from either type of recommender for prospective students who completed their undergraduate degree several years ago or who have limited professional experience.

When an individual's application file is complete with required documents according to application dates, the application materials are evaluated by the MEd. Admissions Committee. Once accepted to the program, the applicant must submit a \$250 tuition deposit in 30 days or less, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

DOCTOR OF NURSING PRACTICE (DNP)

Admission Requirements

Admission to the program is based on an evaluation of demonstrated academic ability and professional experience. Successful completion of undergraduate courses in pathophysiology, pharmacology, health assessment, statistics, and research will be evaluated during the review of applications. Students enter the program at the beginning of Fall semester and may complete the 42 credit requirements within five semesters, including one summer semester.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee
- One-page essay answering one of the following questions (200 words or less):
 - Why is the IOM Future of Nursing Report (October 2010) important to the DNP prepared APRN?
 - How do you see yourself, as a DNP prepared APRN, bringing about a systems or policy change to lead an interdisciplinary team within your organization?
 - Do you think that requiring a DNP degree will further increase the primary care provider shortage in the United States?
- Two professional recommendations which speak to applicant's ability to be successful in the DNP. This might include comments regarding clinical skills, critical thinking, independent decision making, and collaborative skills, leadership, etc.
- Professional resume detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities
- Official transcripts from all colleges and universities attended showing proof of MS earned from an accredited school of nursing, as well as a regionally accredited institution, with a cumulative GPA of 3.0 or higher. Transcripts or test scores are considered official when sent directly from the school or testing service.
- Current unencumbered APRN license in the State of Utah
- Proof of current national board certification
- Background check performed by castlebranch.com (must be free of criminal arrest). [View background check instructions.](#)
- Negative drug testing (10-panel, urine test) results performed by castlebranch.com. [View drug screen instructions.](#)

Due Upon Acceptance Into the Program:

- Documentation of current immunizations (including COVID-19 immunizations, MMR, TDAP, PPD, polio, varicella/chickenpox, Hepatitis A, and Hepatitis B).
- The following titers, no more than 3 years old: Hep B, Varicella, Measles, Mumps, Rubella.

Upon completion of the application file with all required documentation, according to application dates, the individual's application materials are submitted to the DNP Admissions Committee for review. A personal interview with DNP faculty will be arranged by the School of Nursing and Health Sciences. Once accepted to the Doctor of Nursing Practice program, applicants must submit \$250 tuition deposit within 30 days, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than date specified if enrollment goals are met before those dates.

Note: Currently enrolled MSN: FNP students at Westminster University may qualify for a waiver for letters of recommendation and can have their drug screen and background check carried over from their MSN: FNP application. Currently enrolled MSN students at any institution may qualify for provisional admission if applying prior to the completion of their APRN and National Nurse Certifications. Please contact the Graduate Admissions Office at 801.832.2201 or gradadmissions@westminsteru.edu with questions.

DOCTOR OF NURSING PRACTICE - NURSE ANESTHESIA (DNP-NA)

Admission Requirements

Admission to the graduate programs at Westminster's School of Nursing & Health Sciences is based on an evaluation of undergraduate work, professional experience, and leadership potential. Students may enter the program at the beginning of the Summer semester.

The application deadline is September 30, 2022 for the class beginning in May, 2023. Late applications may be considered on a space-available basis.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form.
- \$50 application fee.
- BS/BSN in nursing is strongly preferred. Other applicants, i.e., BS, DC, MD, BA, DDS, etc. may also apply, but you must also be an RN.
- Minimum of 1 year of critical care (Intensive Care Unit, Cardiac/Neuro/Thoracic/Shock-Trauma preferred), SICU, MICU, NICU/PICU acceptable. Applicants with experience solely in NICU/PICU or with less than 1 year of critical experience may apply, but they may not be selected for an interview at the MSNA Director's discretion. Critical care (ICU) experience within the last 3 years is required.
- Minimum 3.0 GPA, including a minimum 3.0 GPA in core sciences.
- Official transcripts from all colleges and universities attended showing proof of baccalaureate degree earned from a regionally accredited institution.
- Three recent letters of reference from supervisors that can attest to your character and work performance.
- Professional resume detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities.

