



**College of Nursing and Health Sciences  
Applicant Policies  
Master of Science in Advanced Dental Therapy (MSADT) Program  
Date: October 17, 2019**

**Effective Date**

These policies become effective immediately and shall remain in effect until revoked

**Purpose**

Applicant policies are provided to inform prospective applicants regarding admission requirements. The most current policies are posted in the [College of Nursing and Health Science Applicant Policies](#) section of the Metropolitan State University website and are subject to change.

**Responsibility**

Each applicant is responsible for knowing and adhering to the current applicant policies for the Master of Science in Advanced Dental Therapy (MSADT) Program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Dental Hygiene.

**Application Requirements**

The application process is competitive with applicants vying for 6 seats. Applications completed by the posted deadline receive priority consideration. Applications received after the application deadline will be considered if seats are available. The following application documents must be postmarked or received electronically by the deadline for priority admission consideration for the MSADT program.

1. The Metropolitan State University [Online Graduate Programs Application](#) and application fee.

2. Official transcripts from all undergraduate and graduate, accredited and non-accredited institutions attended. This includes courses completed through College in the Schools (CIS) and Post-Secondary Enrollment Options (PSEO).

- 2.1 Transcripts for Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), International Baccalaureate (IB), and other alternative credit options are required.

- 2.2 At least 1 transcript must reflect a completed bachelor's degree from an accredited college or university.

- 2.3 Applicants to the MSADT program who attended non-U.S. schools are required to have transcripts evaluated by a credential evaluation service. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the university and to the MSADT Program. In addition, it will be used to confirm degree equivalency to a U.S. baccalaureate degree.

- 2.4 Individuals who have completed a baccalaureate degree from an accredited institution that did not assign grades or confer an official GPA may apply to the MSADT Program. If official grades are available for any course work, those grades will be evaluated. If no grades have been assigned the applicant will be evaluated based on remaining application criteria.

3. A Goals Essay

- 3.1 Guidelines for the Goals Essay are provided on the [Metropolitan State University website](#).

- 3.2 Applicants are expected to use their own words and ideas when responding to essay questions.

- 3.2.1 With proper citation using the university approved APA format, applicants may choose to strengthen or clarify a point by including the thoughts and ideas of others.

- 3.2.2 Applicant essays are subject to plagiarism review, including the use of plagiarism detecting software. The consequences for essay plagiarism will be decided by the Dental Hygiene Admission Committee and could result in various consequences, including the full denial of an application.

- 3.2.3 Applicants are encouraged to review language regarding plagiarism found in the Student Handbook on the Metropolitan State University website.

4. Two Professional References

- 4.1 Submit reference contact information in the Applicant Portal.

- 4.2 Two distinct references from two people; select from two of the three categories:

- A faculty member
- A supervisor/employer
- A professional peer or colleague

5. Evidence of current unencumbered Minnesota dental hygiene license including nitrous oxide and local anesthesia certification.
6. Minimum cumulative Grade Point Average (GPA) of 3.0
  - 6.1 A minimum cumulative GPA of 3.0 is required for full admission.
  - 6.2 The GPA used for admission assessment is the cumulative GPA calculated from all coursework and evaluation of all transcripts (undergraduate and graduate, accredited and non-accredited institutions).
  - 6.3 Applicants may petition to have a transcript reviewed for exclusion from the cumulative GPA calculation when the final term is older than seven years from the application deadline.
    - 6.3.1 Transcripts for elimination must not include any courses from the Dental Hygiene department required for the applicant's AS or AAS degree. This does not include supporting liberal arts courses.
    - 6.3.2 Credentials from an excluded transcript may not be used to satisfy program admission requirements.
7. Successful Completion of DENH 420 Restorative Functions (minimum of 3 credits) or documentation of its equivalent.
  - 7.1 Restorative Functions must be completed within the past five years and with a grade of C or above.
  - 7.2 If Restorative Functions is not complete at the time of application, the applicant must provide documentation of how the requirement will be satisfied prior to the start of the MSADT program.

### **Conditional Admission Recommendations**

Conditional admission may be recommended for applicants whom the Department of Dental Hygiene Admissions Committee believes could successfully complete the program even though one or more admission requirements have not been met. Students may be conditionally admitted under the following circumstances. Full admission is granted when the conditional admission status requirement has been satisfied. Failure to meet the requirements of the conditional admission will result in admission being denied. Students may not graduate from the MSADT program while in Conditional Admission status.

1. Applicant is in the process of completing a bachelor's degree.
  - 1.1 Applicants must petition the Dental Hygiene Department for approval to apply prior to bachelor's degree completion.
  - 1.2 Full admission is granted upon receipt of an official transcript from an accredited college or university reflecting bachelor degree completion.
    - 1.2.1 Cumulative GPA must be 3.0 or above.

- 1.2.2 Degree must be completed prior to the start of the MSADT cohort for which the student was conditionally admitted.
2. Applicant is in the process of being granted a Dental Hygiene license.
  - 2.1 Full admission is granted upon receipt of the Dental Hygiene license.
  - 2.2 The license must be granted prior to the start of the MSADT cohort for which the student was conditionally admitted.
3. Applicant cumulative GPA is below 3.0.
  - 3.1 Full admission is granted upon achieving a cumulative GPA of 3.0.
  - 3.2 Applicant must provide a plan to reach minimum the minimum GPA. This plan may include but is not limited to repeating course(s) for better grades or taking new courses.
  - 3.3 Cumulative GPA must be 3.0 or above prior to the start of the MSADT cohort for which the student was admitted.
4. Applicant is in the process of completing DENH 420 Restorative Functions or equivalent.
  - 2.1 Full admission is granted upon receipt of an official transcript from an accredited college or university reflecting completion of Restorative Functions.
    - 2.1.1 Applicant must earn a grade of C or above in the course.
    - 2.1.2 Cumulative GPA must be 3.0 or above
    - 2.1.3 Course must be completed prior to the start of the MSADT cohort for which the student was conditionally admitted.
5. Applicant is offered conditional admission for other reasons:
  - 5.1 Full admission is granted upon successful completion of requirements stipulated in the offer of conditional admission.
    - 5.1.1 Cumulative GPA must be 3.0 or above.

### **Coursework completed prior to full admission**

Applicants may take courses prior to or while applying for full admission to the MSADT Program on a space available basis.

1. Applicants must meet course prerequisites which may include admission to a graduate program.
2. Registration is as a non-degree seeking student. Students must [apply as a visiting student](#) to gain access to web registration.
3. Eligible courses are limited to interdisciplinary supporting courses and may not include any graduate level Dental Hygiene (DENH) courses.
4. Successful completion of coursework does not guarantee admission to the program.
5. Up to 10 credits completed prior to full admission may be accepted as transfer credits to meet program requirements.
6. Courses must be completed within two years of full admission.

## **Admission Offer**

Complete applications will be reviewed and candidates selected after the priority deadline.

Offers of admission are based on scores for:

- Goals Essay
- GPA
- References
- Candidate Interview
- Professional portfolio.
  - Portfolio guidelines are provided on the [Metropolitan State University website](#)

Successful applicants will receive a letter offering admission.

1. Applicants accepting the offer of admission into the MSADT Program must respond affirmatively by the date indicated in the letter.
2. An applicant who does not respond forfeits a seat in the program.

## **Deferral**

An applicant who accepts a seat in the program and does not matriculate forfeits their seat in the program.

1. Such applicants may apply again to a subsequent cohort.
2. Admission in future cohorts is not guaranteed.