Additional Program Requirements for Admission

- Current RN license in good standing without any restrictions, disciplinary actions, or probationary status. Any prior nursing license restrictions need to be brought to the attention of the program director at the time of application.
- Background check performed by castlebranch.com (must be free of criminal arrest). [View background check instructions.](#)
- Negative drug testing (10-panel, urine test) results performed by castlebranch.com. [View drug screen instructions.](#)
- Successful completion of CCRN certification is highly encouraged.

Due Upon Acceptance Into the Program:

- Current BLS, ACLS, and PALS certification.
- Documentation of current immunizations (including COVID-19 immunizations, MMR, TDAP, PPD, polio, varicella/chickenpox, Hepatitis A, and Hepatitis B).
- The following titers, no more than 3 years old: Hep B, Varicella, Measles, Mumps, Rubella.
- Physical and Mental Health Certificate.

Upon completion of the application file with all required documentation, according to application dates, the individual's application materials are submitted to the DNP-NA Admissions Committee for review. An interview with DNP-NA faculty will be arranged by the School of Nursing and Health Sciences. Once accepted to the Doctor of Nursing Practice, Nurse Anesthesia program, applicants must submit \$250 tuition deposit within 30 days, which guarantees a place in the entering class. Please refer to the university website for specific application deadlines. It is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited to students admitted to the DNP-NA Program. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

An applicant of the program must be able to fulfill the job description and duties of a Certified Registered Nurse Anesthetist. A candidate for the program must have abilities and skills in five categories: observation, communication, motor, intellectual, and behavioral/social. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. Applicants and students must be able to meet DNP-NA Technical Standards.

School of Nursing & Health Sciences

Nurse Anesthesia Program

Technical Standards for Admission, Continuation and Graduation

Applicants to the Westminster University Nurse Anesthesia Program are selected on the basis of their academic, personal and extracurricular attributes. Applicants must also have the intellectual, physical and emotional capabilities to meet the requirements of the School's curriculum and to function as a safe anesthesia provider.

The following technical standard guidelines are based on those recognized as essential to the study and practice of nurse anesthesia. These guidelines specify the attributes considered essential for completing nurse anesthesia training and for enabling each graduate to enter clinical practice. Because these standards describe the essential functions that students must demonstrate to meet the requirements of nurse anesthesia training, they are prerequisites for admission, continuation, and graduation.

Westminster University Nurse Anesthesia Program will consider for admission any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and the Rehabilitation Act. Our institution is committed to considering all qualified applicants without discrimination on the basis of race, color, religion, national origin, age, sex, veteran status, disability or sexual orientation. The Admissions Committee believes that all students must possess the intellectual, physical and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on intermediaries, and that all students must be able to achieve the levels of competence required by the program goals and objectives. All candidates for admission, both those with and without disabilities, are expected to be competitive with others in the applicant pool in academic, personal and extracurricular attributes. The institutional policy is to make admissions decisions on the basis of each applicant's qualifications for the study and practice of nurse anesthesia. The School of Nurse Anesthesia's commitment to nondiscrimination against any applicant or admitted student on the basis of disability is consistent with applicable law.

Admitted students with documented, qualified disabilities have access to support personnel within Student Disability Services. An agent of this office will collaborate with other faculty and staff as necessary to provide reasonable accommodations for courses and examinations. The goal is to help students with qualified disabilities find access to the necessary resources to assist them in meeting the technical standards for nurse anesthesia program admission, continuation and graduation.

Requests for accommodation of a disability must be made in a timely manner (preferably before starting classes) to the Director of the Nurse Anesthesia Program and the Office of Student Services. At that time, the following information must be provided at the student's expense:

- Documentation of the disability from a licensed professional.
- The diagnosis of the disability using standard nomenclature.
- A description of the student's functional limitations due to the disability.
- Copies of the evaluation report(s) on or accompanied by a letter on the evaluating professional's letterhead.
- A description of the requested accommodation.

Accommodations that may be appropriate will depend on individual circumstances. In evaluating a request for an accommodation, the Nurse Anesthesia Program will take into account the individual's specific limitations and needs to determine whether the requested accommodation is reasonable and will permit the applicant or student to satisfy the Technical Standards. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards, or poses an undue administrative or financial burden. As mentioned above, except in rare circumstances, the use by a student of an intermediary to perform any of the functions described in the Technical Standards would constitute an unacceptable substantial modification.

For students seeking accommodations, a comprehensive neuropsychological evaluation conducted by a qualified professional must be provided. The evaluation must appear on, or be accompanied by a letter on, the evaluating professional's letterhead.

Technical Standards for Nurse Anesthesia Studies Required for Admission, Continuation and Graduation

A candidate for the Master of Science in Nurse Anesthesia must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication and motor functions; and mature behavioral and social attributes. Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner *without a trained intermediary*. The use of a trained intermediary means that a candidate's judgment or performance must be mediated by someone else's power of selection, observation, or performance.

Sensory

- A candidate must be able to detect and interpret changes in monitoring alarms and equipment.
- A candidate must have sufficient sensory capacity to observe in the lecture hall, the laboratory, the outpatient setting, and the patient's bedside.
- Sensory skills adequate to perform a physical examination are required. Functional vision, hearing and tactile sensation must be adequate to observe a patient's condition and to elicit information from computerized monitors, and through procedures regularly required in a physical examination, such as inspection, auscultation and palpation.
- A candidate must be able to observe a patient accurately at a distance and close at hand.

Communication

- A candidate should be able to speak, hear and observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications.
- A candidate must be able to communicate effectively and sensitively with patients. Communication includes speech, as well as reading and writing.
- A candidate must be able to communicate effectively via oral and written modalities interacting with all members of the health care team.

Motor

- Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers.
- A candidate must be able to negotiate patient care environments and must be able to move self/patients between settings, such as clinic, classroom building, and hospital.
- A candidate should be able to execute motor activities reasonably required to provide general care, to perform direct laryngoscopy, arterial and venous line placement, and performance of peripheral and central nerve blocks, anesthesia gas machine operation and troubleshooting, and to provide emergency and urgent treatment to patients such as fiberoptic intubation and therapies of the difficult airway algorithm.
- Examples of emergency treatment reasonably required of a nurse anesthetist are cardiopulmonary resuscitation (CPR) and the administration of intravenous medication. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual-Conceptual, Integrative and Quantitative Abilities

- Intellectual-conceptual, integrative and quantitative abilities include measurement, calculation, reasoning, analysis and synthesis. Problem-solving, the critical skill demanded of a nurse anesthetist, requires all of these intellectual abilities.
- A candidate should be able to comprehend 3-dimensional relationships and to understand the spatial relationships of structures for the performance of peripheral and central nerve blocks.
- A candidate must be able to read and understand medical and nursing literature. In order to complete the degree, candidates must be able to demonstrate mastery of these skills and the ability to use them together in a timely and often critical fashion in problem-solving and patient care.

Behavioral and Social Attributes

- A candidate must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients and other healthcare personnel.
- A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- Commitment to excellence, service orientation, goal-setting skills, academic ability, self-awareness, integrity and interpersonal skills are all personal qualities that are assessed during the admission and education process. Because the nature of nurse anesthesia education is based on a mentoring process, candidates are expected to be able to accept criticism and respond by appropriate modification of behavior. Compassion, integrity, concern for others, interpersonal skills, interest and motivations are all personal qualities that are required.

Annotations to the Technical Standards

In addition to the existing text incorporated within the **Technical Standards for Nurse Anesthesia Studies** for Admission, Continuation and Graduation, there are specific needs that are relevant to successful completion of curriculum requirements. This addendum provides specific examples to enhance the interpretation of the Technical Standards, particularly within the "Motor" and "Behavioral and Social Attributes" categories.

- Students are required to master the skills of a complete physical examination.
- They must be able to complete Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Cardiac Life Support (PALS) and Neonatal Resuscitation Program (NRP) instruction and certification processes
- Students must be available to meet when sessions are available for the mastery of the curriculum objectives. This may include evening, night and weekend obligations.
- During the clinical internship, several mandatory rotations require extended hours, with start times as early as 5:00 am. Evening, on-call and weekend shifts are common and may extend into 12 to 16 hour days. As a result, students must be able to physically and psychologically perform capably and competently with moderate degrees of sleep deprivation.
- Many surgical procedures essential to training may last for 3 or more hours. Students may be required to stand in a relatively fixed position for the entirety of the procedure with minimal rest or breaks.
- In emergency situations, patients may need to be moved, turned or resuscitated, and the student may be in situations that necessitate short periods of bending, lifting or partial lifting, reaching, squatting or straining.
- Within Westminster rotations, students may be required to cover large areas of space (different patient-care floors, different wings or sections within institutional building structures). They must be able to transport themselves and patients from one location to another in a timely fashion in order to facilitate patient care responsibilities and to receive educational training, such as during rounds.
- Students are responsible to ensure that they arrive fit for duty, which is defined as being in sound emotional, physical, and mental health to provide safe anesthesia care. Students are required to update the program on changes in their health status (including medications) which may impact their vigilance, alertness, or ability to provide safe patient care. The presence of communicable disease (such as HIV or Hepatitis) may impair the student's ability to provide safe care. Students infected with a communicable disease should consult with the program director to ensure that they are able to safely care for patients.

Student Disability Services

Student Disability Services is located in the lower level of Giovale Library. If you have questions regarding services for students with disabilities, please call 801.832.2272 or email disabilityservices@westminsteru.edu.

MASTER OF PUBLIC HEALTH (MPH)

Admission Requirements

Admission to the graduate programs is based on an evaluation of demonstrated academic ability and professional experience. Students may enter the program during the Fall semester. Students who choose the certificate program must complete the Graduate Non-Degree Seeking Application. Certificate in Public Health students are limited only to the core courses.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form
- \$50 application fee
- Professional statement addressing your public health background, future goals, and interest in the field. Approximately 2 pages, double-spaced.
- Professional resume detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities
- Two letters of recommendation from academic or professional colleagues who can address the candidate's academic and interpersonal skills relevant to the program
- Official GRE score taken within the last 5 years (waived with previous master's degree or higher earned and for those meeting prerequisites course requirements and 3.5 cumulative undergraduate GPA minimum or with a previous master's degree or higher earned).
- Official college or university transcripts from all institutions attended showing proof of baccalaureate degree with a minimum cumulative GPA of a 3.0. Transcripts or test scores are considered official when sent directly from the school or testing service.

Upon completion of the application file with all required documentation according to application dates, the individual's application materials are submitted to the MPH Admissions Committee for review. A personal interview with public health faculty will be arranged by the School of Nursing & Health Sciences. Once accepted to the Public Health Program, applicants must submit a \$250 tuition deposit within 30 days, which guarantees a place in the entering class. Westminster operates rolling admissions, so it is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

MASTER OF SCIENCE IN NURSING: FAMILY NURSE PRACTITIONER (MSN:FNP)

Admission Requirements

Admission to the program is based on an evaluation of demonstrated academic ability and professional experience. Successful completion of undergraduate courses in pathophysiology, pharmacology, health assessment, statistics, and research will be evaluated during the review of applications. Students enter the program at the beginning of Fall semester and may complete the 42 credit requirements within five semesters, including one Summer semester.

The application deadline is January 22, 2025 for the class beginning Fall 2025. Late applications may be considered on a space-available basis.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed application form.
- \$50 application fee.
- Professional statement approximately 2 pages, double-spaced.
- Professional resume detailing professional work experience, including relevant job titles, work experiences, responsibilities, and related activities.
- Two letters of recommendation from academic or professional colleagues who can address the candidate's academic and interpersonal skills relevant to the program.
- Minimum of 1 year of RN experience; applicants with less than 1 year of experience may apply, but they may not be selected for an interview at the MSN-FNP Director's discretion.
- Current RN license in good standing without any restrictions, disciplinary actions, or probationary status. Any prior nursing license restrictions need to be brought to the attention of the program director at the time of application.
- Official transcripts from all colleges and universities attended showing proof of a baccalaureate degree earned from an accredited school of nursing, as well as a regionally accredited institution, with a cumulative GPA of 3.0 or higher. Transcripts or test scores are considered official when sent directly from the school or testing service.

Due Upon Acceptance Into the Program:

- Background check performed by castlebranch.com (must be free of criminal arrest). [View background check instructions.](#)
- Negative drug testing (10-panel, urine test) results performed by castlebranch.com. [View drug screen instructions.](#)
 - Applicants to the FNP program will agree to release all of the required information from the certified background check company to the Dean and MSN: FNP Admissions Committee and Program Director. Both state and federal background checks must be free of criminal arrest history. If there is a criminal arrest history expungement must be completed prior to submission of the application. Drug test results must be negative.
- The following titers, no more than 3 years old: Hep B, Varicella, Measles, Mumps, Rubella.
- Physical and Mental Health Certificate.
- Documentation of current immunizations (including COVID-19 immunizations, MMR, TDAP, PPD, polio, varicella/chickenpox, Hepatitis A, and Hepatitis B).

Upon completion of the application with all required documentation according to application dates, the individual's application materials are submitted to the MSN Admissions Committee. A personal interview with nursing faculty will be arranged by the School of Nursing & Health Sciences. Once accepted to the MSN Program, applicants must submit a \$250 tuition deposit within 30 days, which guarantees a place in the entering class for the Fall term. Please refer to the university website for specific application deadlines. It is best to apply as soon as possible. To preserve the faculty to student ratio, space availability in each class is limited to students admitted to the MSN Program. Westminster University reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

ADMISSION TO THE UNIVERSITY

Admission Criteria

Westminster's graduate programs welcome applications from prospective students who are committed to active learning, respect for diverse people and perspectives, collaboration and teamwork, personal and social responsibility, university-wide excellence, and high ethical standards. Program faculty and the Graduate Admission Committees carefully consider applications using a holistic approach to its review. When evaluating an application file, factors such as prior academic experience, writing ability, references, interpersonal skills, maturity and professional fitness are considered. Westminster University does

not discriminate based on race, color, pregnancy, childbirth, or pregnancy-related conditions, age, religion, national origin, disability, sex, sexual orientation, gender identity, religion, military status, and genetic information, or other legally protected status. The university's commitment to nondiscrimination applies to students, employees, and applicants for admission and employment. For additional information, see the [full Non-Discrimination Statement](#).

Admission Process

Prospective students who wish to enter a degree, certificate, or endorsement program at Westminster University are required to submit a completed application for admission. Applicants must hold a baccalaureate degree earned from a regionally accredited college or university in the United States or the international equivalent.

A candidate for admission must submit the following materials to the Office of Graduate Admissions:

- Completed Westminster Application
- \$50 application fee
- A professional statement of intent
- Letters of recommendation
- Official transcripts from all colleges and universities attended

See further required application materials per graduate program. Each program's application requirements can be found online.

All materials submitted to the Graduate Admissions Office become the property of the university and cannot be returned to the student or sent to another school. For important application dates and events scheduled for prospective graduate students at Westminster, please contact Graduate Admissions at [801.832.2200](tel:801.832.2200) or [800.748.4753](tel:800.748.4753). Send e-mail inquiries to gradadmissions@westminsteru.edu.

Deferred Admission

Admitted graduate students for many of Westminster University's graduate programs are eligible to request deferred admission. Deferred admission is offered to students who plan to delay their enrollment to a different semester than the one they were admitted to.

Requests for deferred admission must be submitted prior to deposit deadline for a program and may be requested for up to 3 semesters.

Deferred admission is not intended to allow students to begin or continue their graduate career elsewhere, though students may take a limited number of courses as a part-time student during their deferred admission period. Westminster assumes that any academic work pursued during the deferred admission period will be at an academic level consistent with or above the student's academic performance record with which they gained acceptance to Westminster University. Students must submit all transcripts from university-level coursework completed during the deferred admission period. The university reserves the right to reverse a prior admissions decision based on poor results of academic work completed during the deferred admission period.

Prior to their return, students must confirm their intention to enroll by submitting a second non-refundable tuition deposit. Additional information about [deferred admission](#).

Non-Degree Seeking Students

Non-degree seeking students are defined as students who are enrolled at the university but have not applied for, or been accepted into, a degree program. Non-degree seeking students, therefore, are those who plan to take courses for "interest only." Non-degree seeking students are subject to the academic regulations of the university. Credit earned while in non-degree seeking student status is not considered toward a degree unless the student applies for admission to, and is accepted by, the university as a degree-seeking student. A maximum of 21 semester hours of coursework taken as a non-degree-seeking student may be considered for credit earned toward a degree. Non-degree seeking students are not eligible to receive institutional or federal financial aid. Those who wish to pursue a degree must complete the admission process as a degree-seeking student. Non-degree seeking students must be admitted as degree-seeking prior to the first day of classes in the semester in which they wish to be considered degree-seeking.

Readmission of Former Students

Students who wish to register at the university after an absence of three or more academic semesters (including Summer semester) must apply for readmission through the Office of Graduate Admissions. Re-entering students are subject to the academic requirements in effect at the time of their re-entry. Westminster University makes every effort to honor coursework taken in previous years; however, due to curriculum changes, this cannot be guaranteed. Previous coursework in question must be reviewed by individual academic departments with a final agreement submitted in writing to the Registrar's Office. Students readmitted after three or more semesters will be expected to meet program requirements for the catalog in effect at the time of readmission. This includes program cost of tuition and fees at the time of readmission.

Readmission of Service Members or Veterans

In accordance with the Higher Education Reauthorization Act, Westminster University will readmit military service members at the same academic status in which they left the institution for service activation or deployments, provided the student notifies the university in advance of their deployments and are not absent from the institution for more than five years, cumulatively. Those students who fail to provide advance notice may re-enroll after providing proof of service.

To readmit a service member with the same academic status means that the institution readmits the service member:

- To the same program, unless the service member requests or agrees to admission to another program (if the service member's program is no longer offered, the institution must admit the service member to the program that is the most similar);
- With the same number of credit hours or clock hours completed, unless the service member is admitted to a different program and the hours are not transferable.
- With same academic standing (for example, satisfactory academic progress status).
- For the first academic year, with the same tuition and fee charges as when the service member left, unless military benefits will pay the increase, but never more than the institution is charging other students.
- For subsequent academic years or for a different program, by assessing tuition and fee charges that are no more than the institution is charging other students.

International Students

The university accepts and enrolls students who are citizens of countries other than the United States. Full-time international students are issued Forms I-20 to enable them to apply for student visas.

Admission Requirements

To be considered for graduate enrollment at the university, international students must hold the equivalent of a U.S. Bachelor's degree and meet all admissions requirements for the graduate program of study. International students must submit the following materials to the Office of Admissions:

1. Complete Westminster University Graduate Admissions Application and \$50 application fee
2. Official transcripts, academic records, diplomas, national examination results, certificates or degrees received from accredited post-secondary institution, university and/or professional schools and any necessary translations. International college or university transcripts must be submitted to a [NACES member organization](#) external evaluation service company for a course-by-course evaluation, for example, [World Education Services](#) or [Spantran](#) for course-by-course evaluation services. Students who attend English speaking universities or colleges in Canada do not need to complete a NACES evaluation.
3. Evidence of adequate financial support to cover the total cost of attendance for two semesters. This most commonly comes in the form of a certified bank statement or bank letter as well as a Statement of Financial Responsibility as issued by Westminster University.
4. Any other requirements including exams, recommendations, and additional supporting documents required by the individual graduate programs.

Once all required documentation has been received and the student has been accepted for admission, a Form I-20 will be sent to the student. All materials submitted to the Graduate Admissions Office become the property of the college and cannot be returned to the student or sent to another school. If the student's school or ministry of education issues only one copy of post-secondary school grades or examination scores, the Office of Graduate Admissions will make a certified copy and return the original to the student; however, in all cases copies must be made from originals. Duplicated copies will not be accepted.

English Proficiency Policy

All applicants, regardless of citizenship status, must demonstrate proficiency in English to obtain admission to Westminster University's graduate program. To fulfill this requirement, applicants must satisfy one of the following criteria:

A. Earn a high school diploma, Associate of Arts, Associate of Science, bachelor's degree or higher from an accredited U.S. high school, college or university.

B. Complete the equivalent of U.S. bachelor's degree in one of the following countries:

- American Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Virgin Islands
- Canada (except the Province of Quebec)
- Cayman Islands
- Christmas Islands
- Cocos Islands
- Cook Islands
- Dominica
- Falkland Islands
- Fiji
- Gambia
- Ghana

- Gibraltar
- Grenada
- Guam
- Guyana
- Ireland
- Jamaica
- Kenya
- Lesotho
- Liberia
- Malawi
- Malta
- Micronesia Islands
- Montserrat
- New Zealand
- Nigeria
- Niue
- Norfolk Island
- Northern Mariana Islands
- Palau
- Papua New Guinea
- Pitcairn Islands

- Ryuku Islands
- Seychelles
- Sierra Leone

- Singapore
- Solomon Islands
- South Africa
- St Helena
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Swaziland
- Tanzania
- Tonga
- Trinidad and Tobago
- Turks and Caicos Islands
- Uganda
- United Kingdom
- S. Virgin Islands
- Zambia
- Zimbabwe

C. Take an English proficiency test and meet one of the following score requirements:

Test	Score
TOEFL iBT	80 (reading and writing 20)
IELTS	6.5
PTE	60
CEFR	B2
DUOLINGO	105

* Westminster University will consider scores from the IELTS Indicator and the TOEFL iBT Home Edition. The university will accept TOEFL iBT superscores for the purpose of meeting TOEFL iBT requirements.

D. Complete Level 8 at the University of Utah English Language Institute (ELI) with a "B+" average or higher (only applies to applicants in the following programs: Master of Arts in Teaching, and Master of Arts in Community Leadership, Master of Education, Master of Public Health).

Westminster University reserves the right to require demonstration of English proficiency, even if a candidate demonstrates eligibility for a proficiency waiver.

Westminster's graduate application can be found online.

Application Requirements by Program

Bill and Vieve Gore School of Business

- [Graduate Business Certificates](#)
- [Master of Accountancy](#)
- [Master of Business Administration programs](#)

Education

- [Master of Arts in Community and Organizational Leadership](#)
- [Master of Arts in Teaching](#)
- [Master of Education](#)

Nursing

- [Master of Public Health and Certificate in Public Health](#)
- [Master of Science in Clinical Mental Health Counseling](#)
- [Master of Science in Nursing, Family Nurse Practitioner](#)
- [Doctor of Nursing Practice](#)
- [Doctor of Nursing Practice, Nurse Anesthesia](#)
- [Doctor of Philosophy in Counselor Education and Supervision](#)